



**Cities & Towns Advisory Committee**  
Sonoma County Community Development Commission

## Regular Meeting with the Community Development Committee

**PLEASE NOTE:** This is a hybrid meeting and will be held in-person and online.  
The meeting will be held in the Hearing Room of the Sonoma County Community Development Commission located at 141 Stony Circle, Suite 210, Santa Rosa, CA, 95401.

The Zoom webinar may be accessed at the following link:  
<https://sonomacounty.zoom.us/j/97641042730?pwd=c3L07sssFew0BxHuY28ljCbFVimbs.1>

**Telephone Option: (669) 444-9171**

**Webinar ID: 976 4104 2730**

**Passcode: 823071**

Wednesday, March 19, 2025  
10:00 am – 12:00 pm

### AGENDA

- 1. Call to Order and Roll Call**
- 2. Public Comment on Items Not on the Agenda**
- 3. Approve Meeting Minutes from November 20, 2024 and February, 26, 2025 Meeting**  
The Committee will review, discuss, and may take action to approve the meeting minutes or may recommend changes.

*Recommended Action: Approve minutes*

- 4. Executive Director's Report**  
Michelle Whitman, Executive Director  
The Executive Director will give an update on agency business.

*Information Only – No Action Item*

**5. PUBLIC HEARING: Fiscal Year 2024-2025 Annual Action Plan Substantial Amendment**

Valerie Johnson, Community Development Program Coordinator

Staff will present a proposed substantial amendment to the Fiscal Year 2024-2025 Action Plan.

- Staff Presentation
- Committee Questions
- Open Public Hearing
- Hear Public Comments
- Close Public Hearing
- Committee Discussion
- Motion
- Roll Call Vote

*Recommended Action: Recommend the Board of Supervisors approve the proposed substantial amendment to the FY 2024-2025 Action Plan*

**6. Election of Officers – Cities and Towns Advisory Committee**

*Recommended Action: Elect a new Chairperson and Vice Chairperson for the Cities and Towns Advisory Committee*

**7. Adjournment**

**Next Regular Meeting:  
Wednesday, April 16<sup>th</sup>, 2025, 10:00 am – 12:00 pm**

**PUBLIC COMMENTS PRIOR TO THE COMMITTEE MEETING:** Public comments may be submitted via email to [CDC-8130-Public-Comment@sonoma-county.org](mailto:CDC-8130-Public-Comment@sonoma-county.org). Virtual attendees are encouraged to submit their comments via email before the meeting.

**PUBLIC COMMENTS DURING THE COMMITTEE MEETING:** Any member of the audience that would like to address the committee - please raise your hand during the public comment period, which will be noted after staff have presented each item. When called by the Chair, please walk to the table that is labeled with the **Public Speaker** nameplate, then you may state your name and make your comments. Please be brief and limit your comments to the subject matter under discussion. Virtual attendees may raise their hand using Zoom, or dial \*9 to raise their hand by telephone and will be directed to speak by the Chair. Each person is granted 3 minutes to speak; time limitations are at the discretion of the Chair.

**MEETING DOCUMENTS:** The associated documentation is available on the website at <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>. Any changes to the date of the meeting, or any other updates, will be noticed on the above website.

**DISABLED ACCOMMODATION:** If you have a disability that requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact the Section 504 Coordinator at (707) 565-7520 as soon as possible to ensure arrangements for accommodation.

Language Services are available upon request if made at least 48 hours in advance of the meeting to help ensure availability. For more information or to request services, please contact the Section 504 Coordinator at (707) 565-7520.

**COMENTARIOS PÚBLICOS ANTES DE LA REUNIÓN DEL COMITÉ:** Pueden enviarse por correo electrónico a [Veronica.Ortiz-DeAnda@sonoma-county.org](mailto:Veronica.Ortiz-DeAnda@sonoma-county.org).

**COMENTARIOS DEL PÚBLICO DURANTE LA REUNIÓN DEL COMITÉ:** Cualquier miembro de la audiencia que desee dirigirse al Comité sobre un asunto de la agenda, por favor alze la mano cuando el presidente del comité anuncie el asunto cual le interesa a usted y pregunte si hay alguien que quiera hacer un comentario. Cuando lo llame el presidente, diríjase a la mesa de comentarios públicos, diga su nombre y haga sus comentarios. Para que todas las partes interesadas tengan la oportunidad de hablar, sea breve y limite sus comentarios al tema en discusión. Generalmente a cada persona se le conceden 3 minutos para hablar; Las limitaciones de tiempo quedan a discreción del presidente.

**DOCUMENTOS DE LA REUNIÓN:** La documentación asociada está disponible en el sitio web en <https://sonomacounty.ca.gov/development-services/community-development-commission/boards-commissions-and-committees/community-development-committee>.

Cualquier cambio en la fecha de la reunión, o cualquier otra actualización, se notificará en el sitio web mencionado anteriormente.

**ALOJAMIENTO PARA DISCAPACITADOS:** Si tiene una discapacidad que requiere un alojamiento, un formato alternativo o requiere que otra persona lo ayude mientras asiste a esta reunión, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520 lo antes posible para garantizar los arreglos para alojamiento.

Los servicios lingüísticos están disponibles previa solicitud si se realizan al menos 48 horas antes de la reunión para ayudar a garantizar la disponibilidad. Para obtener más información o solicitar servicios, comuníquese con el Coordinador de la Sección 504 al (707) 565-7520.



**Cities & Towns Advisory Committee**  
Sonoma County Community Development Commission

**Regular Meeting**  
**DRAFT Meeting Minutes**

Wednesday, November 20, 2024  
141 Stony Circle, Suite 210, Santa Rosa, CA 95401  
10:00 a.m. – 12:00 p.m.

**1. Call to Order and Roll Call**

The meeting was called to order at 10:02 a.m. by Vice Chair Streeter; Community Development Commission (CDC) staff initiated the roll call:

Committee Members

Jenna Garcia – City of Rohnert Park	Present
Jennifer Gates – City of Sonoma	Absent
VACANT – City of Sebastopol	Vacant
Kevin Thompson – City of Cloverdale	Present
Noah Housh – City of Cotati	Present
Patrick Streeter – Town of Windsor	Present
Griselda Villareal (Alternate) – City of Healdsburg	Present

CDC and Sonoma County Housing Authority Staff

Rhonda Coffman, Deputy Director  
Martha Cheever, Deputy Director  
Valerie Johnson, Community Development Program Coordinator  
Madison Murray, Senior Community Development Specialist  
Laurie Dinwiddie, Affordable Housing Finance Specialist  
Krista Fotou, Affordable Housing Finance Program Coordinator  
Veronica Ortiz-De Anda, Community Development Program Coordinator  
Matthew Burns, Administrative Aide

**2. Public Comments for Items Not on the Agenda**

None.

### **3. Approve Meeting Minutes from October 23, 2024**

**Public comments:** None.

Action: The committee moved to approve the meeting minutes as drafted by staff.

Motion: Streeter

Second: Garcia

Ayes: Garcia, Thompson, Villareal, Streeter

Noes: None

Abstain: None

Absent: Gates

***Motion passed.***

### **4. Deputy Directors' Report**

Rhonda Coffman and Martha Cheever, the Deputy Directors for the Commission, gave a presentation regarding agency business. Deputy Director Cheever discussed open waitlists for the Housing Choice Voucher program, and she also talked about the ongoing Homekey projects, namely George's Hideaway and Elderberry Commons. Deputy Director Coffman offered more details about the project schedule for George's Hideaway, and she then discussed the status of the Tierra de Rosas housing project. Deputy Director Coffman further mentioned that Commission staff have nearly completed a number of environmental reviews for a variety of projects. Deputy Director Coffman concluded her report with an update regarding the Bay Area Housing Finance Authority (BAHFA) ballot measure.

**Public comments:** None

### **5. PUBLIC HEARING: Federal Funding Policies**

Veronica Ortiz-De Anda, Community Development Associate, presented the proposed revisions to the federal funding policies.

**Chair Streeter opened the public hearing.**

**Public comments:** None.

**Chair Streeter closed the public hearing.**

Action: The committee moved to recommend approval of the revised funding policies to the Board of Supervisors and Board of Commissioners.

Motion: Garcia  
Second: Housh

Ayes: Garcia, Villareal, Housh, Streeter, Thompson  
Noes: None  
Abstain: None  
Absent: Gates

***Motion Passed.***

**6. PUBLIC HEARING: Community Participation Plan**

Valerie Johnson, Community Development Associate, presented the proposed updates to the Community Participation Plan, formerly known as the “Citizen Participation Plan.”

**Chair Streeter opened the public hearing.**

**Public comments:** None.

**Chair Streeter closed the public hearing.**

Action: The committee moved to recommend approval of the draft updated Community Participation Plan to the Board of Supervisors.

Motion: Housh  
Second: Thompson

Ayes: Garcia, Villareal, Housh, Streeter, Thompson  
Noes: None  
Abstain: None  
Absent: Gates

***Motion passed.***

**7. Commitment of Project-Based Vouchers to Support the Development of Permanent Supportive Housing**

Martha Cheever, Deputy Director, presented a resolution that will require approval by the Board of Commissioners, and this resolution would authorize the commitment of 150 new project-based vouchers for permanent supportive housing projects.

Action: The committee moved to recommend approval of the commitment of project-based vouchers to the Board of Commissioners.

Motion: Garcia  
Second: Housh

Ayes: Garcia, Villareal, Housh, Streeter, Thompson  
Noes: None  
Abstain: None  
Absent: Gates

***Motion passed.***

**8. Adjournment**

The meeting adjourned at 10:51 a.m.





**Cities & Towns Advisory Committee**  
Sonoma County Community Development Commission

**Regular Meeting**  
**DRAFT Meeting Minutes**

Wednesday, February 26, 2025  
141 Stony Circle, Suite 210, Santa Rosa, CA 95401  
10:00 a.m. – 12:00 p.m.

**1. Call to Order and Roll Call**

Vice Chair Streeter was unable to attend the meeting. Member Sotomayor volunteered to chair the meeting. The meeting was called to order at 10:01 a.m.; Member Gates attended the meeting virtually due to personal illness. Community Development Commission (CDC) staff initiated the roll call:

Committee Members

Jenna Garcia – City of Rohnert Park	Present
Jennifer Gates – City of Sonoma	Present
VACANT – City of Sebastopol	Vacant
Derrick Montanye – City of Cloverdale	Absent
Noah Housh – City of Cotati	Present
Patrick Streeter – Town of Windsor	Absent
Stephen Sotomayor – City of Healdsburg	Present

CDC and Sonoma County Housing Authority Staff

Michelle Whitman, Executive Director  
Rhonda Coffman, Deputy Director  
Valerie Johnson, Community Development Program Coordinator  
Jenna Schmidt, Community Development Program Technician II  
Krista Fotou, Affordable Housing Finance Program Coordinator  
Yesenia Lemus, Community Development Program Coordinator  
Veronica Ortiz-De Anda, Community Development Program Coordinator  
Matthew Burns, Administrative Aide

**2. Public Comments for Items Not on the Agenda**

One member of the public made a public comment.

### **3. Approve Meeting Minutes from November 20, 2024**

**Public comments:** None.

Action: Member Gates was not present at the last meeting and abstained from voting on the minutes. Given the abstention, the committee did not have a quorum to approve the minutes. This item was tabled and will be voted upon at the next meeting, scheduled for March 19, 2025.

### **4. Executive Director's Report**

Michelle Whitman provided a report to the committee regarding recent agency business. Director Whitman noted that the Housing Authority was awarded ten new housing vouchers specifically for veterans. Director Whitman provided updates on a variety of housing projects, including Elderberry Commons, George's Hideaway, and Casa Roseland, and then spoke about the current status of the Mitote Food Park. Director Whitman concluded her report by announcing that the program year for the Annual Action Plan has been shifted by two months.

**Public comments:** One member of the public made a public comment.

### **5. SEA Ranch 14 (Burbank Housing Development Corporation) – HOME Loan Forgiveness and Conversion to Affordable Homeownership**

Yesenia Lemus, Community Development Program Coordinator, and Krista Fotou, Affordable Housing Finance Program Coordinator, collaborated with Burbank Housing Development Corporation to present a proposal for a HOME loan forgiveness related to the Sea Ranch 14 project.

**Public comments:** Two members of the public made public comments.

Action: The committee moved to recommend approval of the following actions to the Board of Supervisors:

1. The proposed 5-unit conversion from affordable rental units to affordable homeownership units by amending and releasing the units from the Commission's Regulatory Agreement.
2. Loan forgiveness of the principal loan amount plus accrued interest in an amount not to exceed \$701,854.36 with any remaining funds available placed into a repair reserve to fund an extended warranty administered by Burbank Housing Development Corporation, until funds are exhausted.

Motion: Garcia

Second: Housh

Ayes: Garcia, Sotomayor, Housh, Gates  
Noes: None  
Abstain: None  
Absent: Montanye, Streeter

***Motion Passed.***

**6. Adjournment**

The meeting adjourned at 11:28 a.m.



**Sonoma County Community Development Commission  
Sonoma County Housing Authority**

141 Stony Circle, Suite 210, Santa Rosa, CA 95401  
P.O. Box 12025, Santa Rosa, CA 95406-2025

*Members of the  
Commission*

**Lynda Hopkins**  
Chair

**Rebecca Hermosillo**  
Vice Chair

**David Rabbitt**  
**Chris Coursey**  
**James Gore**

**Michelle Whitman**  
Executive Director

**MEMORANDUM**

**Date:** March 19, 2025

**To:** Community Development Committee (CD Committee)  
Cities and Towns Advisory Committee (CTAC)

**From:** Valerie Johnson, Community Development Program Coordinator

**Subject:** Substantial Amendment to the Fiscal Year 2024-25 Annual Action Plan

The Sonoma County Community Development Commission (SCCDC) issued a Notice of Funding Availability (NOFA) for Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant (ESG), HOME-American Rescue Plan (HOME-ARP), and Low- and Moderate-Income Housing Asset Fund (LMIHAF) funds on November 17, 2023, with funding proposals due to the SCCDC by January 8, 2024. The SCCDC FY 2024-25 Federal Funding Policies define the proposal selection process, the specific objectives and criteria used to review proposals, application deadlines, and the roles of the various review bodies. The Community Development Committee (CD Committee) and Cities and Town Advisory Committee (CTAC) held a concurrent public hearing on February 14, 2024, and recommended funding for a combined total of \$3,911,854 to support the activities listed in the FY 2024-25 Annual Action Plan. These funding recommendations were published for a 30-day public comment period and a concurrent public hearing was held by the committees on March 20, 2024. All comments were considered and included in the Action Plan submissions to the U.S. Department of Housing and Urban Development (HUD). Following the hearing, the committees voted to confirm the funding recommendations made on February 14, 2024, and recommended approval to the Board of Supervisors (BOS). The BOS approved the FY 2024-25 Annual Action Plan on June 4, 2024.

HOME funds in the amount of \$261,662 were awarded to Jamboree Housing Corporation for the proposed Saggio Hills Phase I Affordable Housing Project in the City of Healdsburg. Jamboree Housing Corporation has declined the award due to the Build America Buy America (BABA) requirements. The SCCDC plans to reprogram these funds to the Sonoma County Housing Authority to support the Tenant-Based Rental Assistance Program (TBRA). The Housing Authority provides rental assistance through a variety of TBRA programs, which serve low-income populations. The Housing Authority will use said funds to provide low-income



clients with rental assistance and rental deposit assistance grants. Rental assistance and deposits are often a barrier to access housing for low-income households. Providing rent and deposit assistance will help low-income vulnerable populations overcome this barrier.

The draft Substantial Amendment to the FY 2024-25 Action Plan was prepared for a 30-day comment period, as required by HUD. The comment period started on February 14, 2025, and concluded on March 19, 2025. Following the public comment period and the recommendation of the CD Committee and CTAC, the draft Action Plan Substantial Amendment will go to the BOS for approval.

Requested Action: Staff is requesting the CD Committee and CTAC make a recommendation for the BOS approval of the Substantial Amendment to the FY 2024-25 Action Plan.