

Seaside Housing Collaborative

Director Board Meeting

July 16, 2025 | 10:00 a.m.





Seaside Housing Collaborative

Board of Directors Meeting

July 16, 2025 • 10:00am • Seaside Room

Oldemeyer Center, 986 Hilby Avenue, Seaside, CA

Meeting Agenda

I. CALL TO ORDER

II. ROLL CALL

Ian N Oglesby, Chair
Brenda Thomas, Vice-Chair
Greg McDanel, Director
Reginald Garnett, Director
Mitchel Winick, Director
Rosemary Soto, Director

III. REVIEW AGENDA

IV. PUBLIC COMMENT

V. CONSENT AGENDA

A. APPROVE THE DRAFT MINUTES FROM THE JUNE 18th, 2025 MEETING

VI. BUSINESS ITEMS

A. ADOPTION OF COOPERATIVE AGREEMENT WITH CITY OF SEASIDE (ANDY MYRICK)

B. DISCUSSION OF DEVELOPER SELECTION PROCESS (ANDY MYRICK)

VII. PRESENTATIONS

A. NONE

VIII. STAFF REPORTS

A. NEXT MEETING SCHEDULED FOR AUGUST 20, 2025

IX. BOARD MEMBER COMMENTS

X. ADJOURNMENT

2025 Scheduled Meetings:

- January 15, 2025 – 10:00am
- February, 19, 2025 – 10:00am
- March 19, 2025 – 10:00am
- April 16, 2025 – 10:00am
- May 21, 2025 – 10:00am
- June 18, 2025 – 10:00am
- July 16, 2025 – 10:00am
- August 20, 2025 – 10:00am
- September 17, 2025 – 10:00am
- October 15, 2025 – 10:00am
- November 19, 2025 – 10:00am
- December 17, 2025 – 10:00am

This body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

Agendas for regular board meetings as defined by the Brown Act will be posted at the meeting site and the Collaborative's website, if applicable, 72 hours prior to the start of the meeting. Agendas for special meetings as defined by the Brown Act will be posted at the meeting site and the Collaborative's website, if applicable, 24 hours prior to the start of the meeting. Materials relating to an agenda topic that is a matter of public record in open session, will be made available for public inspection 72 hours prior to the start of the regular meeting, or, alternatively, when the materials are distributed to at least a majority of board members.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Collaborative's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting the board's Secretary at 440 Harcourt Avenue, Seaside, CA 93955 or at (831) 899-6891.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please call (831) 899-6887



Seaside Housing Collaborative

Board of Directors Meeting

June 18, 2025 • 10:00am • Seaside Room

Oldemeyer Center, 986 Hilby Avenue, Seaside, CA

DRAFT MINUTES

I. CALL TO ORDER

The meeting called to order at 10:00 AM.

II. ROLL CALL – We have a quorum

PRESENT: Vice-Chair Thomas, Director Garnett, Director Winick,
Director McDanel, Director Soto

ABSENT: Chair Oglesby

III. REVIEW OF AGENDA

No changes.

IV. PUBLIC COMMENT

No public comments were made.

V. CONSENT AGENDA

- A. APPROVE DRAFT MINUTES FROM THE MAY 21st, 2025 MEETING (DANNY BARRIENTOS)

On motion by Director Winick and second by Director McDanel, and carried by the following vote, the Board of Directors moved to adopt the draft minutes from the May 21, 2025 board meeting.

RESULT: 5-0-0-1

AYES: Soto, Thomas, Garnett, Winick, McDanel

NOES: None

ABSTAIN: None

ABSENT: Oglesby

VI. BUSINESS ITEMS

- A. BUDGET FOR FISCAL YEAR 25-26 (JESSIE RILEY)

City Staff provided an update of the FY 25-26 Proposed Annual Budget to the SHC Board. City Staff explained the process for requesting City Funds for SHC activity. City Staff recommended the SHC Board to adopt the proposed operating budget for the FY 25-26. On motion by Director Garnett and second by Director Soto and carried by the following vote, the Board of Directors moved to adopt the proposed annual budget for FY 25-26.

RESULTS: 5-0-0-1

AYES: McDanel, Thomas, Garnett, Winick, Soto

NOES: None

ABSTAIN: None

ABSENT: Oglesby

Vice-Chair Thomas opened up for Public Comment.

Public comment was provided by Robert Daniels regarding the 50K guideline threshold and asked if any code of conduct was available. Legal Counsel provided a response to the public comment. No further public comments were received.

VII. PRESENTATIONS

- A. Representatives from Shibusa Systems provided a presentation via zoom of their product and services to the SHC Board. .*

VIII. STAFF REPORTS

- A. City Staff provided an update to the SHC Board on the Cooperative Agreement stating that the agreement will be discussed on the June 24, 2025 City Council Meeting and results shared at the next SHC meeting.*
- B. City Staff reminded the SHC Board of the next scheduled meeting for July 16, 2025 to be held in the Seaside Room.*

IX. BOARD MEMBER COMMENTS

The Board Members shared comments on the Shibusa presentation. Director McDanel requested the address of the unit built by Shibusa in Monterey, CA. The address is 1047 Cass Street, Monterey. Director Soto ask if a site visit could be coordinated for the SHC Board to view the site. SHC Board will review this at the next meeting.

X. ADJOURNMENT

The meeting adjourned at 11:35am. Next meeting: July 16, 2025 a5 10:00am.

Item VI.A

ADOPTION OF COOPERATIVE AGREEMENT WITH THE CITY OF SEASIDE

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Cooperative Agreement

- The Draft Cooperative Agreement was previously reviewed May 21, 2025.
- City Council approved the Cooperative Agreement on June 24, 2025.
- SHC may confirm its acceptance of the Agreement by voting to approve it at this meeting.



COOPERATIVE AGREEMENT FOR THE DEVELOPMENT OF AFFORDABLE HOUSING

This Cooperative Agreement for the Development of Affordable Housing (“Agreement”), dated this 16th day of July, 2025, is by and between the City of Seaside, a municipal corporation (“City”) and the Seaside Housing Collaborative, a 501(c)(3) nonprofit corporation (“SHC”).

RECITALS

1. City is the owner of certain real properties located on Darwin Street (APN 012-321-034-000) and Vallejo/Luzern Streets (APN 012-323-042-000) (each singularly a “Property” and collectively the “Properties”).
2. City desires to see affordable housing constructed on the Properties.
3. SHC is a 501(c)(3) nonprofit corporation which was founded with the goal of facilitating and developing affordable housing within the city of Seaside.
4. SHC has approached the City with the desire to pursue the development of affordable housing projects on the Properties.
5. City desires to allow SHC to pursue the possibility of constructing housing on the site.

AGREEMENT

1. City hereby provides permission to SHC (or its representatives, contractors, or authorized designees) to access the Properties and perform such due diligence activities as may be deemed appropriate and necessary to confirm the feasibility of developing an affordable housing project on one or both Properties. Due diligence activities may include any activity which would not create any permanent detrimental situation on the Properties and may include, but are not limited to: title searches/reports, soils testing, and/or survey work.
2. If, upon completion of due diligence, SHC desires to proceed with the construction of affordable housing units on one or both Properties, the SHC shall provide City with the following:
 - a. Construction drawings showing proposed affordable housing units. City shall have the right to ensure that the proposed units are consistent with applicable Zoning, Building, and other Municipal Codes.
 - b. A pro forma showing the estimated costs of construction for the proposed units as well as a sources and uses of funds document demonstrating how SHC will raise and spend the funds necessary to complete the units.
 - c. An affordable housing plan demonstrating to the City how the units will remain affordable for a period of 55 years, and the entity which will be responsible for managing the properties.

3. Upon verification and acceptance by the City of the materials described above, SHC shall have the option to lease the property (the terms of which shall be established by mutual agreement) (the “Lease”) for the purposes of constructing and managing affordable housing. SHC shall be responsible for all costs associated with the construction of the affordable units, including any fees due to the City or other entities.
4. Upon execution of the lease, SHC (or its representative, contractor, or designee) shall obtain Building Permits, diligently pursue construction to completion, and shall obtain a Certificate of Occupancy from the City. In the event that SHC does not complete construction of the project, City shall have the ability to terminate the lease. City shall not be responsible for any costs incurred by SHC. A Deed Restriction shall be filed on the property to ensure continued affordability of the units.
5. City agrees to provide a sufficient water allocation to support the development of the Properties based on the approved projects. City further agrees to facilitate the establishment of water meters serving the Properties.
6. SHC shall manage the property as an affordable housing project. City shall have the right to terminate its lease with the SHC and assume management of the residential units if SHC fails to operate the Properties in accordance with these standards.
7. This Agreement shall commence on the date written above and shall continue to be in force for a period of one year unless terminated earlier pursuant to this Agreement. This Agreement may be extended by mutual agreement provided that SHC is not in default. City agrees that during the term of the Agreement that it will not negotiate with any person or entity other than SHC for the sale, lease, or development of the site.
8. For the purposes of this Agreement, an “affordable housing project” shall mean a residential project which consists solely of units which are eligible to meet the City’s Regional Housing Needs Allocation (RHNA).

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year first written above.

FOR CITY:

FOR SEASIDE HOUSING
COLLABORATIVE:

Greg McDanel, City Manager
City of Seaside

Ian Oglesby, Chair
Seaside Housing Collaborative

APPROVED AS TO FORM:

Sheri Damon, City Attorney

Item VI.B

Developer Selection Process

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Developer Selection Process

- The first step in the development of one or both properties is the selection of a developer.
- This developer would be responsible for coordinating design and construction teams and activities, as well as providing the estimated costs for the project.
- The SHC Board may elect to conduct a formalized process (RFQ or RFP), simply select a developer, or develop its own process.



Developer Selection Process

- When selecting a Developer, some key things to look out for:
 - Experience – Has the Developer worked on similar projects in the past? Have those projects been successfully completed?
 - Support – Does the Developer have access to a team (architects, engineers, contractors, etc) to successfully execute the project?
 - Financing – Does the Developer have sufficient financial liquidity?



Developer Selection Process

- Once a Developer is selected, there will need to be an Agreement. This Agreement could include:
 - Establish scope of work
 - Preparation of Construction Estimates
 - Preparation of Plans
 - Permitting
 - Compensation for Developer
 - Recourse
- The extent of the initial Agreement will depend on negotiations between the SHC and the Developer.



Item VIII.A

Staff Reports

A. Next Meeting Schedule – August 20, 2025

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SEASIDE HOUSING COLLABORATIVE BOARD REPORT

Item VIII.A.

TO: Seaside Housing Collaborative Board of Directors
FROM: Danny Barrientos, Staff Liaison
BY: DANNY BARRIENTOS
DATE: July 16, 2025
SUBJECT: NEXT SCHEDULED MEETING

RECOMMENDATION

REMINDER NEXT SCHEDULED MEETING IS SET FOR AUGUST 20, 2025

BACKGROUND

DURING THE JUNE 18, 2025 STAFF REMINDED THE SHC BOARD OF UPCOMING MEETINGS.

ATTACHMENTS

NONE

Item IX

BOARD MEMBER COMMENTS





Item X.

ADJOURNMENT

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