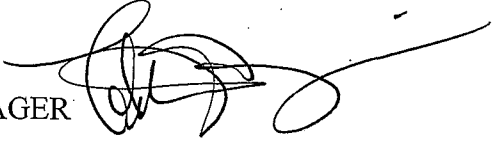




MEETING DATE: 4/4/05
ITEM NO. 11

COUNCIL AGENDA REPORT

DATE: March 24, 2005
TO: MAYOR AND TOWN COUNCIL
FROM: DEBRA J. FIGONE, TOWN MANAGER 
SUBJECT: ADOPT A RESOLUTION ADOPTING REVISED BELOW MARKET PRICE HOUSING PROGRAM GUIDELINES AND RESCINDING RESOLUTION 2003-117

RECOMMENDATION:

Adopt a resolution (Attachment 1) adopting revised Below Market Price Housing Program Guidelines and rescinding Resolution 2003-117.


BACKGROUND:

The Town's Inclusionary Zoning Ordinance was adopted in 1979. The ordinance requires developers to provide a specified number of affordable owner-occupied or rental units, as appropriate, in their new housing projects. In some instances, developers may pay fees in lieu of providing affordable units. All units developed under the ordinance are managed under the Town's Below Market Price (BMP) Housing Program.

The BMP Program is managed by the Community Services Department, in accordance with the Council-adopted "Below Market Price Housing Program Guidelines" (BMP Guidelines). The current Guidelines were adopted under Resolution 2003-117.

DISCUSSION:

The Community Services Commission, with input from the General Plan Committee and staff, has conducted an extensive review of the BMP Guidelines, with the goal of improving the way in which the BMP Program provides affordable housing to the Los Gatos community. At its November 18, 2004 meeting, the Commission adopted a recommendation that Council adopt revised BMP Guidelines (Exhibit A to Attachment 1).

PREPARED BY: Regina A. Falkner, Director of Community Services 
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Reviewed by: PS Assistant Town Manager OK Town Attorney _____ Clerk Administrator
_____ Finance _____ Community Development Revised: 3/24/05 1:02 pm

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Key Changes

As noted above, the goal of the recommended changes to the BMP Guidelines is to improve the way in which the BMP Program works to provide affordable housing in Los Gatos. A summary of the key refinements follows, and a redline version of the Guidelines is Attachment 2:

Community Benefit. The Town and developer may negotiate for the developer to provide more than the minimum required number of BMP units, to fulfill a development's Community Benefit requirements. They may also negotiate regarding the affordability mix of those units, also under the Community Benefit requirements.

Status of Units. BMP units must be the same type as the market-rate units in the same project (i.e., BMP units in a project of owner-occupied units must also be owner-occupied). BMP units in a project of rental units must also be rental units. Deed restrictions must be recorded for both owner-occupied and rental units. This is current practice, and is now stated expressly in the guidelines.

Unit Standards. Standards for the size, location, finish, and facilities of BMP units are stated expressly. In general, these features must be reasonably consistent with those of market-rate units. All project facilities and amenities, such as parking, must be exactly the same as those for market-rate units.

In-Lieu Fees. In-Lieu fees must be paid prior to the final occupancy of each phase, or each unit for single-family developments.

Applicant Eligibility. Language changes make the guidelines consistent with the industry standard, which cites a percentage of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD). In order to purchase an owner-occupied BMP unit, a household must not exceed 100% of the MFI. In order to rent a rental BMP unit, a household must not exceed 80% of the MFI; priority is given to households whose income is less than 50% of the MFI. In addition, a household must have at least as many members as there are bedrooms in the unit it wishes to purchase.

Applicant Assets. Household assets may be considered when determining eligibility. The words, "such as real property" were added after "household assets" in order to better define the type of assets under consideration. The Commission felt that a more specific definition would unduly limit the flexibility of the program to respond to individual circumstances.

Buyer Selection. Points awarded under the buyer selection point system are to be awarded by household, not by household member. For example, a household that includes two persons who live in the town, and who have lived in the town at least the prior two years, would receive four points for the household, not four points per person in the household. This has been the practice in

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the past, and is now stated expressly in the guidelines.

Disability Definition. The word "handicapped" was replaced with "disabled" throughout the document, to reflect updated usage. The federal Social Security Administration's standard of "disabled" was inserted; previously, there was no definition included in the Guidelines.

Affordability of Units. In the past, households with income levels of up to 120% of the MFI were eligible to purchase a new owner-occupied BMP unit. The proposed guidelines change the income level standard to 100% or less of the MFI, with the goal of targeting those households with the greatest need for the program. Half of the units in any development must be targeted, through unit pricing, to households whose income is above 80%, but not greater than 100%, of the MFI. The other half of the units must be targeted to households whose income is above 50%, but no greater than 80%, of the MFI. Households with an income of less than 50% are eligible to participate in the program, but no units are targeted specifically to those households.

Initial Sales Price of Units. Annually, the Town will set initial sales prices for each unit type, and each income level target, rather than setting unit sales prices through negotiation with an individual developer as done previously. The calculation to be performed, and the assumptions used in the calculation, are stated expressly. In addition, it is now stated expressly that sales prices and calculations are available on request from the Community Services Department.

Resale of Units. It is stated expressly that the owner of a BMP unit is responsible for notifying the Town if he/she elects to sell it. The Town then sets the resale price, and makes the unit available for sale through the BMP Program.

Second Dwelling Units. Loans made under the Second Unit Incentive Program must be repaid in the term specified in the deed restriction recorded on the property. The guidelines will not specify a standard repayment term.

Key Issues

In developing the recommended revisions, the Commission considered a number of issues central to the provision of affordable housing, including the following:

Household income level. The Commission considered whether a priority should be given to households at the lower income levels. A household must be at or below 100% of the area median in order to be eligible for the BMP Program; any household at or below 100% of median may participate. Commission members reached a consensus that, assuming that a household meets all the eligibility requirements of the program, it would be appropriate to give the lowest income households a priority. It was felt that this change would help to fulfill the goal of the program to provide affordable housing to households most in need. The Commission decided to give one point

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(page 6 of Attachment 2) to households at or below 60% of the area median, and to evaluate the success of this approach at the end of the year.

Household expenses. The Commission considered whether the individual/family situations, and ensuing greater expenses, of some households, should be considered. The Commission felt that many individual situations are already accounted for in the point system (e.g., a single head of household receives 5 points, household size receives 2 points per person). They also noted that they did not wish to infringe on the right of households to determine their expenditures.

Job categories. The Commission considered whether some job categories should be given priority, such as teachers, public safety workers, and/or other government workers. Commission members discussed in detail the concept of providing incentives to certain community members to live in town. They agreed that it is desirable that people from all socioeconomic levels and occupations be represented in town, to continue its long history as a diverse and unique community. They also agreed that persons providing valuable services to town residents, should have the opportunity to become town homeowners. The Commission felt that the best way to respond to these values, within the parameters of the BMP Program, was to provide more points to applicants who are currently working in town. Therefore, section II.B.1.d.(1) (page 5) was moved to become section II.B.1.c.(2). This change gives persons who work in town at the time of application, and have worked in town for at least the prior two years, four points rather than the three points they receive currently. The Commission believes that this change, in concert with the rest of the point system, will achieve the desired objectives.

The Commission noted that salaried Town employees are given points, which might be viewed as a priority by job category. However, this section was inserted initially in response to the Town's requirement that all Town employees must return to work in the case of an emergency for which the Emergency Operations Center is activated. All salaried Town employees are categorized as EOC workers, for who it is beneficial to live in town. Any Town employee who applied to the BMP Program would also have to meet the income and other eligibility requirements of the program.

On the general subject of to which households the program should be targeted, the Commission feels that it is important to note that many households often self-select out of the program because of its resale restrictions. In return for the ability to purchase a home at a below-market price, participating homebuyers agree to restrict the price at which they may resell the unit in the future. This restriction is central to the Town's ability to maintain these units as affordable housing. However, households that wish to realize a greater return on investment will generally choose market-rate housing, which may be more difficult to afford initially, but which will allow for greater returns in the future. Similarly, households that expect their incomes to increase over time will also choose market-rate housing, for much the same reason. Households that include public safety workers or teachers often fall into these categories.

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CONCLUSION:

The Community Services Commission recommends that Council adopt the proposed revisions to the BMP Guidelines, in order to improve the way in which the BMP Program provides affordable housing in the Los Gatos community.

ENVIRONMENTAL ASSESSMENT:

The recommended action is not a project defined under CEQA, and no further action is required.

FISCAL IMPACT:

No fiscal impact would result from the proposed action.

Attachments:

1. Draft Resolution of the Town Council of the Town of Los Gatos adopting revised Below Market Price Housing Program Guidelines and rescinding Resolution 2003-117 (Exhibit A)
2. Redline version of the revised Below Market Price Housing Program Guidelines

Distribution:

Community Services Commission members
General Plan Committee members
Bud Lortz, Director of Community Development
Randy Tsuda, Assistant Director of Community Development
David Wei, Robson Homes, 2185 The Alameda, Suite 150, San Jose, CA, 95126

RESOLUTION NO. 2005-__

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
ADOPTING REVISED BELOW MARKET PRICE HOUSING GUIDELINES
AND RESCINDING RESOLUTION 2003-117

WHEREAS, the Town of Los Gatos Zoning Ordinance Sections 29.10.3000 through 29.10.3040 establishes a Below Market Price (BMP) Housing program to assist low and moderate income Los Gatos citizens purchase homes at prices below market value; and,

WHEREAS, the Program requires construction of dwellings that persons and families of low and moderate income can afford to buy or rent, and assures to the extent possible that the resale prices of those dwellings and rents, if they are rented, will be within the means of persons and families of low and moderate income; and,

WHEREAS, the program helps the Town meet State mandated housing goals; and,

WHEREAS, this resolution revises the Town of Los Gatos Below Market Price Housing Program Guidelines.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Los Gatos (1) repeals Resolution 2003-117; and, (2) adopts the revised Town of Los Gatos Below Market Price Housing Program Guidelines attached as Exhibit A.

PASSED AND ADOPTED at a __ meeting of the Town Council of the Town of Los Gatos, California, held on the __ day of April, 2005 by the following vote:
COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

MAYOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS
LOS GATOS, CALIFORNIA

**TOWN OF LOS GATOS
BELOW MARKET PRICE HOUSING PROGRAM GUIDELINES**

I. GENERAL PROVISIONS

A. Number of units

Every multifamily rental dwelling project at the time of building permit, every residential condominium or planned development residential subdivision at the time of subdivision, and every community apartment project and every residential stock cooperative apartment or unit project at the time of subdivision if the transaction involves subdivision, or at the time of sale, if it does not, shall contain one or more BMP dwellings according to the rules listed below with the following exception: Any planned development with an underlying zone of HR, shall only be required to pay an in-lieu fee as established by this resolution. The Town and developer may negotiate to provide more BMP units than required by the rules listed below, to fulfill a development's Community Benefit requirements.

1. Projects containing five or more but fewer than twenty market rate units must provide a number of BMP units equal to 10 percent of the number of market rate units.
2. Projects which include 20 to 100 market rates units must provide BMP units as determined by the following formula:
Number of BMP units = $(.225 \times \text{total \# of market rate units}) - 2.5$
This formula acts to increase the number of BMP units required, as a percentage of market-rate units, from 10% to 20% over the range of 20 to 100 market rate units.
3. All projects in excess of 100 market rate units must provide a number of BMP units equal to 20 percent of the market rate units.
4. Whenever the calculations of below market price units result in a fraction of one-half or more, the number of units to be reserved is increased to the next whole number.
5. BMP dwellings within a project of rental units shall also be rental units. BMP units within a project of owner-occupied units shall also be designated as units for purchase. BMP units within a project that contains both rental and owner-occupied units shall also be designated as both rental and as units for purchase, in a ratio similar to that of the market rate units.

B. Unit Standards

1. **Size of units**
The size and design of BMP dwelling units shall be reasonably consistent with the market rate units in the project. The Town and developer may negotiate regarding the size of units if more units than required are to be

provided under the Community Benefit requirements. BMP units should be provided proportionately in the same unit type mix (number of bedrooms) as the market rate units. In consideration of the household size of the households on the current program interest list, the Town and developer may negotiate to provide a greater proportion of a particular unit type.

2. Location of units

BMP units shall be located throughout the development, to the extent feasible; in all buildings, on each floor, and in each project phase. A concentration of BMP units in one location is not desirable.

3. Finish of units

The external appearance of BMP units should be indiscernible to that of the market rate units in the project. The internal finish of BMP units should be identical to that of the market rate units in the project, except that the developer may request Town approval of substitutions for luxury interior finishings, appliances, or fixtures, if such substitutions do not violate any Town code requirement.

4. Project Facilities

All project facilities and amenities, including parking, must be available on the same basis to the BMP units as to the market rate units in the project, to the extent feasible.

C. In-Lieu Fees

1. Establishment of Fee:

Projects with five or more but less than ten units may pay a fee in-lieu of building a BMP unit in order to comply with BMP Program requirements. Approval of Hillside Planned Developments with five or more residential building sites shall require the payment of an in-lieu fee. The fee shall be equal to the amount of six percent of the building permit valuation for the project. The total building permit valuation is determined by the Building Official.

2. Fees shall be paid prior to or at time of final occupancy as follows:

- a. Multi-Family Owner Occupied Developments. Prior to occupancy of each phase, a proportional amount of fees shall be paid, as determined during the Planning approval process.
- b. Multi-Family Renter Occupied Developments. Prior to occupancy of each phase, a proportional amount of fees shall be paid, as determined during the Planning approval process.
- c. Single-Family Planned Developments. At time of final occupancy

for each unit.

3. In-lieu fees will be deposited into the Town's Affordable Housing Fund. Applications/recommendations for use of remaining funds will be reviewed as received. Possible use of the funds include, but is not limited to, the following:
 - a. subsidizing the cost of owner occupied units to make them affordable to low/moderate income households
 - b. purchasing rental units to make them affordable to low/moderate income households
 - c. purchasing land for the future development of affordable housing
 - d. developing affordable housing
 - e. supplementing of affordable housing projects developed through the Los Gatos Redevelopment Agency
 - f. funding administration of the program, as approved by the Town Council in its annual budget process

D. Confidentiality

Any information provided by an applicant in order to demonstrate eligibility for the program is confidential and not considered public information to the extent permitted by law except for statistical information on the BMP units and general demographic information on the buyers and renters of BMP housing units. Through BMP program implementation, the Town is attempting to provide a supply of low-moderate income housing. The Town does not wish to set the occupants of such housing apart from the general community, attaching a stigma to the occupants. Furthermore, no public interest is served by disclosure of this information. The address of the projects containing BMP units may be provided as well as a range of sales prices.

II. OWNER OCCUPIED UNITS

A. Applicant Eligibility

1. Household Income:
In order to be eligible to purchase an owner-occupied BMP unit, an applicant's annual household income must be no greater than 100% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA). Household assets, such as real property, may also be considered in determining eligibility.
2. Housing Costs:

- a. In order to be eligible to purchase an owner-occupied BMP unit, an applicant must also demonstrate the ability to pay monthly housing costs. The monthly housing cost shall include the following factors:
 - (1) unit price
 - (2) current lending rates
 - (3) estimated property taxes
 - (4) estimated homeowner's insurance costs
 - (5) homeowners' association fees, if applicable
 - (6) other expenses as determined necessary by the lender
- b. All persons must qualify for their own mortgage without assistance from the Town. Qualifications must include the ability to pay taxes, insurance, closing costs and any homeowner association fees in addition to the mortgage.

B. Buyer Selection

1. A point system is used to establish a ranking of applicants for the purchase of an available unit. Applicants will be ranked according to total points and must have at least one point to be eligible to purchase a unit. In addition, applicant households must contain at least the same number of persons as the number of bedrooms in a unit, at the time of application, in order to be eligible to purchase that unit, if the unit contains three bedrooms or more.

All points are calculated per household, not for each individual within the household. For example, a household in which two members are senior citizens would receive six points for senior citizen status, not twelve points for two members having senior citizen status. Points are awarded as follows:

- a. **Six points:**
 - (1) Senior citizens who reside in the Town at the time of application and have lived in the Town for at least the prior two years. A senior citizen is defined as any person 62 years of age or older at time of application or married couples living together when at least one spouse is 62 years of age or older at time of application.
 - (2) Senior Citizens who have lived in the Town for at least two years and have moved out of the Town within the last five years prior to the time of application.

- (3) Disabled persons who reside in the Town at the time of application and who have lived in the Town for at least the prior two years. The definition of "disabled" for the purpose of assigning points under this section shall be that used by the U.S. Social Security Administration for the purpose of determining eligibility for Social Security disability benefits.
- (4) Households required to relocate their residence as a result of Council action or mobile home park closure.
- (5) Salaried Town employees as defined in the Town's Personnel Rules, who have been employed by the Town for a period of no less than 12 months prior to the time of application.

b. Five points:

- (1) Single heads of household with dependent children who reside in the Town at the time of application and have lived in the Town for at least the prior two years.

c. Four points:

- (1) Persons who live in the Town of Los Gatos at time of application and who have lived in the Town at least the prior two years.
- (2) Persons who work in the Town of Los Gatos at time of application and have worked in the Town for at least the prior two years.

d. Two points:

- (1) Households who have lived in the Town for at least 10 years and have moved out within the last ten years prior to the time of application.
- (2) Household size is worth two points per person.

e. One point:

- (1) Households who live or work within Santa Clara County at the time of application.
- (2) Households with an annual household income at or below 60% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department

of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA).

2. A lottery will be used to rank each qualified applicant in the case of a tie.
3. Applicants are provided the opportunity to purchase available units in order of point ranking, from most points to least points. An applicant has two opportunities to refuse to purchase a unit before being removed from the current applicant pool.
4. Applicants who do not qualify for a particular project or who are not provided the opportunity to purchase a unit in a particular project shall retain their eligibility to apply for future projects.
5. An applicant must obtain pre-approval for a mortgage loan within one week after notification of eligibility to purchase a unit. The applicant must submit documentation of loan approval within three weeks of notification of eligibility to purchase a unit.

C. Determination of Initial Selling Price

1. BMP units shall be priced to be affordable to households in two income categories: Median Income Households (those whose income is above 80%, but no greater than 100%, of the County Median Income); and Low Income Households (those whose income is above 50%, but no greater than 80%, of the County Median Income).

Fifty percent (50%) of the units in a project shall be priced to be affordable to Median Income Households; fifty percent (50%) shall be priced to be affordable to Low Income Households. Whenever the calculations result in fractional units, then the number of units priced to be affordable to Low Income Households shall be rounded up to the next whole number, and the number of units priced to be affordable to Median Income Households shall be rounded down to the next whole number, including zero (0). The following table applies this formula to projects with 1, 2, and 3 units:

Total Number of BMP Units in Project	Units Priced for Low Income Households	Units Priced for Median Income Households
1	1	0
2	1	1
3	2	1

The Town and developer may negotiate regarding the affordability mix of units, to fulfill a development's Community Benefit requirements.

The affordability level of a unit shall be for the purpose of setting the initial selling price only, and do not prevent its sale to any household eligible to purchase an owner-occupied BMP unit, as set forth in these Guidelines.

2. Annually, the Town shall set the initial unit sales price for each unit type (number of bedrooms), for each of the two income categories. These initial sales prices shall be set using the most recent Median Family Income (MFI) figures from the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA), and through the following calculations:

- a. For units to be priced to be affordable to Median Income Households: the average of the 100% MFI annual income and the 80% MFI annual income (assuming household size appropriate to size of unit) x Multiplier = Initial Sales Price.

- (1) Assumptions of household size by size of unit are as follows:

Unit Size	Household Size
Studio	1
1 Bedroom	1
2 Bedroom	2
3 Bedroom	3
4 Bedroom	4

These assumptions of household size by size of unit shall be for the purpose of setting the initial sales price only, and do not prevent the sale of any unit to any household eligible to purchase an owner-occupied BMP unit, as set forth in these Guidelines.

- b. For units to be priced to be affordable to Low Income Households: the average of the 80% MFI annual income and the 50% annual income (assuming household size appropriate to size of unit) x Multiplier = Initial Sales Price.

c. Calculation of Multiplier. A Multiplier shall be calculated, based on reasonable assumptions about unit sales prices, based on the most recent comparable sales of BMP units; current lending rates, as determined by the most recent Primary Mortgage Market Survey (PMMS) conducted by the Federal Home Loan Mortgage Corporation (Freddie Mac); and related costs; and using the following formula:

- (1) Determination of Total Housing Cost: Sample sales price - 10% down payment = mortgage. Annual debt service on mortgage + annual property taxes + annual homeowners fees + annual private mortgage insurance (PMI) = Total Annual Housing Cost.
- (2) Determination of Minimum Household Income: Assuming one-third of household income goes for housing expenses, Total Annual Housing Cost x 3 = Minimum Annual Household Income.
- (3) Determination of Multiplier: Sample Sales Price/Minimum Annual Household Income = Multiplier.

Copies of the initial sales prices, and the calculations made, shall be available on request from the Town's Community Services Department.

D. Deed Restrictions

Council approved Deed Restrictions shall be recorded with each Below Market Price dwelling unit.

E. Resale of Units

1. If the owner elects to sell his/her unit, the Town must be notified in writing by the owner.
2. When a Below Market Price dwelling unit becomes available for resale, the Town shall set the resale price and make the unit available for purchase through the BMP process.
3. The Town determines the resale price in accordance with the deed restriction recorded on the property.

III. RENTAL UNITS

A. Administration

The program shall be administered by the Town or its designee.

B. Applicant Eligibility

1. Household Income:

In order to be eligible to rent a BMP rental unit, a household's annual income must be no greater than 80% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA). Priority will be given to those households whose income is less than 50% of the MFI. Household assets may also be considered in determining eligibility.

2. Ability to Pay Rent

A tenant's ability to pay monthly rent will also be considered in determining tenant eligibility.

C. Tenant Selection

The property owner or manager of the development shall market the BMP unit(s), and solicit rental applications. Applications from tenants selected by property owner or manager will be forwarded to Town or designee for verification of income eligibility.

D. Management

1. BMP rental units shall be managed by the property owner or manager in the same manner as other units in the development.

2. Tenants of BMP rental units are eligible to receive conciliation and mediation services provided through the Town's Rental Dispute Resolution Program except as they regard rent increases.

E. Unit Rents

Rents may not exceed 80% of the most current Fair Market Rents as determined by the Santa Clara County Housing Authority.

F. Annual Review

If a tenant's income increases so that it falls between 80 and 100 percent of MFI, then the rent may be increased in accordance with the Town's Rental Dispute Ordinance; and the unit shall still be considered a BMP Rental Unit. However, if a tenant's income exceeds 100 percent of MFI, the rent may be increased to the average rent of similar units in the complex; in this latter case, the unit will no longer be a BMP unit and the next available unit that is comparable in size shall be designated as a BMP unit in its place, and must be rented to an eligible household so that the number of BMP units within the project remains the same.

G. Deed Restrictions

Council approved Deed Restrictions shall be recorded for each Below Market Price rental dwelling unit.

IV. RENTAL UNITS - NEW SECOND DWELLING UNITS

A. Administration

The program shall be administered by the Town or its designee.

B. Second Unit Incentive Program

The property owner of a New Second Dwelling Unit, as defined in Section 29.10.310 of the Town Code, may choose to participate in the Second Unit Incentive Program (SUIP) as referenced in Section 29.10.320(a) of the Town Code and as set forth below.

1. The SUIP consists of a no interest construction loan to a property owner who intends to develop a new second unit. The loan amount shall be determined based on the square foot construction cost as set forth in the current version Uniform Building Code as adopted by the Town for new construction and remodels. The loan amount will be calculated at 100% of the construction cost if the unit is income and rent restricted to serve households with incomes below 50% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA), or 80% of the construction cost if the unit is income and rent restricted to serve households with incomes below 80% of MFI.
2. When a property owner participates in the SUIP, a deed restriction shall be recorded on the property. The deed restriction shall stipulate the rental rate, tenant income level, duration of affordability and loan repayment requirement as well as any other criteria as determined appropriate by the Town.
3. A SUIP loan to construct a second unit within the Central Los Gatos Redevelopment Project area shall be funded using Redevelopment Affordable Housing Funds and shall remain affordable for 55 years. A SUIP loan to construct a second unit outside the Central Los Gatos Redevelopment Project area shall be funded using BMP Program Funds and shall remain affordable for 30 years. The SUIP affordability restrictions as set forth in this section may only be amended by action of the Town Council.
4. A tenant's ability to pay monthly rent will also be considered in

determining tenant eligibility. Applications from tenants selected by the property owner or manager will be forwarded to the Town or its agent for verification of income eligibility. Rental agreements shall be submitted to the Town or its agent to verify compliance with the provisions of this section. Tenants are eligible to receive conciliation and mediation services provided through the Town's Rental Dispute Resolution Program except as they regard rent increases.

5. Units targeted to households with incomes up to 80% of the Median Family Income (MFI) shall have rents restricted to 80% of Fair Market Rents as determined by the Santa Clara County Housing Authority. Units targeted to households with incomes up to 50% of CMI shall have rents restricted to 50% of Fair Market Rents as determined by the Santa Clara County Housing Authority. Tenant rents and incomes will be monitored annually.

TOWN'S OF LOS GATOS BELOW MARKET PRICE HOUSING PROGRAM GUIDELINES

I. GENERAL PROVISIONS

A. Number of units

Every multifamily rental dwelling project at the time of building permit, every residential condominium or planned development residential subdivision at the time of subdivision, and every community apartment project and every residential stock cooperative apartment or unit project at the time of subdivision if the transaction involves subdivision, or at the time of sale, if it does not, shall contain one or more BMP dwellings according to the rules listed below with the following exception: Any planned development with an underlying zone of HR, shall only be required to pay an in-lieu fee as established by this resolution. The Town and developer may negotiate to provide more BMP units than required by the rules listed below, to fulfill a development's Community Benefit requirements.

1. Projects containing five or more but fewer than twenty market rate units must provide a number of BMP units equal to 10 percent of the number of market rate units.
2. Projects which include 20 to 100 market rates units must provide BMP units as determined by the following formula:

$$\text{Number of BMP units} = (.225 \times \text{total \# of market rate units}) - 2.5$$
This formula acts to increase the number of BMP units required, as a percentage of market-rate units, from 10% to 20% over the range of 20 to 100 market rate units.
3. All projects in excess of 100 market rate units must provide a number of BMP units equal to 20 percent of the market rate units.
4. Whenever the calculations of below market price units result in a fraction of one-half or more, the number of units to be reserved is increased to the next whole number.
5. BMP dwellings within a project of rental units shall also be rental units. BMP units within a project of owner-occupied units shall also be designated as units for purchase. BMP units within a project that contains both rental and owner-occupied units shall also be designated as both rental and as units for purchase, in a ratio similar to that of the market rate units.

B. Unit Standards

1. Size of units
The size and design of BMP dwelling units shall be reasonably consistent with the market rate units in the project. The Town and developer may negotiate regarding the size of units if more units than required are to be

provided under the Community Benefit requirements. BMP units should be provided proportionately in the same unit type mix (number of bedrooms) as the market rate units. In consideration of the household size of the households on the current program interest list, the Town and developer may negotiate to provide a greater proportion of a particular unit type.

2. Location of units

BMP units shall be located throughout the development, to the extent feasible; in all buildings, on each floor, and in each project phase. A concentration of BMP units in one location is not desirable.

3. Finish of units

The external appearance of BMP units should be indiscernible to that of the market rate units in the project. The internal finish of BMP units should be identical to that of the market rate units in the project, except that the developer may request Town approval of substitutions for luxury interior finishings, appliances, or fixtures, if such substitutions do not violate any Town code requirement.

4. Project Facilities

All project facilities and amenities, including parking, must be available on the same basis to the BMP units as to the market rate units in the project, to the extent feasible.

C. In-Lieu Fees

1. Establishment of Fee:

Projects with five or more but less than ten units may pay a fee in-lieu of building a BMP unit in order to comply with BMP Program requirements. Approval of Hillside Planned Developments with five or more residential building sites shall require the payment of an in-lieu fee. The fee shall be equal to the amount of six percent of the building permit valuation for the project. The total building permit valuation is determined by the Building Official.

2. Fees shall be paid prior to or at time of final occupancy as follows:

- a. Multi-Family Owner Occupied Developments. Prior to occupancy of each phase, a proportional amount of fees shall be paid, as determined during the Planning approval process.
- b. Multi-Family Renter Occupied Developments. Prior to occupancy of each phase, a proportional amount of fees shall be paid, as determined during the Planning approval process.
- c. Single-Family Planned Developments. At time of final occupancy

for each unit.

3. In-lieu fees will be deposited into the Town's Affordable Housing Fund. Applications/recommendations for use of remaining funds will be reviewed as received. Possible use of the funds include, but is not limited to, the following:
 - a. subsidizing the cost of owner occupied units to make them affordable to low/moderate income households
 - b. purchasing rental units to make them affordable to low/moderate income households
 - c. purchasing land for the future development of affordable housing
 - d. developing affordable housing
 - e. supplementing of affordable housing projects developed through the Los Gatos Redevelopment Agency
 - f. funding administration of the program, as approved by the Town Council in its annual budget process

D. Confidentiality

~~Client information~~ Any information provided by an applicant in order to demonstrate eligibility for the program is confidential and not considered public information to the extent permitted by law except for statistical information on the BMP units and general demographic information on the buyers and renters of BMP housing units. Through BMP program implementation, the Town is attempting to provide a supply of low-moderate income housing. The Town does not wish to set the occupants of such housing apart from the general community, attaching a stigma to the occupants. Furthermore, no public interest is served by disclosure of this information. The address of the projects containing BMP units may be provided as well as a range of sales prices.

II. OWNER OCCUPIED UNITS

A. Applicant Eligibility

1. Household Income:

In order to be eligible to purchase an owner-occupied BMP unit, an applicant's annual household income must be no greater than 100% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA). Household assets, such as real property, may also be considered in determining eligibility. Income limits are set according to household size using the Federal Department of Housing and Urban Development statistics regarding median income.

2. Housing Costs Buyer Qualification:

- a. In order to be eligible to purchase an owner-occupied BMP unit, an applicant must also demonstrate the ability to pay monthly housing costs. A buyer's qualification is determined by the family's ability to make the monthly payments for the unit. The monthly housing cost shall include the following factors:
- (1) unit price
 - (2) current lending rates
 - (3) estimated property taxes
 - (4) estimated homeowner's insurance costs
 - (5) homeowners's association fees, if applicable
 - (6) other expenses as determined necessary by the lender
- b. All persons must qualify for their own mortgage without assistance from the Town. Qualifications must include the ability to pay taxes, insurance, closing costs and any homeowner association fees in addition to the mortgage.

B. Buyer Selection

1. A point system is used to establish a ranking of applicants for the purchase of an available unit applicant rating and ranking. Applicants will be ranked according to total points and must have at least one point to be eligible to purchase a unit for consideration. In addition, applicant households must contain at least the same number of persons as the number of bedrooms in a unit, at the time of application, in order to be eligible to purchase that unit, if the unit contains three bedrooms or more.

All points are calculated per household, not for each individual within the household For example, a household in which two members are senior citizens would receive six points for senior citizen status, not twelve points for two members having senior citizen status. Points are awarded as follows:

a. **Six points:**

- (1) Senior citizens who reside in the Town at the time of application and have lived in the Town for at least the prior two years. A senior citizen is defined as any person 62 years of age or older at time of application or married couples living together when at least one spouse is 62 years of age or older at time of application.
- (2) Senior Citizens who have lived in the Town for at least two

years and have moved out of the Town within the last five years prior to the time of application.

- (3) ~~Handicapped~~ Disabled persons who reside in the Town at the time of application and who have lived in the Town for at least the prior two years. The definition of "disabled" for the purpose of assigning points under this section shall be that used by the U.S. Social Security Administration for the purpose of determining eligibility for Social Security disability benefits.
- (4) Households required to relocate their residence as a result of Council action or mobile home park closure.
- (5) Salaried Town employees as defined in the Town's Personnel Rules, who have been employed by the Town for a period of no less than 12 months prior to the time of application.

b. **Five points:**

- (1) Single heads of household with dependent children who reside in the Town at the time of application and have lived in the Town for at least the prior two years.

c. **Four points:**

- (1) Persons who live in the Town of Los Gatos at time of application and who have lived in the Town at least the prior two years.
- (2) Persons who work in the Town of Los Gatos at time of application and have worked in the Town for at least the prior two years.

~~d. **Three points:**~~

- ~~(1) Persons who work in the Town of Los Gatos at time of application and have worked in the Town for at least the prior two years.~~

e. **Two points:**

- (1) Households who have lived in the Town for at least 10 years and have moved out within the last ten years prior to the time of application.
- (2) Household size is worth two points per person.

f. **One point:**

- (1) Households who live or work within Santa Clara County at the time of application.
 - (2) Households with an annual household income at or below 60% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA).
2. A lottery will be used to rank each qualified applicant in the case of a tie.
 3. Applicants are provided the opportunity to purchase available units in order of point ranking, from most points to least points. An applicant has two opportunities to refuse to purchase a unit before being removed from the current applicant pool.
 4. Applicants who do not qualify for a particular project or who are not provided the opportunity to purchase a unit in a particular project shall retain their eligibility to apply for future projects.
 5. An ~~The highest ranked~~ applicant must obtain pre-approval for a mortgage loan within one week after notification of its eligibility to purchase a the unit. The applicant must submit documentation of loan approval within ~~three~~ four weeks of notification of its eligibility to purchase a the unit.

C. Determination of Initial Selling Price

1. BMP units shall be priced to be affordable to households in two income categories: Median Income Households (those whose income is above 80%, but no greater than 100%, of the County Median Income); and Low Income Households (those whose income is above 50%, but no greater than 80%, of the County Median Income).

Fifty percent (50%) of the units in a project shall be priced to be affordable to Median Income Households; fifty percent (50%) shall be priced to be affordable to Low Income Households. Whenever the calculations result in fractional units, then the number of units priced to be affordable to Low Income Households shall be rounded up to the next whole number, and the number of units priced to be affordable to Median Income Households shall be rounded down to the next whole number, including zero (0). The following table applies this formula to projects with 1, 2, and 3 units:

<u>Total Number of BMP Units in Project</u>	<u>Units Priced for Low Income Households</u>	<u>Units Priced for Median Income Households</u>
<u>1</u>	<u>1</u>	<u>0</u>
<u>2</u>	<u>1</u>	<u>1</u>
<u>3</u>	<u>2</u>	<u>1</u>

The Town and developer may negotiate regarding the affordability mix of units, to fulfill a development's Community Benefit requirements.

The affordability level of a unit shall be for the purpose of setting the initial selling price only, and do not prevent its sale to any household eligible to purchase an owner-occupied BMP unit, as set forth in these Guidelines.

2. Annually, the Town shall set the initial unit sales price for each unit type (number of bedrooms), for each of the two income categories. These initial sales prices shall be set using the most recent Median Family Income (MFI) figures from the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA), and through the following calculations:

- a. For units to be priced to be affordable to Median Income Households: the average of the 100% MFI annual income and the 80% MFI annual income (assuming household size appropriate to size of unit) x Multiplier = Initial Sales Price.

- (1) Assumptions of household size by size of unit are as follows:

<u>Unit Size</u>	<u>Household Size</u>
<u>Studio</u>	<u>1</u>
<u>1 Bedroom</u>	<u>1</u>
<u>2 Bedroom</u>	<u>2</u>
<u>3 Bedroom</u>	<u>3</u>
<u>4 Bedroom</u>	<u>4</u>

These assumptions of household size by size of unit shall

be for the purpose of setting the initial sales price only, and do not prevent the sale of any unit to any household eligible to purchase an owner-occupied BMP unit, as set forth in these Guidelines.

- b. For units to be priced to be affordable to Low Income Households: the average of the 80% MFI annual income and the 50% annual income (assuming household size appropriate to size of unit) x Multiplier = Initial Sales Price.
- c. Calculation of Multiplier. A Multiplier shall be calculated, based on reasonable assumptions about unit sales prices, based on the most recent comparable sales of BMP units; current lending rates, as determined by the most recent Primary Mortgage Market Survey (PMMS) conducted by the Federal Home Loan Mortgage Corporation (Freddie Mac); and related costs; and using the following formula:
 - (1) Determination of Total Housing Cost: Sample sales price - 10% down payment = mortgage. Annual debt service on mortgage + annual property taxes + annual homeowners fees + annual private mortgage insurance (PMI) = Total Annual Housing Cost.
 - (2) Determination of Minimum Household Income: Assuming one-third of household income goes for housing expenses, Total Annual Housing Cost x 3 = Minimum Annual Household Income.
 - (3) Determination of Multiplier: Sample Sales Price/Minimum Annual Household Income = Multiplier.

Copies of the initial sales prices, and the calculations made, shall be available on request from the Town's Community Services Department.

- ~~3. The initial sales price of the unit will be determined by consultation between the Town Manager, or delegate and the developer within the price ranges calculated as defined herein. The Manager is authorized to approve changes in specifications to lower the price of the BMP units which do not violate any Town code or ordinance requirements, such as changes in carpeting, lighting fixtures, etc. The initial price will be set by a BMP price agreement, which must be signed by the Town Manager and the developer prior to the Planning Commission review of the project.~~

4. The initial price of a unit may include direct construction costs and may include a proportionate share of the costs of providing utility services, required on-site improvement, financing and premium points, loan standby fees, landscaping and parking, provided that the price shall not exceed an amount which will allow a range of qualified buyers (as defined above) to purchase a unit.
5. The initial price shall not include cost of land, builder's profit, marketing costs, planning, promotional or advocacy expenses, options preliminary drawings, preparing working drawings and specifications, off-site improvements, public agency fees, bonds, insurance, recreational facilities and engineering and architectural fees related to construction.

6. The range in which the initial selling price shall be set will be determined through completion of the following calculation on a regular basis:

a. Calculation of the Housing Multiplier

(1) Determination of Total Housing Cost

Sales Price - 10 percent down payment = mortgage
+ Annual Debt Service

+ Taxes

+ Homeowners Fees

+ Private Mortgage Insurance (PMI)

= Total Housing Cost

(2) Determination of Minimum Household Income

Assume 30 percent of household income to go towards housing:

Total Housing Cost/.30 = Minimum household income

(3) Determination of Multiplier

Sales Price/Minimum Household Income = Multiplier

b. Initial Sales Price Ranges

Minimum and maximum sales prices are established by completing the following formula for a range of family sizes:

Income (80, 100, and 120 percent of median income as defined by the Federal Department of Housing and Urban Development)
(H.U.D.) x multiplier = sales price.

D. Deed Restrictions

Council approved Deed Restrictions are shall be recorded with each Below Market Price dwelling units.

E. Resale of Units

1. If the owner elects to sell his/her unit, the Town must be notified in

writing by the owner.

2. When a Below Market Price dwelling unit becomes available for resale, the owner must allow the Town shall to set the resale price and make the unit available for purchase through the BMP process to other program applicants.
3. The Town determines the resale price in accordance with the deed restriction recorded on the property.
- ~~4. Town markets the unit and ranks applications, to identify the top qualified applicants.~~

F. In-Lieu Fees

In-lieu Fee
requirements are
now in Section
I.C, page 2.

~~1. Establishment of Fee:~~

~~Projects with five or more but less than ten units may pay a fee in-lieu of building a BMP unit in order to comply with BMP Program requirements. Approval of Hillside Planned Developments with five or more residential building sites shall require the payment of an in-lieu fee. The fee shall be equal to the amount of six percent of the building permit valuation for the project. The total building permit valuation is determined by the chief building official.~~

~~2. Fees shall be paid prior to or at time of final occupancy as follows:~~

- ~~a. Multi-Family Owner Occupied Developments. At approximately 40% occupancy of entire development as determined during the Planning approval process.~~
- ~~b. Multi-Family Renter Occupied Developments. At approximately 75% occupancy of entire development as determined during the Planning approval process.~~
- ~~c. Hillside Planned Developments. At time of final occupancy for each unit.~~

~~3. In-lieu fees will be deposited into the Town's Affordable Housing Fund.~~

~~Funds will be used, in part, for administration of the program. Applications/recommendations for use of remaining funds will be reviewed as received. Possible use of the funds include, but is not limited to, the following:~~

- ~~a. landbanking~~
- ~~b. writing down the cost of owner occupied units to make them affordable to low/moderate income households~~
- ~~c. purchasing rental units for renting to eligible tenants.~~

III. RENTAL UNITS

A. Administration

The program shall be administered by the Town or its designee.

B. Applicant Eligibility

1. Household Income:

In order to be eligible to rent a BMP rental unit, a household's annual income must be no greater than 80% of the Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA). Priority will be given to those households whose income is less than 50% of the MFI. Household assets may also be considered in determining eligibility.

~~In order to be eligible, applicants must have a household income under 80 percent of the County's median income as defined by the Federal Department of Housing and Urban Development.~~

2. Ability to Pay Rent

A tenant's ability to pay monthly rent will also be considered in determining tenant eligibility.

C. Tenant Selection

The property owner or manager of the development shall market the BMP unit(s), and solicit rental applications. Applications from tenants selected by property owner or manager will be forwarded to Town or designee for verification of income eligibility.

D. Management

1. BMP rental units shall be managed by the property owner or manager in the same manner as other units in the development.

2. Tenants of BMP rental units are eligible to receive conciliation and mediation services provided through the Town's Rental Mediation Dispute Resolution Program except as they regard rent increases.

E. Unit Rents

~~Tenants will be limited to persons whose annual income is less than 80 percent of the County's Median Income as defined by the Federal Department of Housing and Urban Development. Priority will be given to those households whose income is less than 50 percent of the median income as defined by H.U.D. Rents will be restricted to may not exceed 80% of the most current Fair Market Rents as determined by the Santa Clara County Housing Authority.~~

F. Annual Review

If a tenant's income increases so that it falls between 80 and 100 percent of MFI ~~the County's Median income~~, then the rent may be increased in accordance with

the Town's Rental Dispute Ordinance; and the unit shall still be considered a BMP Rental Unit. However, if a tenant's income exceeds 100 percent of MFI the median, the rent may be increased to the average rent of similar units in the complex; in this latter case, the unit will no longer be a BMP unit and the next available unit that is comparable in size shall be designated as a BMP unit in its place, and must be rented to an eligible household so that the number of subsidized BMP units within the project remains the same.

G. Deed Restrictions

Council approved Deed Restrictions shall be recorded for each Below Market Price rental dwelling unit.

IV. RENTAL UNITS - NEW SECOND DWELLING UNITS

A. Administration

The program shall be administered by the Town or its designee.

B. Second Unit Incentive Program

The property owner of a New Second Dwelling Unit, as defined in Section 29.10.310 of the Town Code, may choose to participate in the Second Unit Incentive Program (SUIP) as referenced in Section 29.10.320(a) of the Town Code and as set forth below.

1. The SUIP consists of a no interest construction loan to a property owner who intends to develop a new second unit. The loan amount shall be determined based on the square foot construction cost as set forth in the current version Uniform Building Code as adopted by the Town for new construction and remodels. The loan amount will be calculated at 100% of the construction cost if the unit is income and rent restricted to serve households with incomes below 50% of the County's Median Family Income (MFI), adjusted for household size, as defined by the United States Department of Housing and Urban Development (HUD) for the San Jose, CA Primary Metropolitan Statistical Area (PMSA), or 80% of the construction cost if of the unit is income and rent restricted to serve households with incomes below 80% of the County's Median Income MFI.
2. When a property owner participates in the SUIP, a deed restriction shall be recorded on the property. The deed restriction shall stipulate the rental rate, tenant income level, duration of affordability and loan repayment requirement as well as any other criteria as determined appropriate by the Town. ~~Loans shall be repaid in 30 years.~~
3. A SUIP loan to construct a second unit within the Central Los Gatos

Redevelopment Project area shall be funded using Redevelopment Affordable Housing Funds and shall remain affordable for 55 years. A SUIP loan to construct a second unit outside the Central Los Gatos Redevelopment Project area shall be funded using BMP Program Funds and shall remain affordable for 30 years. The SUIP affordability restrictions as set forth in this section may only be amended by action of the Town Council.

4. A tenant's ability to pay monthly rent will also be considered in determining tenant eligibility. Applications from tenants selected by the property owner or manager will be forwarded to the Town or its agent for verification of income eligibility. Rental agreements shall be submitted to the Town or its agent to verify compliance with the provisions of this section. Tenants are eligible to receive conciliation and mediation services provided through the Town's Rental Dispute Resolution ~~Mediation~~ Program except as they regard rent increases.
5. Units targeted to households with incomes up to 80% of the County's Median Family Income (MFI) levels shall have rents restricted to 80% of Fair Market Rents as determined by the Santa Clara County Housing Authority. Units targeted to households with incomes up to 50% of CMI ~~the County's Median Income~~ levels shall have rents restricted to 50% of Fair Market Rents as determined by the Santa Clara County Housing Authority. Tenant rents and incomes will be monitored annually.

(Adopted by Resolution 2003-117, October 6, 2003)