



AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, May 7, 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 April 2, 2018 (001)

RECOMMENDATION: Approve minutes of meeting of April 2, 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: Accessory Dwelling Units

RECOMMENDATION: Receive presentation from representatives of City of Oxnard Planning Division on non-traditional and Accessory Dwelling Units (ADUs)

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

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 April 2, 2018**

On Monday, April 2, 2018, at 6:05 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: Chair Francine Castañon, Vice-Chair Lucy Martinez, Commissioner Peggy Rivera, Commissioner Yukio Okano and Commissioner Francisco Jaena. City of Oxnard staff members present were Mark Alvarado, Homeless Assistance Program Coordinator; and Karl Lawson, Housing Department, who acted as Recording Secretary. Chair Castañon presided.

1. ROLL CALL AND CALL TO ORDER

Vice-Chair Martinez called the meeting to order at 6:04 p.m., and Chair Castañon arrived shortly thereafter and presided over the meeting. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

Mr. Abe Magaña, of the Oxnard Downtown Business Improvement District, addressed the Commission to express his concern about the progress on the proposed revision to City ordinances addressing homelessness and vagrancy. He stated that he had heard that the proposal was delayed due to review by legal counsel. The Commission opted to discuss the matter under Item 6: Sub-Committee Reports.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of March 5, 2018

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

4. REPORTS FROM CITY STAFF

SUBJECT: Winter Warming Shelter

Mr. Lawson provided a verbal update on the final weeks of operation of the Winter Warming Shelter, which had its last night of operation on March 31, 2018. He reported that shelter staff had performed emergency measures that saved the life of a shelter guest on March 29th, after that guest was found non-responsive in the shelter restroom. By the time the ambulance arrived, the shelter staff had administered necessary anti-opiod medication and revived and stabilized the guest. Mr. Lawson indicated that a closing report on the 2018-19 WWS season would be provided at the May meeting of the Commission. Commissioner Okano noted his appreciation for the work of Ms. Kathy Powell of the Unitarian Universalist Church of Ventura, which collected and distributed sleeping bags and other items for distribution to the shelter guests on the morning of April 1st.

SUBJECT: Homeless Assistance Program Coordinator Report

Mr. Alvarado provided a report to the Commission on the activities of the homeless services division. He explained the timeline for the entitlement grant funding for 2018-19, with the proposed allocations to

be disseminated in mid-April, and the City Council expected to act on the proposed funding in May. With respect to the level of funding, Attachment No. 1 to these minutes is an email from Oxnard Housing Director Arturo Casillas containing a summary of the funding levels approved by Congress for the specific federal grant programs aimed at low-income persons and homelessness.

Mr. Alvarado informed the Commission on developments related to state funding opportunities to address homelessness; the day services provided by Community Action of Ventura County; and the search for locations for a Safe Sleep program.

Mr. Alvarado also reported on the recent action by the County Board of Supervisors at which the Board adopted a set of principles related to homeless shelters, including negotiating matching funds for cities which establish year-round shelters with services. Attachment No. 2 to these minutes is a letter from First District Supervisor Steve Bennett, dated March 20, 2018, which was presented to and adopted by the Board.

Ms. Christy Madden, Deputy Chief Executive Officer of the County of Ventura, provided further detail on the actions of the County Board of Supervisors and Supervisor Steve Bennett's proposal to collaborate with cities on funding year-round shelters with services.

Staff responded to questions on possible collaboration with the County on a year-round shelter. Mr. Lawson responded to questions from members of the Commission about the operations of the Winter Warming Shelter, and the status of (and possible uses for) the Oxnard National Guard Armory on South "K" Street. Chair Castañón requested that the topic of the future of the Oxnard Armory be placed on the agenda of the next Commission meeting.

5. COMMISSION BUSINESS

SUBJECT: Pre-fabricated Housing Units

The Commission received a presentation from three representatives of EcoHomes USA: Mr. Samuel Thompson, Mr. Scott Emeson, and Mr. Ron Mulvihill. The presentation focused on various ways that modular units made of Corten steel can be configured and custom-built to provide residential, support, and service units for use as homeless housing and shelters. A copy of the presentation is Attachment No. 3 to these minutes. Mr. Thompson and his colleagues responded to numerous questions from the Commission.

At the conclusion of the discussion, Chair Castañón requested that the City's Planning Division presentation to the Commission include information on the permissibility of using pre-fabricated steel units for residential purposes, and whether the City Code needed to be amended to permit such a use. Mr. Lawson noted that the Planning Division had been invited to make a presentation on the subject of Accessory Dwelling Units at the Commission meeting of May 7, 2018, and indicated that he would communicate the Commission's request to include information on the question presented by the Chair.

SUBJECT: Sub-Committee and Commissioner Reports

Safe Sleep: Commissioner Okano reported on the Safe Sleep sub-committee and indicated that a meeting with staff was pending to move the proposal forward. Commissioner Jaena had reached out to the Filipino Community Center as one possible Safe Sleep location site, but unfortunately the site is not suitable due to the fact that most events at the Center take place in the nighttime and would conflict.

Downtown Safety and Hygiene: Commissioner Martinez advised that they are awaiting feedback from the office of the City Attorney on the proposed ordinance changes. The next meeting of the sub-committee will take place on Monday April 23, with Oxnard Police Commander Baysinger invited. The meeting will be at 6:30 p.m. at the Oxnard Public Library.

Landlord Participation: No recent meeting held in prior month.

Tiny Homes: This sub-committee last met in January. In the last week of March, there has been much activity countywide on the concept of Tiny Homes, with the City of Ojai considering a proposal to construct a "Tiny Homes Village". Attachment No. 4 to these minutes is a copy of a Report from Ojai City Manager Steve McClary on a proposed amendment to the Ojai Code.

6. NEW BUSINESS

Commissioner Okano proposed that the Commission schedule as a future agenda item a discussion on what steps should be taken to avoid the need for another Winter Warming Shelter; the applicable time frame; the benchmarks for action; and progress on site selection. Mr. Alvarado agreed and indicated that staff would be returning with more detailed information, and suggested that perhaps a special meeting could be convened on this subject.

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

Monday, April 16, 5:00 to 8:00 p.m.: Community Relations Commission will hold a Town Hall Meeting and Exposition entitled "A Recommitment to our Youth", at the Oxnard Performing Arts Center.

Tuesday – Thursday, April 17-19: Family First will hold "Make a Difference Day" events at Oxnard High School (Tuesday), Oxnard College (Wednesday), and Pacific High School (Thursday).

Monday, April 23: Downtown Safety and Hygiene Sub-Committee meeting, 6:30 p.m, Oxnard Public Library.

Tuesday, May 1: Special Election for Oxnard Mayor and City Council.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 7:39 p.m.

(Minutes prepared by Karl Lawson)

Fwd: FY 2018 Omnibus Bill Released; HUD Funding up by 10 Percent

1 message

Casillas, Arturo <arturo.casillas@oxnard.org>

Mon, Apr 2, 2018 at 4:37 PM

To: Tim Flynn <tim.flynn@oxnard.org>

Cc: Department Heads <departmentheads@oxnard.org>, Scott Whitney <scott.whitney@oxnardpd.org>, Jesús Nava <jesus.nava@oxnard.org>, "Molina, Phillip" <phillip.molina@oxnard.org>, Michelle Ascencion <michelle.ascencion@oxnard.org>, Stephen Fischer <stephen.fischer@oxnard.org>

Bcc: karl.lawson@oxnard.org

Re: FY 2018 Federal Budget Increases Overall HUD Funding by 10%

Good afternoon Mayor, Mayor Pro Tem, and City Council members,

The budget passed by Congress and signed by the President on March 22, 2018, increases overall HUD funding by 10 percent, compared to FY 2017 enacted levels. Funding for HUD funds at the national level that support programs in place at the City of Oxnard is being increased by the percentages listed below. It is anticipated that most, if not all, of the percentage increases will be passed on to the local level.

City Entitlement Grant Programs:

- Community Development Block Grant (CDBG): 10 percent
- HOME Investment Partnerships: 43 percent
- Homeless Assistance Grants: 5 percent

Housing Authority Programs:

- Public Housing Capital Fund: 42 percent
- Public Housing Operating Fund: 3 percent
- Section 8 Housing Assistance Payment Renewals: 7 percent
- Ongoing Administrative Fees: 5 percent
- Family Self-Sufficiency: level funding
- Section 8 Project-Based Rental Assistance: 6 percent

The new budget also increases the Low-Income-Housing-Tax-Credit allocation by 12.5 percent for four years. Additional information is contained in the NAHRO Direct News bulletin below.

Arturo Casillas
Housing Director

----- Forwarded message -----

From: **NAHRO Direct News** <nahro@nahro.org>

Date: Thu, Mar 22, 2018 at 9:54 AM

Subject: FY 2018 Omnibus Bill Released; HUD Funding up by 10 Percent

To: arturo.casillas@oxnard.org

The bill also increases the LIHTC allocation by 12.5 percent for four years. **Attachment No. 1**



March 22, 2018

FY 2018 Omnibus Bill Released; HUD Funding up by 10 Percent

Last night, Congress finally unveiled its FY 2018 omnibus spending package, which contains \$63 billion in additional funding for domestic programs and a 10 percent increase in spending for the Department of Housing and Urban Development.

Overall, the Transportation-HUD (T-HUD) appropriations bill did very well, with a 24 percent increase. The increase in T-HUD spending was reflected in the HUD budget, which received a 10 percent increase compared to FY 2017. The additional funding resulted in funding increases for nearly every single program in the HUD portfolio. Here are some highlights from the bill (funding is compared to FY 2017 enacted levels):

- **Public Housing Capital Fund:** \$2.75 billion, a 42 percent or \$808.5 million increase
- **Public Housing Operating Fund:** \$4.55 billion, a 3 percent or \$150 million increase
- **Rental Assistance Demonstration:** cap is increased to 455,000 units and the deadline is extended by 4 years
- **Choice Neighborhoods:** \$150 million, a 9 percent or \$12.5 million increase
- **Section 8 Housing Assistance Payment Renewals:** \$19.6 billion, a 7 percent or \$1.245 billion increase
- **Ongoing Administrative Fees:** \$1.73 billion, a 5 percent or \$90 million increase
- **Family Self-Sufficiency:** \$75 million, level funding
- **Section 8 Project-Based Rental Assistance:** \$11.515 billion, a 6 percent or \$699 million increase
- **Community Development Block Grant:** \$3.3 billion, a 10 percent or \$300 million increase
- **HOME Investment Partnerships:** \$1.362, a 43 percent or \$412 million increase
- **Housing Opportunity For Persons with AIDS:** \$375 million, a 5 percent or \$19 million increase
- **Homeless Assistance Grants:** \$2.513 billion, a 5 percent or \$130 million increase

NARHO's appropriations requests for five programs were met or exceeded: Congress met the request for CDBG, Jobs Plus, and Housing Opportunities for Persons with AIDS, and exceeded the request for HOME by \$162 million. The request for Homeless Assistance Grants was nearly reached.

In addition to increased funding, the omnibus also contains two key provisions from the Affordable Housing Credit Improvement Act (S. 548, H.R. 1661). The bill increases the allocation by 12.5 percent for 4 years and allows for income averaging. NAHRO members have been a key voice in the fight for the bill and even jumped into action during the

Attachment No. 1

weekend omnibus negotiations, urging leadership to include the legislation in the spending bill.

The omnibus is a dramatic bi-partisan Congressional rejection of the President's proposal for FY 2018; his plan to eliminate HUD's community development portfolio was met with a combined \$300 million increase in funding for HOME and CDBG. The suggestion that the Public Housing Capital Fund be slashed to \$628 million was countered with a more than \$800 million increase.

NAHRO members were an integral part of this success; a significant percentage of the 3,467 national organizations that joined a letter to appropriators urging them to increase funding for the T-HUD bill in FY 2018 were public housing authorities or community development officers. The omnibus bill is a testament to the hard work done by NAHRO advocates to demonstrate the damaging impact the Budget Control Act and sequestration has had on communities. Last August alone, you sent over 2,500 letters to your legislators outlining many of the priorities that we see reflected in this bill. Keep it up - Congress is listening.

Featured e-Briefing: UPCS-V Demonstration - What Have We Learned?

April 10, 2018
1:00 - 3:00 pm EST

The Uniform Physical Condition Standards for Vouchers (UPCS-V) Demonstration is reaching the half-way point. This e-Briefing will provide an update on the current status including the newly updated inspection protocol, the newly created HUD REAC office of Inspection Standards & Data for Voucher (ISDV) Division, and potential next steps. PHAs that are currently using UPCS-V will also share their experiences on working with HUD during the demonstration and conducting inspections of record using the UPCS-V protocol.

Register Now ►

Membership | Professional Development | Conferences | Certification | Blog



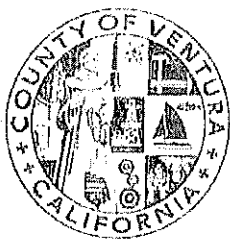
National Association of Housing and Redevelopment Officials

600 Dye Road, Suite 200, Washington, DC 20001

Phone: 202-462-1100

www.nahro.org

Powered by  **informz**



**BOARD OF SUPERVISORS
COUNTY OF VENTURA**

GOVERNMENT CENTER, HALL OF ADMINISTRATION
800 SOUTH VICTORIA AVENUE, VENTURA, CALIFORNIA 93009

MEMBERS OF THE BOARD
PETER C. FOY, Chair
STEVE BENNETT
LINDA PARKS
KELLY LONG
JOHN C. ZARAGOZA

STEVE BENNETT
SUPERVISOR, FIRST DISTRICT
(805) 654-2703
FAX: (805) 654-2226
E-mail: steve.bennett@ventura.org

March 20, 2018

Board of Supervisors
County of Ventura
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: Recommendation of Supervisor Bennett for This Board to Approve Protocols and Policies for Working with Cities to Provide Crisis Housing, Year-Round Shelter or Foul Weather Shelter for the Homeless

RECOMMENDATIONS:

It is recommended that our Board:

- 1) Approve the concept of working with each interested city in developing crisis housing, homeless shelters, and foul weather shelters to serve the needs of that city.
- 2) Approve using the following core principals as a tool to coordinate cooperation with cities on addressing this pressing need and to help finance and support crisis housing, homeless shelter, and foul weather shelter development and operations:
 - a) The County and the city establish in writing the financial arrangements and other division of responsibilities of a proposed effort.
 - b) Conceptually, the County intends to match the amount of money the city is willing to put into an effort for capital improvements and on-going operations. There is a recognition that there is a limit to this capacity, and the actual funding commitment would be made after discussions with the city.
 - c) The city takes the lead and officially approves the location of the facility.
 - d) A non-profit operates the facility and provides the funds needed beyond the amount provided by the city and the County.
 - e) The city and the County jointly approve the operator of the facility, the operator contract is administered by the city with regular consultation with the County on important issues.
 - f) The County determines its level of support of social services to the homeless population in the facility. The exact services and the amount of services are agreed to in writing in advance with the operator and the city.
 - g) After the above arrangements are finalized in writing and approved by the Board of Supervisors and the city council, a joint effort by city and County staff can explore the more detailed specific possibilities and options.

Attachment No. 2

- h) The second phase agreement would encompass specific operational issues individual to each city regarding matters such as funding requirements, site selection, hours of operation, length of stay, services provided, etc.
 - i) The CEO returns to the Board with the final proposals with any cities that participate, including the budget request for the start-up cost and the annual cost.
- 3) Direct the CEO to communicate our decision and the model to the city managers for their councils to deliberate and determine if they wish to partner with the County under these protocols.

DISCUSSION:

The number of residents experiencing or facing homelessness in Ventura County continues to be a significant challenge for local government and our communities.

In the past, our Board offered a \$2 million matching fund to cities to partner in building homeless shelters. For a variety of reasons, that offer has not resulted in any construction of shelter options by a joint city-county effort. One of those reasons is a lack of clarity regarding the intersection of County and city policies and responsibilities regarding such an endeavor. This proposal is an attempt to provide more clarity to that process with the hope that more projects will move forward.

While progress in the overall number of homeless has been made, those facing homelessness still have few options. Even with success in our efforts to increase the number of affordable housing units, there will still be a need for crisis housing. The individual who loses his job and is evicted, the family who has been bunking in with friends and is thrown out, or the person living in their car that is towed -- all of them need a safe place to sleep and access to services that can help them get back on their feet and back into sustainable housing.

Our 10-year Strategic Plan to End Homelessness recommends modest-sized homeless shelters for each city to serve its own homeless. Each community is different, each has unique needs and priorities. Some will focus on a year-round shelter, others on crisis housing for those who have a caseworker and recovery plan. Hopefully, at a minimum, all communities will provide shelter from foul weather.

This proposed partnership alone won't solve all our homeless issues. Just as there are many causes of homelessness, we need many solutions. We may have to start small. Neither our resources nor those of the cities are limitless, but we can and should do something. It is time to redouble our effort to work together, pool our resources, leverage our individual strengths, and move some of our homeless off the streets.

Please join me in approving this effort to provide shelter to our residents when they are most in need.

Sincerely,



Steve Bennett
Supervisor, First District

Attachment No. 2



EcoHOMES USA SHELTER OVERVIEW AND CAPABILITIES

Presentation to the City of Oxnard Commission on Homelessness

Scott Emeson, Ron Mulvihill & Samuel Thompson

WHO WE ARE WHAT ARE OUR SOLUTIONS

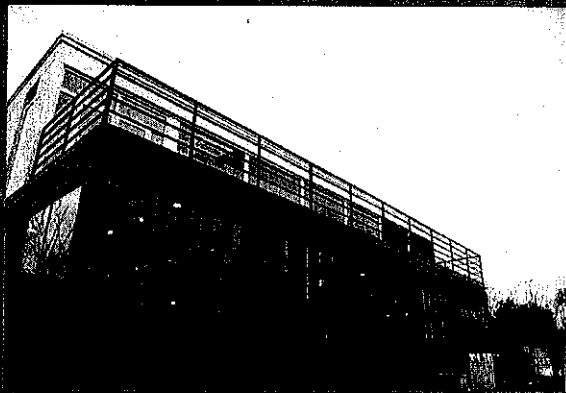
EcoHOMES USA immediate solutions

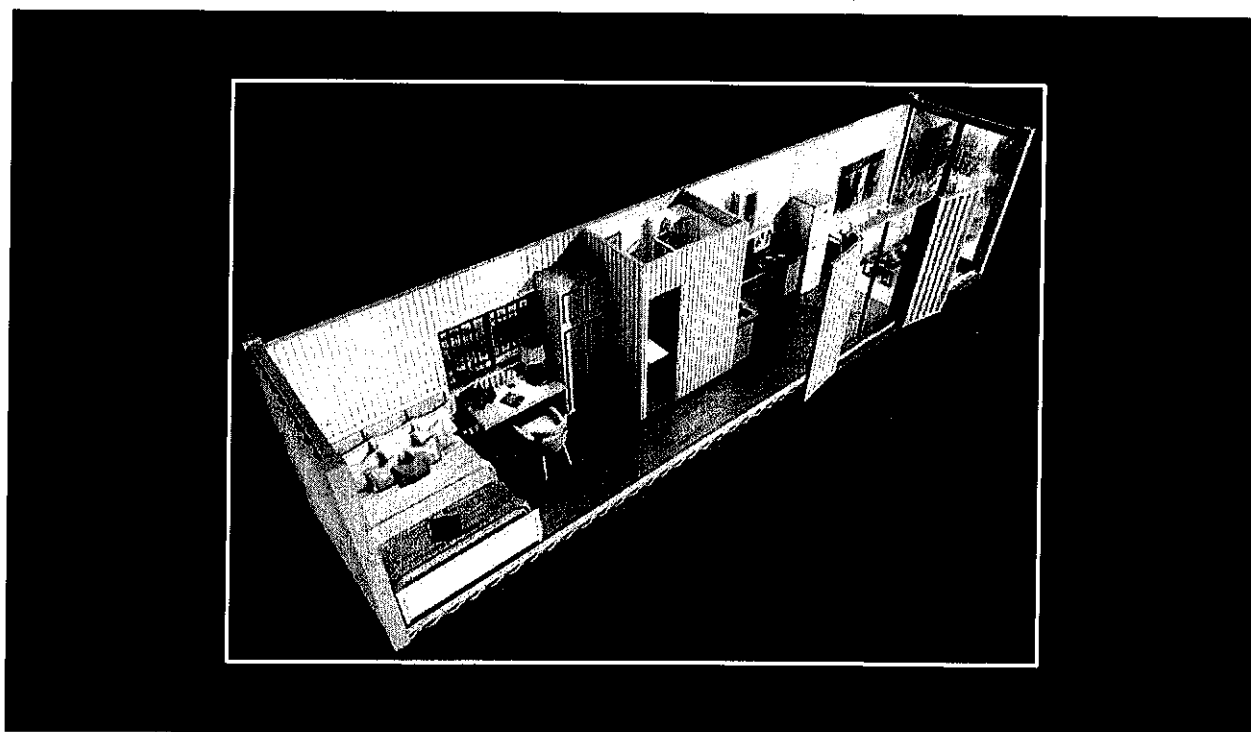
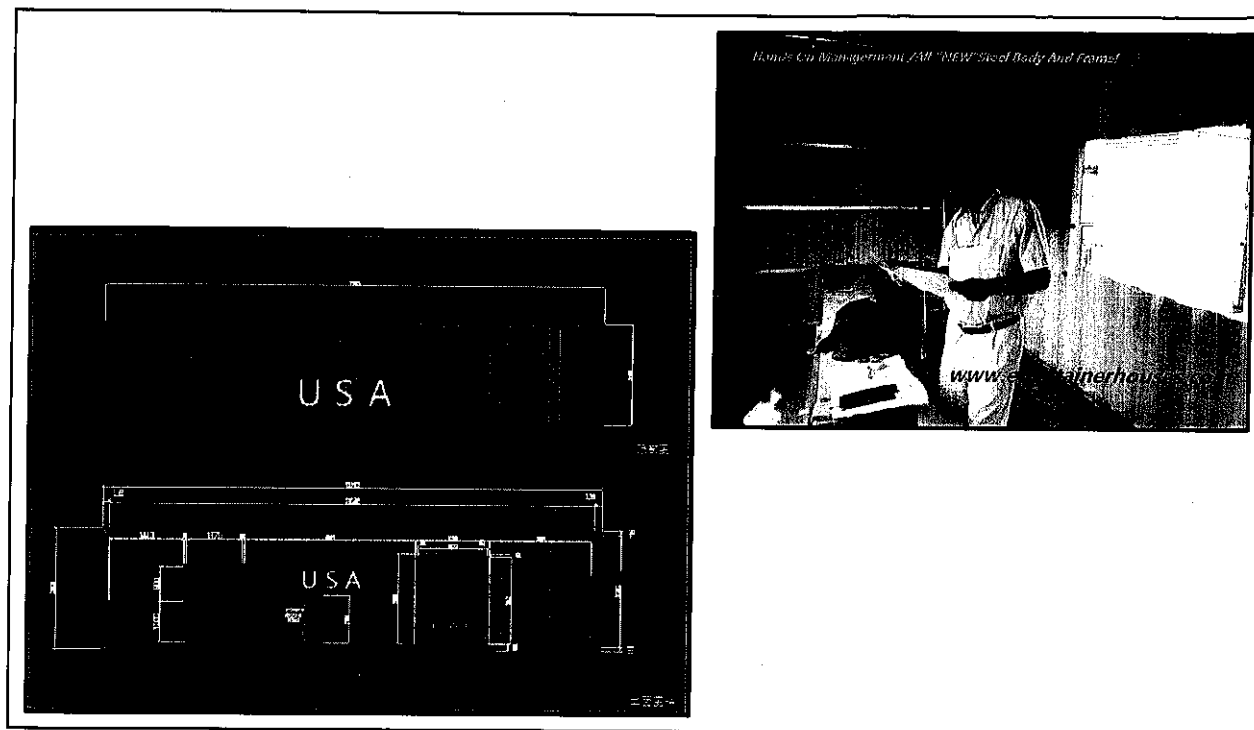
- **Founding/managing members reside in Oxnard and Camarillo**
- **Years of research, development, due diligence and experience domestically/internationally**
- **EcoHOMES USA delivers "Corten" Modular Steel Structures**
 - **Amazing cost, durability and mobile**
 - **Average project deliver under 4-5 months to site**
- **Goals**
 - **Immediate solutions to homelessness in Oxnard**

EcoHOMES STRUCTURAL ADVANTAGES

- EcoHOMES USA are Custom-built from all NEW materials
- EcoHOMES USA-Bearing weight per steel corner post is an incredible 53,000 lbs.
- EcoHOMES USA Structures are 106 times stronger than the standard building (minimum codes)
- Easy to add additional floors to build upward

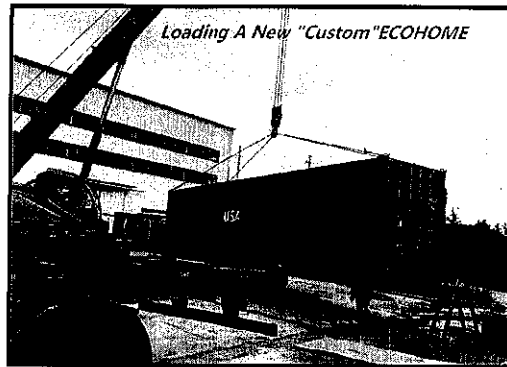
Examples of Eco Modular Steel Homes & Structures





FUNCTIONAL & TRANSPORTABLE

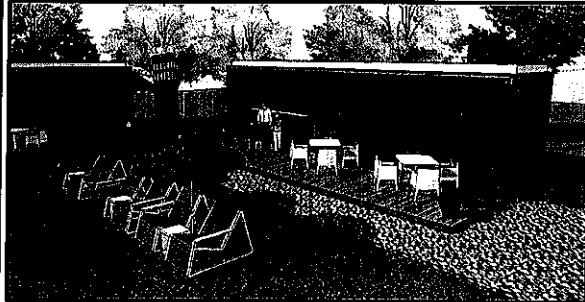
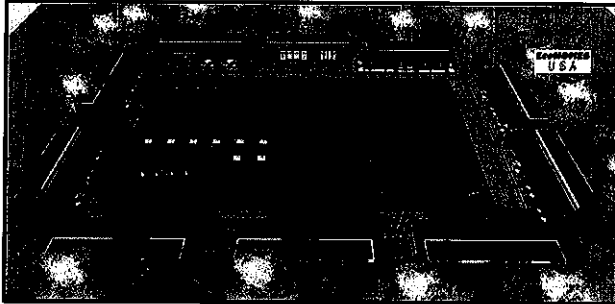
Easily disconnect from utilities, separate joined modular units, place on flatbed with crane, move to desired new location, place on foundation, join together modular units and connect to utilities; repeat when necessary.



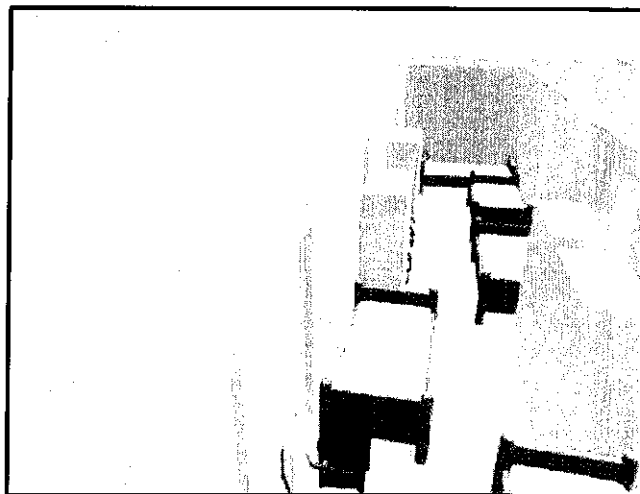
SHELTER SITE OVERVIEW

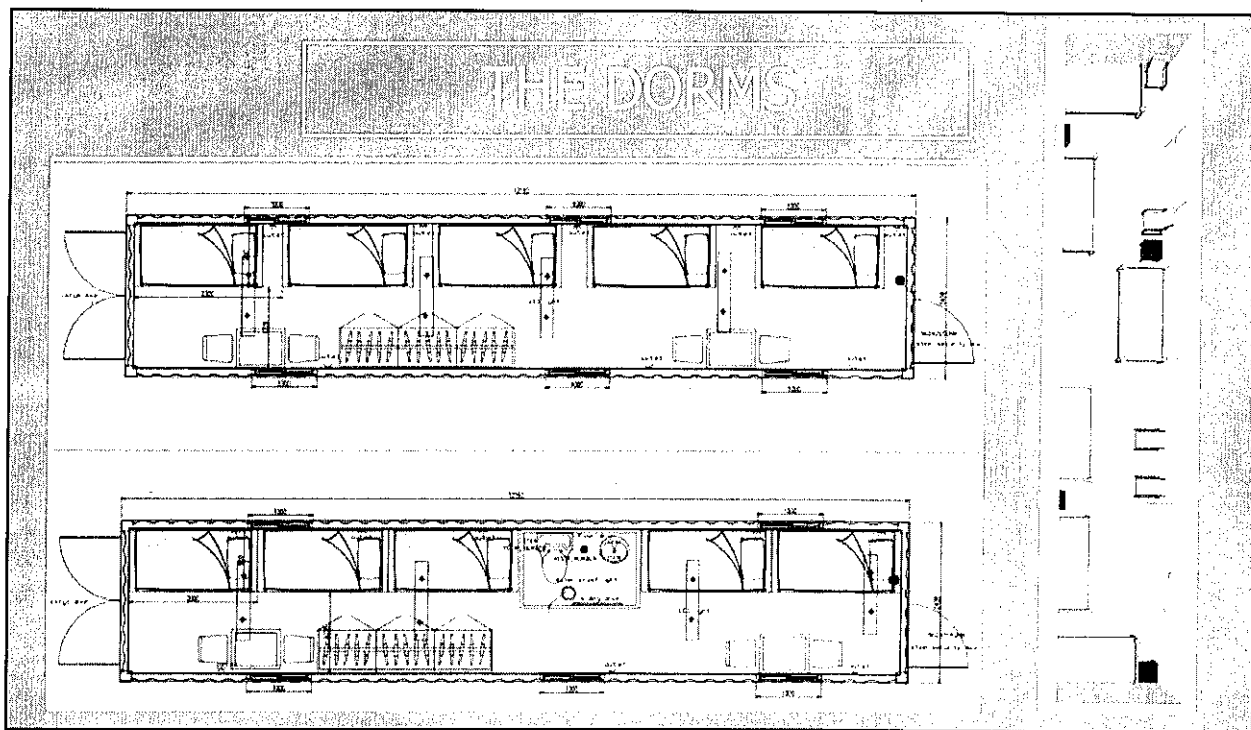
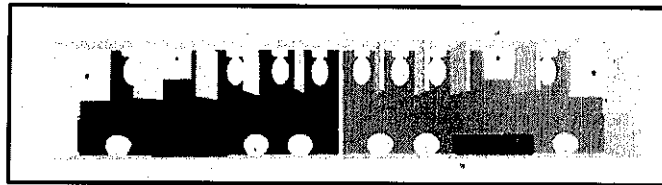


SHELTER SITE OVERVIEW

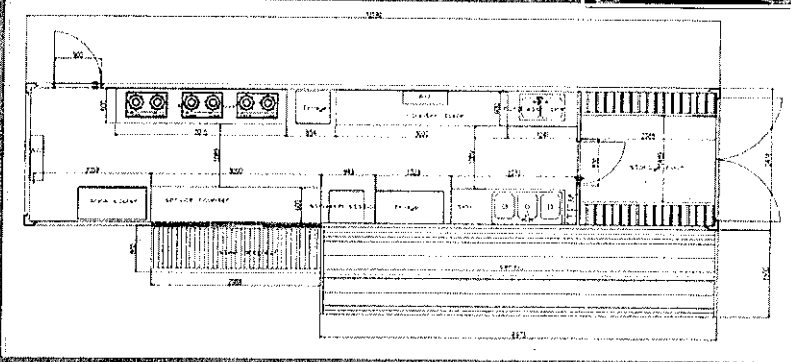
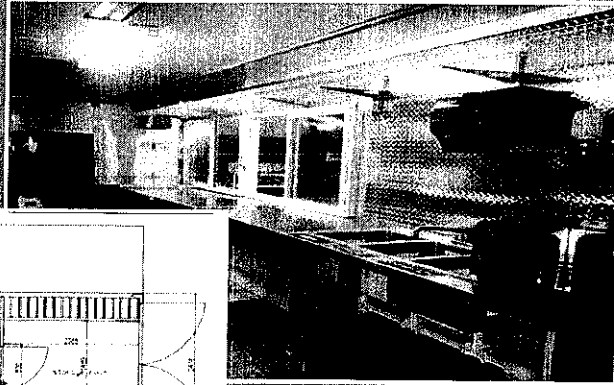


BASIC SANITARY FACILITY AND DORMS





FOOD SERVICE



STAFF OFFICE AND RESIDENCE



Shelter Modular Menu

~Dorm with 5-6 Beds only @ \$31,000.

~Dorm with 5 beds & 1 Bath @\$35,000.

~ADA 40ft Sanitary Facility w/ Showers/Toilets & Ramp @\$64,000.

~Core Food service center and Dry Storage Unit @\$42,000.

~Shelter's Managers office and private quarters @\$39,000.

The Above Costs are delivered to your prepared job site

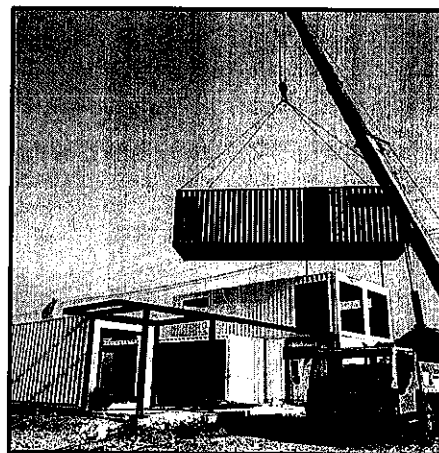
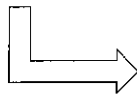
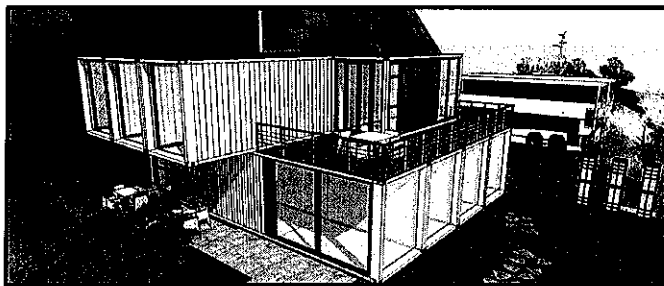
COMPONENTS INCLUDE

- **These Units Include but are not limited to**
- **Electrical (including load panel) and a AC/Heating per Unit(Dual Split System)**
- **All structural Commercial LED dimmable lighting**
- **Smoke and Co2 Alarms**
- **Multiple Floor/Wall & Ceiling options**
- **Dual Pane thermal windows with tinting**
- **Delivery to prepared job site**

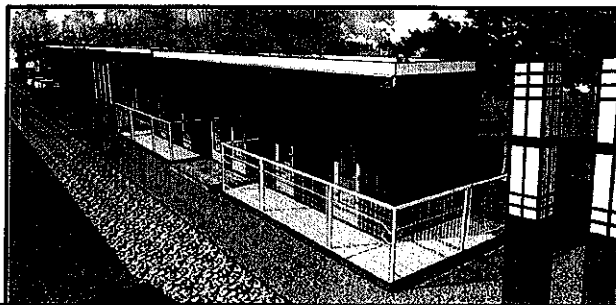
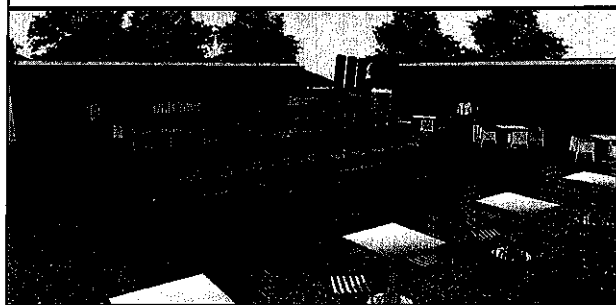
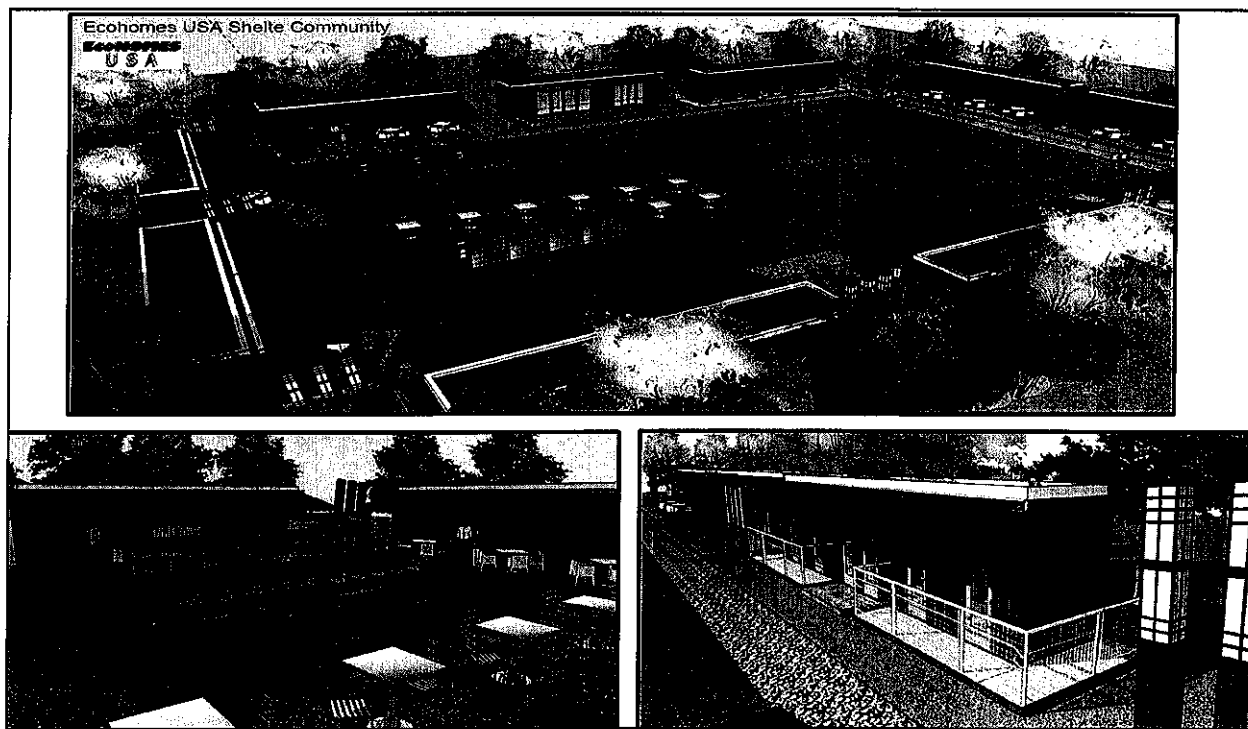
EcoHOMES HAS MANY OTHER HOUSING/STRUCTURAL SOLUTIONS

- **Transitional housing**
- **Affordable and supportive housing**
- **Multi-family housing**
- **Accessory dwelling units/Granny flats**
- **Modular Steel school/hospital units**
- **Commercial applications all sizes**
- **Restrooms/portable sanitary facilities**
- **Storage/kennel/temporary office/etc.**

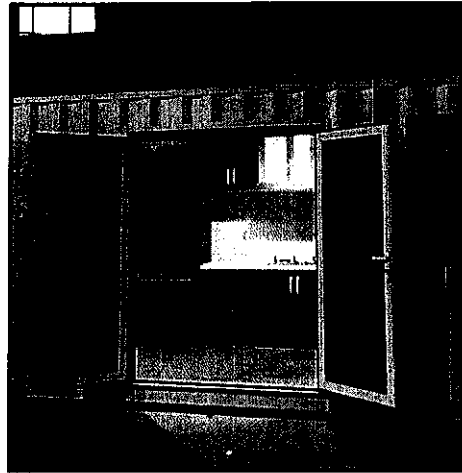
FROM CONCEPT TO REALITY



TRANSITIONAL / WORKFORCE HOUSING



WE'RE READY TO BUILD YOUR PROJECT





Administrative Report

DISCUSSION ITEM

TO: CITY COUNCIL

FROM: Steve McClary, City Manager
Luke Connolly, AICP, Community Development Director

DATE REPORT PREPARED: March 20, 2018

MEETING DATE: March 27, 2018

SUBJECT: Tiny Houses Text Amendment (TA 18-02)

Recommendation

Consider and discuss an ordinance, included as Attachment A, permitting and regulating residential structures commonly referred to as moveable "tiny houses" as a type of accessory dwelling unit included in the City of Ojai's housing inventory in a manner compatible with the character of the City's single-family residential neighborhoods. Adoption of the ordinance is exempt from the California Environmental Quality Act (CEQA) and CEQA Guidelines.

Commission Recommendation

The Planning Commission previously received a presentation on "tiny houses" and discussed the appropriateness and compatibility of such structures in Ojai. With the adoption of the Accessory Dwelling Unit (ADU) regulations the City Council referred this topic back to the Planning Commission for further discussion, issue identification, and possible submission of a term sheet to the City Council for consideration.

On October 18, 2017, with all Commissioners in attendance, the Planning Commission reviewed the issue. Staff's recommendation to the Planning Commission was, "Review information provided and discuss issues related to tiny houses including a possible term sheet for City Council consideration."

The Planning Commission did not make definitive recommendations regarding tiny houses, but instead identified a range of issues that required additional staff analysis and requested direction from Council on the matter. More information regarding the Commission's consideration is included in the Discussion, below.

A report discussing the issues associated with tiny houses was presented to the City Council on January 23, 2018. Following staff's verbal reports and public comments on the topic, the Council unanimously directed staff to research existing ordinances and legislation pertaining to tiny houses and return to Council with a draft ordinance permitting and regulating tiny houses in Ojai.

That draft ordinance is presented to the Council for their consideration and discussion this evening.

Discussion

Per the City Council's direction, the Planning Commission, at their October 18, 2017 meeting, considered the appropriateness and compatibility of permitting tiny houses in Ojai's residential neighborhoods.

At that meeting, the Planning Commission noted several issues that would require additional analysis related to the potential permitting of tiny homes, including: allowing tiny homes simply as an alternative type of accessory dwelling unit subject to requirements tailored specifically to tiny homes; use of tiny homes as emergency housing for both natural disasters and homeless programs; the applicability of tiny homes to the City's growth management ordinance, General Plan and Regional Housing Needs Assessment (RHNA) targets; possible affordability requirements and time restrictions on proposed tiny homes; and the issue of the structure's mobility versus having a permanent foundation.

As stated, above, following the Planning Commission's October 2017 consideration of tiny houses, a report discussing the issues associated with tiny houses was presented to the City Council on January 23, 2018.

At the conclusion of discussion of the item, Council unanimously directed staff to further research existing ordinances and legislation pertaining to tiny houses and to return to Council with a draft ordinance that would permit and regulate tiny houses in Ojai. The draft ordinance is attached to this staff report.

Despite the recent surge in interest in tiny homes, at present there is very little regulatory documentation in California pertaining to the structures. While several cities have identified tiny houses in their Housing Elements as a potential housing option, particularly as a means to expanding affordable housing that can integrate into existing single-family neighborhoods, only the City of Fresno appears to have developed programs that address the code applicability requirements and other issues identified by the Planning Commission.

Using the City of Fresno's ordinance as a starting point and adapting it to Ojai's circumstances, and considering the issues raised at previous public meetings on the topic, the draft ordinance which would allow and regulate moveable tiny homes was prepared. The primary focus of the ordinance is to treat tiny homes as an alternative type of accessory dwelling unit.

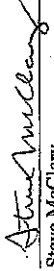
Recognizing the inherent differences between tiny homes and traditionally-constructed homes/accessory dwelling units, namely reduced size and potential mobility, the ordinance also establishes requirements to ensure that all proposed tiny homes are compatible with the primary onsite residence as well as the surrounding neighborhood.

This ordinance is presented to the Council for its consideration and discussion.

Fiscal Impact

Staff time for report preparation has already been included in the 2016-17 budget.


Luke Connolly, AICP
Community Development Director


Steve McClary
City Manager

Attachment:

A - Ordinance

**CITY OF OJAI
ORDINANCE NO. —**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY
OF OJAI, CALIFORNIA, AMENDING OJAI MUNICIPAL
CODE SECTION 10-2.1709 GOVERNING ACCESSORY
DWELLING UNITS TO ADD A NEW SUBSECTION (L)
ALLOWING AND REGULATING MOVEABLE TINY
HOUSES AS ACCESSORY DWELLING UNITS AND
FINDING THAT THE ADOPTION OF THESE
AMENDMENTS IS EXEMPT FROM THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT**

WHEREAS, a second residential unit, also known as an accessory dwelling unit, is an attached or a detached residential dwelling unit which provides complete independent living facilities for one (1) or more persons that includes permanent provisions for living, sleeping, eating, cooking, and sanitation and is situated on the same parcel or parcels as the primary residential unit; and

WHEREAS, as permitted by Government Code section 65852.2, the City Council previously adopted and recently amended its ordinance providing for the creation and regulation of accessory dwelling units; and

WHEREAS, permitted accessory dwelling units are deemed affordable by design and thus qualify as units affordable to moderate income households as part of the City's compliance with its obligation to zone for sufficient levels of housing to meet its share of the state-mandated Regional Housing Needs Allocation for housing affordable to persons at the very-low, low, moderate, and above-moderate income levels; and

WHEREAS, Government Code section 65852.2, subdivision (g) allows cities to adopt less restrictive requirements for accessory dwelling units; and

WHEREAS, the City Council, mindful of the limited availability of housing and affordable housing in Ojai, recognizes the importance of allowing reasonable alternative approaches to providing additional housing deemed affordable to moderate income residents via accessory dwelling units; and

WHEREAS, the City of Ojai's Housing Element provides that "the City will consider additional amendments to second unit regulations to encourage construction of second units" (Page 58); and

WHEREAS, the City Council finds that allowing certain Moveable Tiny Houses, built, sited, and maintained in compliance with specified standards, as an additional type of permitted accessory dwelling unit enabling residents who seek to purchase or build smaller, moveable, chassis-mounted but not self-propelled, tiny houses that are compatible with the community and neighborhood's design and character to do so; and

WHEREAS, on March 27, 2018, the City Council considered the proposed ordinance and voted to move it forward for detailed evaluation by the Planning Commission and City Council in noticed public hearings; and

WHEREAS, on [date], the Planning Commission held a noticed public hearing regarding the zoning code amendment and environmental determination and, notice of said hearing, including the proposed CEQA exemption determination was published in the *Ojai Valley News* at least 10 days prior to the public hearing on [date]; and

WHEREAS, on [date], the Planning Commission received and considered all public testimony, documentary evidence and staff recommendations submitted at the public hearings, and recommended adoption of both the text amendment and the environmental determination by the City Council, and

WHEREAS, on [date], the City Council held a noticed public hearing regarding the zoning code amendment and environmental determination and, notice of said hearing, including the proposed CEQA exemption determination was published in the *Ojai Valley News* at least 10 days prior to the hearing; and

WHEREAS, on [date] the City Council received and considered all public testimony, documentary evidence and staff recommendations submitted at the public hearings, and introduced this ordinance, and

WHEREAS, the City Council finds the proposed text amendment is consistent with and necessary to carry out the policies of the City's adopted General Plan because the proposed amendments modifying the requirements for accessory dwelling units will not permit land uses that are inconsistent with the approved residential land uses and densities in the Land Use Element and will affirmatively further the development of additional accessory dwelling units in the City as required by, and consistent with, the City's stated goal in the Housing Element of promoting the construction of accessory dwelling units and

WHEREAS, the proposed text amendment will not adversely affect the public health, safety, or welfare as the amendments do not authorize any land uses with adverse impacts on the public health, safety, or welfare, and the amendments maintain existing protections in the Ojai Municipal Code against the maintenance of any land use that constitutes a public nuisance.

WHEREAS, the proposed text amendment is exempt from review under the California Environmental Quality Act under California Code of Regulations, Title 14, Section 15301 of the CEQA Guidelines and is also exempt from review because it does not meet the definition of a project under CEQA Guidelines section 15061, subdivision (b)(3) and section 15378, subdivision (a) and subdivision (b)(5). The proposed changes to the accessory dwelling unit ordinance, allowing and adopting standards for moveable tiny houses as a new type of accessory dwelling unit as authorized by state law, has no potential for resulting in physical changes in the environment because it consists of changes in the standards governing issuance of ministerial permits for accessory dwelling units and does not directly or indirectly approve any applications for particular accessory dwelling units.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OJAI DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The above set forth recitals and findings are true and correct and incorporated herein by reference, as if set forth herein in full.

SECTION 2. Text Amendment. Ojai Municipal Code section 10-2.1709 is hereby amended to add a new subsection (f) to read as follows:

Subsection (f) Moveable Tiny Houses. Notwithstanding any other provision of this Code to the contrary, a moveable tiny house that meets the definition in this subsection may be built and occupied as a new detached accessory dwelling unit if it complies with the standards of this subsection and the applicable requirements in Table A in subsection (d) of this section. The prohibition of subsection (d)(1)(C) of this section shall not apply to a moveable tiny house that complies with the requirements of this subsection. The requirement of subsection (d)(1)(D) of this section shall not apply to the extent inconsistent with the standards of this subsection and the rules of ANSI Standards 119.2 or 119.5.

(1) Purpose. The purpose of this subsection is to:

(A) permit moveable tiny houses as an additional type of accessory dwelling unit as part of the City of Ojai's housing inventory in a manner compatible with the character of the City's existing single-family neighborhoods; and

(B) ensure that moveable tiny houses are in harmony with developed neighborhoods; and

(C) allow moveable tiny houses as an accessory use to single-family residential dwelling units, consistent with Government Code, section 65852.2, subdivision (g), which allows Cities to adopt less restrictive requirements than the state-mandated minimums for accessory dwelling units. moveable tiny houses must comply with all standards and regulations applicable to accessory dwelling units except as specified in this subsection.

(2) Definition. A "moveable tiny house" is a residential dwelling unit that is accessory to a principal residential dwelling unit located on the same parcel of land, which provides complete independent living quarters for one household, and meets all of the following conditions:

(A) is licensed and registered with the California Department of Motor Vehicles and has been certified as meeting ANSI Standard 119.2 or 119.5 requirements;

(B) is certified by a qualified third-party inspector for ANSI compliance with ANSI Standard 119.2 or 119.5, or provides sufficient evidence to the satisfaction of the Director that the moveable tiny house was built to applicable ANSI standards;

- (C) is towable by a bumper hitch, frame-towing hitch, or fifth-wheel connection and is designed not to and cannot move under its own power;
- (D) is no larger than allowed by California state law for movement on public highways;
- (E) has at least 100 square feet of first floor interior living space;
- (F) is a detached self-contained residential dwelling unit which includes permanent facilities and functional areas for living, sleeping, eating, cooking, and sanitation;
- (G) is designed and built to look like a conventional building structure, using conventional building materials, and is thus architecturally distinct from traditional mobile homes and recreational vehicles;

(3) Application. In addition to submitting the application materials and information required by subsection (c) for an accessory dwelling unit, an applicant for a moveable tiny house shall submit proof that:

- (A) the proposed moveable tiny house is licensed and registered with the California Department of Motor Vehicles;
- (B) the proposed moveable tiny house has been certified by a qualified third-party inspector as meeting ANSI 119.2 or 119.5 requirements, or was built to meet ANSI 119.2 or 119.5 requirements as demonstrated by sufficient evidence satisfactory to the Director;
- (C) the applicant is the property owner, or has sufficient written permission from the property owner, of the intended location of the proposed Moveable Tiny home; and
- (D) the proposed moveable tiny house meets the standards of this subsection.

(4) Standards. Moveable tiny houses must meet the standards of this subsection and the applicable requirements in Table A in subsection (d) of this section.

(A) Design. The Director shall review the design of each proposed moveable tiny house to ensure that the structure is designed to look like a conventional building structure and is architecturally distinct from traditional mobile homes and recreational vehicles.

(B) Development Standards. Moveable tiny houses must conform with the requirements in Table A of subsection (d) of this section for new detached accessory dwelling units and thus must conform to the setbacks, lot coverage, height, and other applicable zoning requirements of the zoning district in which the site of the proposed moveable tiny house is located, except as modified by this subsection.

(C) Maximum Floor Area. The maximum square footage of habitable floor space for a moveable tiny house shall be 440 square feet.

(D) Parking. Moveable Tiny Houses shall not require additional parking.

(E) Pedestrian Access. An all-weather surface pedestrian path from the street frontage to the main entrance of the moveable tiny house shall be provided.

(F) Mechanical Equipment. All mechanical equipment for a moveable tiny house shall be incorporated into the structure and shall not be located on the roof.

(G) Utility Connections and Requirements. Moveable tiny houses shall not have separate utility meters from the primary unit. Moveable tiny houses may be off-grid and not connected to one or more utility systems, but only if the applicant provides sufficient proof, to the satisfaction of the Director and the Building Official, that the moveable tiny house has adequate, safe, and sanitary utility systems providing water, sewer, heat, cooling, and electric power.

(H) Addresses. Moveable tiny houses shall not have separate street addresses from the primary unit.

(I) Foundation Requirements. Once sited on the parcel of the primary unit, moveable tiny houses shall meet the following foundation requirements:

- (i) If the wheels are removed so the moveable tiny house sits on a foundation, the foundation shall follow the state approved requirements for foundation systems for manufactured housing.

- (ii) If the moveable tiny house does have its wheels removed, then all wheels and leveling/support jacks must sit on a concrete, paved or compacted gravel surface sufficient to support its weight, and the wheels, leveling/support jacks, and undercarriage must be skirted and not visible.

(J) Prohibition on Excessive Movement. No parcel may be approved for more than one moveable tiny house in a twelve month period. No parcel may contain more than one moveable tiny house at a time.

(K) Emergency and Rescue Openings. All Moveable Tiny Houses shall meet the requirements of Section R310 of the California Building Code for emergency escape and rescue openings. Egress roof access windows in lofts used as sleeping rooms shall be deemed to meet this requirement if installed such that the bottom of the opening is not more than 44 inches above the loft floor, provided the egress roof access window complies with the minimum opening area requirements of California Building Code section R310.2.1.

SECTION 6. Environmental Determination. The City Council determines that the following findings and conclusions reflect the independent judgment of the City Council. The City Council finds that the adoption of the foregoing amendment to the Ojai Municipal Code is exempt from the California Environmental Quality Act (CEQA) for the following reasons:

- a. The adoption of the proposed ordinance does not meet the definition of a project under CEQA Guidelines section 15061, subdivision (b)(3) and section 15378, subdivision (a) and subdivision (b)(5). The proposed changes to the accessory dwelling unit ordinance, allowing and adopting standards for moveable tiny houses as a new type of accessory dwelling unit as authorized by state law, has no potential for resulting in physical changes in the environment because it consists of changes in the standards governing issuance of ministerial permits for accessory dwelling units and does not directly or indirectly approve any applications for particular accessory dwelling units. The adoption of this

ordinance is also exempt from CEQA review pursuant to California Code of Regulations, Title 14, Sections 15301 of the CEQA Guidelines.

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

SECTION 8. Certification. The City Clerk shall cause this Ordinance to be published once, within fifteen (15) calendar days after its passage, in the *Ojai Valley News*, a newspaper of general circulation, printed, published and circulated in the City, and shall cause a copy of this Ordinance and its certification, together with proof of publication, to be entered in the Book of Ordinances of the City.

SECTION 9. Effective Date. This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937, shall supersede any conflicting provision of any City of Ojai ordinance, and shall continue in effect until terminated by further action of the City Council in accord with applicable law.

CITY OF OJAI, CALIFORNIA

ATTEST:
By _____
John F. Johnston, Mayor

Gail Davis, Deputy City Clerk

APPROVED AS TO FORM:

Matthew T. Summers, City Attorney

STATE OF CALIFORNIA)
COUNTY OF VENTURA)
CITY OF OJAI)

Attachment No. 4

2-10

Attachment A
Page 6 of 7

I, Gail Davis, Deputy City Clerk of the City of Ojai do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Ojai held on _____ and adopted at a regular meeting held on _____ by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Gail Davis
Deputy City Clerk for the City of Ojai

2-11

Attachment A
Page 7 of 7