

**Saint Joseph Community Land Trust**  
**Board Meeting Minutes**  
**March 18, 2021**

**Meeting called to order:** 6:02 p.m.

**Meeting adjourned:** 7:45 p.m.

**Board Members Present:** Francie Alling, Lyn Barnett, MaryAnn Brand, Jesse Walker, Allan Bisbee, Makenzie Malone, and Father Mauricio

**Staff Present:** Jean Diaz, Diane Rodgers

**Members:** Jill Teakell, Karen Fink

1. **Topic:** Roll call of Board Members and Determination of Board and Membership Quorum

**Discussion:** Alling determined that a quorum was present.

2. **Topic:** Opening Prayer

**Discussion:** Father Mauricio led an opening prayer to begin the meeting.

3. **Topic:** Call to Order and Approval of Agenda

**Discussion:** Barnett called the meeting to order. Diaz noted that Fink had a time restraint and that item 10 needed to be moved up. Barnett suggested that we move the item following opening the floor.

4. **Topic:** Open Floor

**Discussion:** Barnett inquired if any members in attendance would like to speak. After hearing no response, he closed the floor.

5. **Topic:** Potential Collaboration with Tahoe Home Connection to Develop ADU Program

**Discussion:** Diaz stated that the TRPA is working on suggestions regarding how to change the ADU and JADU approach here in the Lake Tahoe Basin. Diaz stated he was aware that Marin Community Land Trust had an extraordinarily successful program working with ADUs and JADUs. He, Teakell, and Fink were able to meet with a representative from the organization and inquire further. Diaz suggested that this might work very well with the collaboration between Home Connection and SJCLT to bring this project to Lake Tahoe. In tonight's meeting, Diaz was seeking direction from the Board to see if we would want to move forward on a collaboration with home connections on a program like the one in Marin. Fink gave an introduction on Accessory Dwelling Units and how, at this time, there is a legacy code that states that ADUs must be on a parcel that is greater than one acre. However, the State of California passed regulations stating that local jurisdictions need to allow dwelling units for any parcel that is zoned for single-family use. TRPA is looking at how they can make their code more like the California legislation so that people can use their parcels for these dwellings. The main recommendation in the last few meetings with TRPA was to remove the rule of greater than one acre. Fink noted that the dwelling units will still be subject to the TRPA growth management system, meaning that the dwelling units would need to have a Development Right. This can be done by waiting in line or opting for a Deed Restriction; the Bonus Unit must be used for workforce or residents. Not all units are approved. They must be within a certain distance of transit or the town center.

Diaz showed a 6-minute video on the Marin Community Land Trust and how they have developed ADUs and JADUs. Diaz noted that the similarities between Marin County and the Lake Tahoe Basin and how working with Home Connection on future projects will help expand affordable housing for the Lake Tahoe Basin.

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Teakell noted that TRPA may be able to authorize JADUs without the restrictions that are put on ADUs. The Jr. ADU is successfully repurposing existing space; it is not adding to the structure nor the population density. The only difference in the Jr. ADU is a private entrance. There cannot be additional electrical or sewer units. The Tahoe Home Connection would like to move in this direction with Jr. ADUs, eliminating the cost for development rights and other restrictions that come with ADUs and Bonus Units. Barnett asked if they share a bathroom and kitchen. Teakell stated that, with this unit, they would be using the same sewer unit as the home and not adding an additional one. The Jr. ADU does allow shared bathrooms with the main house. The Jr. ADU is required to have cooking facilities in the room. This can be a full kitchen or a small cooking stove and sink. This does not increase the population density because it does not matter how many kitchens you have; the same amount of people live in the home. Barnett asked if there would need to be a building permit. Teakell answered in the affirmative. Teakell noted that, in Marin, the County offers an interest-free \$35,000 loan to be put toward the construction of Jr. ADUs. This ensures the safety and habitability of the unit and makes it more convenient for the homeowner. The homeowner does not have to pay the loan back if they have an income-qualified tenant occupying the space. The land trust in Marin is the organization that is ensuring that the Jr. ADU is being used for the intended purposes. Barnett inquired if there would be any compensation to SJCLT to cover our costs. Teakell suggested that the City may have some funds to put toward this project. Diaz noted that CLAM (Community Land Trust Marin) is compensated with funds from the County along with Grant Funds. Teakell noted that, at the moment, the JADU's primary owner must live in the home. If we can get the state ordinance to change this, there will be many 2<sup>nd</sup> homeowners who would be willing to build and rent out a JADU to residents of the Basin. Diaz noted that a presentation to TRPA would be helpful to explain about the programs and how this could be useful to the Lake Tahoe Basin. Diaz believes that this project will possibly give the SJCLT Basin wide exposure and expand housing to those in need. Teakell noted that the City gave Home Connection funds to conduct a survey to find out if there was an appetite from homeowners for this kind of program and what the inventory might be.

Barnett asked for a quick poll from the Board about whether this was something we wanted to move forward on. The Board stated that they are in favor of having a role in this project in the future.

**6. Topic: Financial Report**

**Discussion:** Barnett noted that he was not prepared for a number of these reports due to the information getting to him at the last moment. Barnett indicated that he had not reviewed the financial report. Brand noted that she did not submit a report due to not getting the information she needed in time. Brand gave an oral report and asked about a \$5,000 donation that was received, unsure who donated it. Other than payroll, our account balances were relatively the same. The loan payments from tenants were being made. We were doing well on those. Brand stated that no one had sent the balancing adjustment to CeCe and that there was a disconnect. Diaz stated that he believed he did send those adjustments and would look in his emails. Diaz noted that one of the tasks on his to-do list was to look for a new bookkeeper who has more capacity to help run the financials in the organization due to their complications and our growing programs. Barnett asked about the allocation for the \$5,000 and stated that we needed to vote on where to put the funds. Barnett noted that the application fees to the City for the three Riverside houses are due. It was recommended that we put these funds into the Acquisition pre-development fund and pay the application fees. Diaz noted that 5% will go into operating funds, with the balance going into the Acquisition pre-development fund.

**Action Taken:** Brand made a motion that the funds go into the Acquisition pre-development fund for the Riverside project with 5% going into the operating fund.

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Moved by: Brand  
Ayes: All  
Nays: None

Seconded by: Bisbee

7. **Topic:** St. Joseph Sugar Pine Village LLC Being Formed

**Discussion:** Diaz stated that there have been two large developments in the Sugar Pine Village project. First, as discussed previously, creating a wholly owned subsidiary for Sugar Pine was approved. The paperwork was filed with the State as of this week. Second, we are in negotiations with LAP with the relative. Diaz mentioned that there was some tension after an email that was sent discussing our needs, but then there was a breakthrough, and we are starting to move forward. Diaz discussed building the Board for Sugar Pine. He noted that Jim Myer, who was interviewed recently, might make a good Board member. Alling asked if all Board members need to be locals. Diaz stated that they do not, but they do need to have the same views and outlook as our Mission Statement. Diaz noted to Brand that we need to open a separate bank account for the subsidiary. Barnett asked about grants for the project. Diaz stated that the Newsom/State is very behind and in disarray. We may be delayed in getting funding due to the disorganization of the State. Barnett received a phone call regarding a past executive director in Lake Tahoe who is opposed to Sugar Pine due to the possibility of her property being flooded. Barnett asked if he could get a copy of the reports with the hydrology and engineering plans so that he can give them to this homeowner.

8. **Topic:** Riverside Ave. Project Update

**Discussion:** Diaz stated that he had received the plans from Brian. He is now waiting for a letter from South West Gas. The plans can be submitted without the letter and turned in on a later date. Diaz noted that he spoke with Hillary and will be submitting the plans on Monday. Barnett asked if Brian sent the Trust calculator from Reno. Diaz stated that it was with the plans. There will be three separate applications for three different homes. Diaz noted that we have three trees to be removed and that one of the trees is inside the City right-away. Therefore, the City is going to move one of the three trees. Barnett mentioned that there should be a sign on the property that states that this property is under construction for low-income housing and lists all of the donors. This was done with the Taillac house.

9. **Topic:** Possible Donation of Zephyr Cove House

**Discussion:** Barnett stated that he became aware of a house in Zephyr Cove that was going to be demolished. The only requirement from TRPA is that it be preserved as a historic home. The homeowner agreed to the possible donation of the home, but he wanted the home moved or demolished by April. Diaz and Barnett noted that this would not give us enough of a timeframe to find land to put the home on. Therefore, we passed on moving the house. Barnett noted that more homes will be coming up in the future. Thus, we are going to start getting prepared for any homes that may come. We will need to find a place to put them until we can get the land and licensing secured.

10. **Topic:** Potential TAHOE (Tahoe Affordable Home Ownership Enabling) Program Modification to Permit Manufactured Homes

**Discussion:** Diaz noted that the TAHOE program was built on the premise that existing qualified people can buy affordable homes. Manufactured homes or modular homes in the TAHOE program may allow homeowners the ability to purchase a home with reduced costs. Teakell noted that she had a client who wanted to buy in the Tahoe area but was only able to afford a modular home. This person found a manufacturing company that could build a

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modular home that would support our snow load and lenders who would loan money for the purchase of land along with the construction of the modular home. Teakell noted that, because of the land prices in the Lake Tahoe Basin, it is still not feasible for most people to go this route, but possibly this would be doable under the TAHOE program. Teakell noted that it would save money for the homeowners at a moderate-income level because SJCLT would own the land. Diaz asked if the Board would be open to modular homes if they fit our criteria. Barnett stated that these homes are quality homes and that there are many already in Lake Tahoe. Teakell noted that the City has sewer units that will be donated for these homes. The Board agreed to move forward with researching these homes for the TAHOE program and coming back with findings at the next Board Meeting.

**11. Topic:** Proposed COVID-19 Loan Program Loan Modifications with Resolution

**Discussion:** Barnett stated he did not have time to review the report or resolution due to it being sent to him at the last moment. Diaz suggested that we table it until the next Board Meeting. Rodgers indicated that she would like to add a matrix to the report to allow us to see what agencies in the Lake Tahoe Basin offer in terms of programs.

**12. Topic:** Allocation of Funds

**Discussion:** Barnett noted that he wanted to make sure that all restricted funds from donors are only allocated to those in need. Diaz confirmed that any funds restricted for selected programs will be recorded and spent on those populations only.

**13. Topic:** Board Member Updates and Comments

**Discussion:** Barnett noted there were no comments or updates.

**14. Topic:** Adjournment and Closing Prayer

**Discussion:** Fr. Mauricio ended the meeting with a closing prayer.