



**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: March 4, 2024  
Reviewed by: NA

**SUBJECT:** Establishing a Housing Advisory Commission

**REPORT BY:** Jeff Bond, Community Development Director  
Leslie Mendez, Planning Manager

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**SUMMARY**

This report provides a formal resolution to establish a Housing Advisory Commission.

**STAFF RECOMMENDATION**

That the Council:

1. Adopt Resolution No. 2024-13, establishing the Housing Advisory Commission (HAC); and
2. Direct staff to initiate the call for applications for the HAC with all appointments made by the City Council.

**BACKGROUND**

On February 21, 2023, the City Council unanimously adopted a resolution adopting the 2023-2031 City of Albany Housing Element. In a letter dated September 8, 2023, the California Housing and Community Development Department (HCD) certified the City's Housing Element for compliance with state housing law, thus completing the preparation of the 2023-2031 City of Albany Housing Element.

**DISCUSSION**

The adopted Housing Element includes the State-mandated "Housing Action Plan," which is comprised of policies and action programs that correspond to six overarching goals: Equitable Access to Housing, Housing Production, Special Needs Housing, Elimination of Housing Constraints, Fair Housing and Housing Security, and Housing Administration and Resources. The Action Plan contains 58 programs, many with several action items, that the City has committed to implementing over the next eight years. Many of the policies and programs that the City will need to consider for implementation are expected to be controversial, particularly those programs that involve tenant protections.

The City currently does not have an advisory body focused on reviewing and making recommendations to the City Council on housing policy, housing programs, and related issues. The formation of the HAC would allow for a dedicated commission to review and advise City Council and ensure these important topics will receive the focus they warrant while simultaneously addressing community needs and values. Thus, ideally, an advisory body would have members with an expressed interest and knowledge about housing policies and have representation that includes both rental property owners and rental property tenants. It should also be noted that staff anticipates the HAC will have a heavy workload, with a significant volume and pace of items coming before the commission.

For Council consideration, the following purpose and composition for the HAC are proposed:

- **Purpose** - The HAC provides a forum to engage with members of the community across a range of perspectives on housing policies and programs and to make recommendations to the City Council regarding implementation of the City’s Housing Element.
- **Commission Composition** – Five (5) Members. Each Council Member nominates one of the five Commissioners. Commissioners serve until the next Municipal Election (2 years).

As included in the establishing resolution for the HAC, the Commission would focus on advising the City Council on policies and strategies for implementation of the Housing Element programs related to tenant protections, fair and equitable access to housing, housing programs, rent review, and associated administration and resources. However, the City’s Planning & Zoning Commission would remain the lead on matters that fall within the purview of the Land Development Volume Chapters 19-23 of the Albany Municipal Code.

It is advised that the term of the HAC be coterminous with program implementation of the 2023-2031 Housing Element, with a sunset date of December 2028.

### **SUSTAINABILITY/SOCIAL EQUITY AND INCLUSIVITY CONSIDERATIONS**

The shared goal for all City services is to provide and advance fair and equitable services to the Albany community, including promoting and furthering equal access to affordable housing opportunities through the City.

### **CITY COUNCIL STRATEGIC PLAN INITIATIVES**

Establishment of a Housing Advisory Commission will make progress towards

- GOAL 2: Promote Housing Availability & Quality; OBJECTIVE: Continue to educate and inform the community regarding housing to include tenants’ rights and housing provider responsibilities.

## **FINANCIAL CONSIDERATIONS**

There is no direct financial impact to establish the HAC beyond the utilization of staff time for administration and to serve in the role of staff liaison to the Commission.

## **NEXT STEPS**

Pending Council adoption of Resolution No. 2024-13, staff will distribute information regarding the HAC to inform the community of this new opportunity and that there are seats to be appointed. Council Members will be provided applications upon receipt for consideration and appointment. The HAC would begin meeting once the advisory body is fully appointed.

## **Attachments**

1. Resolution No. 2024-13 Establishing the Housing Advisory Commission

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**RESOLUTION NO. 2024-13**

**A RESOLUTION OF THE ALBANY CITY COUNCIL ESTABLISHING THE HOUSING ADVISORY COMMISSION AS ADVISORY TO THE CITY COUNCIL**

**WHEREAS**, on February 21, 2023, the City Council unanimously adopted Resolution No. 2023-09, adopting the 2023-2031 City of Albany Housing Element; and

**WHEREAS**, in a letter dated September 8, 2023, the California Housing and Community Development Department (HCD) certified the City’s Housing Element for compliance with state housing law, thus completing the preparation of the 2023-2031 City of Albany Housing Element; and

**WHEREAS**, the adopted Housing Element includes the State-mandated “Housing Action Plan,” which is comprised policies and action programs that correspond to six overarching goals: Equitable Access to housing, Housing Production, Special Needs Housing, Elimination of Housing Constraints, Fair Housing and Housing Security, and Housing Administration and Resources; and

**WHEREAS**, the Action Plan contains 58 programs, many with several action items, that the City has committed to be implemented over the next eight years; and

**WHEREAS**, the City does not currently have an advisory body whose purpose it is to review and advise the City Council on housing policy, housing programs, and related issues; and

**WHEREAS**, establishing a Housing Advisory Commission can help facilitate engagement with community members regarding housing policy, programs and related issues to better addresses community needs and values.

1           **NOW, THEREFORE, BE IT RESOLVED**, that the Albany City Council hereby  
2 establishes a Housing Advisory Commission to advise the City Council on policies and  
3 strategies for implementation of the Housing Element programs related to tenant protections,  
4 fair and equitable access to housing, housing programs, rent review, administration and  
5 resources that fall outside of the purview of the Land Development Volume Chapters 19-23 of  
6 the Albany Municipal Code; and

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8           **BE IT FURTHER RESOLVED**, that the Housing Advisory Commission shall aim to  
9 meet on a monthly basis, and be comprised of five (5) Members, with one (1) appointment  
10 made by each City Council Member in accordance with Section 3.23 of the Albany City  
11 Charter; and

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13           **BE IT FURTHER RESOLVED**, that the Housing Advisory Commission shall adhere  
14 to all established policy and procedures as adopted by the City Council, and act in accordance  
15 with Ralph M. Brown Act, Government Code Section 54950 et seq.; and

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17           **BE IT FURTHER RESOLVED**, that the Housing Advisory Commission shall be an  
18 advisory body to the City Council and not an independent decision-making body with all its  
19 recommendations subject to approval of the City Council; and

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21           **BE IT FURTHER RESOLVED**, that the Housing Advisory Commission shall be  
22 coterminous with program implementation of the 2023-2031 Housing Element, with a sunset  
23 date of December 2028; and

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25           **BE IT FURTHER RESOLVED**, that the City Council shall retain the authority to  
26 modify the composition, appointment process, scope, and/or transition to sunset the  
27 Commission if deemed appropriate in the future.

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JOHN MIKI, MAYOR