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**PLANNING COMMISSION
STAFF REPORT
AGENDA ITEM NO. 5.B
April 16, 2013**

PROJECT LOCATION

1. Address: 2081 Whitman Way
2. Assessor's Parcel No: 019-253-160
3. Zoning District: R-4, High Density Residential
4. General Plan Classification: High Density Residential

EXHIBITS

- A: Site Location
- B: Condominium Conversion Schedule
- C: Applicant Statement
- D: Summary of Tenant Relocation Benefits

REQUEST

Request for Renewal of a Use Permit for condominium conversion per Chapter 12.128.020 of the San Bruno Municipal Code. Marymount Place, LLC (Applicant and Owner) **UP09-006**.

RECOMMENDATION

Staff recommends that the Planning Commission approve the Renewal of **UP09-006** based on Findings of Fact (1-3) and Conditions of Approval (1-36).

REVIEWING AGENCIES

Community Development Department
City Attorney

LEGAL NOTICE

1. Notices of public hearing mailed to owners of property within 300 feet on April 5, 2013.
2. Notices of public hearing mailed to residents of complex on April 5, 2013.
3. Notices of public hearing posted on utility poles in the vicinity on April 5, 2013.
4. Advertisement published in the *San Mateo Daily Journal*, Saturday, April 6, 2013.

ENVIRONMENTAL ASSESSMENT

This project is Categorically Exempt per the California Environmental Quality Act (CEQA) Guidelines Class 1, Section 15301.k: Existing Facilities.

SURROUNDING LAND USES

North: Shelter Creek Lane – PD, Planned Development
South: Courtland Drive – R-1, Single Family Residential
East: Whitman Way – R-4 High Density Residential and Interstate 280
West: Whitman Way - R-4 High Density Residential

BACKGROUND

The subject property is approximately 1.2 acres in size and is located at the corner of Whitman Way and Courtland Drive. The site is irregularly shaped, with a curve at the corner and triangular point to the south. The site slopes down to the street, with an elevation change of approximately 65 feet from the highest to the lowest points. The property has a number of mature trees. Located directly behind the site are single-family homes and an apartment complex is located directly next to the site.

The 48-unit apartment complex was built in 1964. There are four buildings, three of which are three stories and the remaining building is one story. The units consist of one and two bedrooms with areas ranging from 791 s.f. to 1,219 s.f. The residences on the east side of the upper floors have significant views of the airport and bay. There are 72 parking spaces located under the living units. Of the total, 52 spaces are single spaces and 20 are arranged in a tandem configuration.

In 1981 an application was received to convert the apartments to condominiums. At that time, the application included a tentative tract map, variance, and use permit. On July 6, 1981, the Planning Commission approved all three aspects of the application and the City Council subsequently approved the final tract map on September 27, 1982. Due to economic conditions at the time, the applicant withdrew the application for a use permit to avoid paying the condominium tax of \$1,000 per unit. The tentative tract map and variance are still in effect. The property ownership has changed over the years.

In 2009, the current property owners applied for an Architectural Review Permit for changes to the exterior of the buildings, a Use Permit to complete the condominium conversion process, and a Variance for a new exterior staircase with a substandard side setback. The condominium conversion is unique in that the Final Subdivision Map, which is the larger land use entitlement and comes from State law, was approved in 1982. The 2009 request was for the local approval, which would complete the conversion process and allow the owners to sell units.

The overall project was intended to occur in two major phases, with exterior improvements happening first followed by interior remodel of the units at the time of conversion to condominiums. Over the last several years, the owners have undertaken the exterior improvement to the site, including new stucco panels, new paint, balcony re-facing, and improvements to the entrance including stone veneer, new canopy, and ADA accessibility. The landscaping fronting on Whitman Way has all been replaced. The building permit is not finalized for the exterior work as of the writing of this report, but the owners are working with staff on the final outstanding items.

CURRENT REQUEST AND ANALYSIS

Since the interior work on the units has not started yet, the Use Permit for the condo conversion has not vested and is subject to expiration. The Municipal Code allows use permits to be renewed if an application is filed before the expiration of the original permit. In this case, the Use Permit was scheduled to expire on December 15, 2012 and the applicant submitted a request for renewal prior to that date. The Planning Commission may grant or deny a renewal, based on the same findings of fact required for

a new application, for the time period until December 15, 2013. If the building permit for interior work leading to the condo conversion is not issued prior to that date, the Use Permit will expire and cannot be renewed again. If the Use Permit is renewed and the building permit for Phase 1 is issued, the Use Permit will be vested and the owners will have the legal rights to proceed with all four phases of the conversion (provided they meet all conditions of approval).

The applicant proposes to break up the interior work and condominium conversion into four phases. The first phase would be the largest, with 21 units, and would begin in August 2013. Later phases are subject to change, but would generally proceed through February 2015 when the last units are expected to be released to the market for sale. The phasing schedule and corresponding list of units are included in Exhibit B.

The 2009 Conditions of Approval include a number of requirements related to information and assistance that must be provided to tenants of the complex. Those requirements have been compiled and are included in detail in Exhibit B. If the renewal is approved, the first step of the conversion process will be two meetings in July 2013, on different nights to accommodate schedules, with the same content. The information would include the conversions schedule, contact person during (interior) construction, a market survey of available rental options in the area, Affordable Housing Programs, and the general aspects of the relocation benefits.

For each phase of the conversion, an additional meeting would be required for tenants included in that phase to discuss their specific relocation benefits and assistance finding comparable housing in the area. Additionally, the applicant would be required to have a pre-construction meeting with staff for each phase to ensure that all relocation benefits have been distributed and all conditions of approval have been met.

The Municipal Code includes very specific requirements for condominium conversion projects with the expressed intent of protecting the existing tenants, the greater community and purchasers of condominium units. Most notably, these Code requirements include tenant relocation benefits; a thorough assessment of the condition of the property, and what improvements will be made; and an analysis of the effect of the proposed conversion on broad community planning. Each of these topics was analyzed in 2009 and approved by the Planning Commission, subject to Conditions of Approval. Due to the importance of the tenant relocation benefits, the details are included in Exhibit D as approved in 2009.

In analyzing the applicant's request for renewal, staff reviewed the applicant statement, proposed schedule, and approved Conditions of Approval. Staff does not recommend any substantial changes to the Conditions of Approval approved in 2009. However, we have included additional language to help explain or clarify how the Condition will be met. This approach is intended to provide additional clarity to the applicant and residents. It will also assist in implementation of the four phases as the project moves towards completion in 2015.

PUBLIC COMMENT

Legal notice of the public hearing was sent to property owners within 300' on Friday, April 5, 2013. In lieu of mailing notices to all owners of Shelter Creek, staff posted three legal notices in the vicinity of Shelter Creek according to Municipal Code requirements. Staff sent notice of the public hearing to Park Plaza tenants on Friday, April 5, 2013. A copy of this staff report will also be distributed to all tenants. No comments have been received as of the writing of this report.

FINDINGS FOR APPROVAL

*Pursuant to the City's Municipal Code, the Commission shall grant Renewal of the Use Permit if it makes the following findings (required findings are in **bold** followed by staff's analysis of the merits of the project and how the required findings can be made):*

Use Permit 09-006 for Condominium Conversion

- 1. The project will not under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use;**

The project includes a change in the ownership structure of the subject site and improvements to the existing buildings. There is no proposed change in the number of units, parking spaces, or other site characteristics that could be detrimental to the neighborhood. The construction would require a building permit and is subject to the California Building Code. The previous phase of the project included a significant upgrade to the appearance and improvements to fire suppression systems. Therefore, staff finds that the project will not be detrimental to the neighborhood.

- 2. The project will not be injurious or detrimental to property and improvement in the neighborhood or to the general welfare of the city;**

The proposal includes significant investment in the property but would not increase the number of units or intensity of the site. The site has undergone improvements to the appearance, fire suppression systems, and site drainage. These items benefit the neighborhood and City as a whole.

In 2009, the Planning Commission considered a thorough analysis of the condominium conversion, including the effects on broad community planning, and found the project would not be detrimental to the general welfare of the City. Specifically, the conversion of 48 units at Park Plaza would result in a 1.4% reduction in multi-family rental units. From a Citywide perspective, staff finds that this small reduction would not be detrimental to the general welfare. Furthermore, the majority of housing provided in San Bruno since 2000 has been rental housing and there is an expected benefit to offering homeownership opportunities at a more affordable level.

The CC&R's and Conditions of Approval address long term issues such as future additions and landscape maintenance. Given these requirements, the approval of the use permit should not have any detrimental impacts on the neighborhood or city.

- 3. The project is consistent with the general plan.**

The complex is consistent with the General Plan designation of high density residential. Housing Element Goal 4 encourages a community-wide balance of various residential uses by type, tenure, value and location. Program 4-B requires that each condominium project be evaluated on its own merits. There is no specific number or proportion of rental units that must be provided or maintained in the City.

The project is consistent with LUD-E, which calls for high quality design; LUD-7, which requires pedestrian connections within multi-family developments; and LUD-9, which calls for comfortable pedestrian routes with street trees and on-street parking.

RECOMMENDATION

Based on the above analysis and Findings of Fact 1-3, staff recommends Renewal of Use Permit 09-006 subject to Conditions of Approval 1-36 below. The Conditions of Approval from 2009 have been maintained with additional explanation or updates highlighted in **bold** font. Staff recommends that outdated language be removed, which is shown in ~~strikethrough~~ format.

FINDINGS OF FACT

1. The project will not under the circumstances of the particular case, be detrimental to the health, safety, morals, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use.
2. The project will not be injurious or detrimental to property and improvement in the neighborhood or to the general welfare of the city.
3. The project is consistent with the general plan.

CONDITIONS OF APPROVAL

Community Development Department

1. The applicant shall file a declaration of acceptance of the following conditions by submitting a signed copy of the Summary of Hearing to the Community Development Department within 30 days of Planning Commission approval. Until such time as the Summary is filed, **the renewal of UP09-006, AR09-003, and V09-002 shall not be valid for any purpose. UP09-006 shall expire on December 15, 2013 AR09-003, and V09-002 shall expire two (2) years from the date of Planning Commission approval unless a building permit has been secured for Phase 1 as described in this staff report. prior to the two (2) year date.**
2. The request for a condominium conversion shall be carried out according to plans and Conditions, Covenants and Restrictions (CC&R's) approved by the Planning Commission on December 15, 2009, except as required to be modified by these Conditions of Approval. Any modification to the approved plans shall require prior approval by the Community Development Director.
3. A Home Owner's Association (HOA) shall be formed and a set of Conditions, Covenants and Restrictions (CC&R's) shall be recorded. The final CC&R's shall be consistent with the draft approved by the Planning Commission on December 15, 2009 and shall be approved by the Community Development Director prior to recordation. The final CC&R's shall supersede any previously recorded CC&R's. The CC&Rs shall clearly address, amongst other things, the parking rules within the development, landscaping maintenance, and contact information for the HOA for any correspondence from the Community Development Department regarding code enforcement violations for any common areas of the parcel.
4. Any demolition or addition to the floor area shall require an amendment to the Condominium Plan. Any such amendment application will be processed and reviewed in the same manner as a Residential Use Permit, as outlined in Chapter 12.112 of the San Bruno Municipal Code. At the discretion of the Community Development Director, renovation or change in floor plan will also require review.

5. Any change to the exterior of the buildings shall require an Architectural Review Permit, as outlined in Chapter 12.108 of the San Bruno Municipal Code.
6. The HOA shall be responsible for maintenance of the landscaping for the life of the project, including the planting areas located in the public right of way between the sidewalk and property line. Professional level landscape maintenance shall be required, including trimming, weeding, and plant replacement. Failure to maintain landscaping will result in Code Enforcement action by the City.
7. The HOA or residents shall not be permitted to reduce the amount of landscaping on site or create any additional impervious surfaces without the approval of the Community Development Director. Any reduction in landscaped area will result in Code Enforcement action by the City.
8. The development shall comply with Section 1207 of the 2007 California Building Code related to sound transmission to the satisfaction of the Building Official. The sound transmission and sound insulation improvements shall be disclosed to future buyers and noted within the CC&Rs. **At the time of building permit submittal for each phase, the applicant shall include sound insulation details for review and approval.**
9. The applicant shall obtain a condominium license and pay the required license tax as described in Municipal Code section 3.16.160 prior to the issuance of a building permit **for Phase 1.**
10. The applicant shall implement tenant relocation assistance and benefits as described in the staff report and as required by Municipal Code chapter 12.88. **Exhibit B of the staff report shall be implemented to the satisfaction of the Community Development Director. Prior to building permit issuance for Phase 1, the applicant shall hold two meetings on different days covering the same content, as described in Exhibit B. Prior to issuance of a building permit for subsequent phases, the applicant shall hold a meeting for tenants affected by that phase with a qualified professional to help tenants find comparable housing within the area. At this meeting, specific relocation benefits will also be reviewed.**
11. The applicant shall make the repairs identified in Table 1 of the Property Conditions Report. **Prior to the sale of any units, the applicant shall submit a written statement to Planning staff for review and approval describing the repairs, when they were made, and by whom.**
12. The applicant shall make the necessary financial contribution to the HOA reserves to fully address the items identified in Table 2 of the Property Conditions Report. **The applicant shall submit documentation showing that this contribution has been made to the satisfaction of the Community Development Director.**
13. The applicant shall repair all deficiencies listed in the pest control report. **Prior to the sale of**

any units, the applicant shall submit a written statement to Planning staff for review and approval describing the repairs, when they were made, and by whom.

14. Prior to Final Inspection, all pertinent conditions of approval and all improvements shall be completed to the satisfaction of the City of San Bruno.
15. The signed copy of the Summary of Hearing shall be photocopied and included as a full size page in the Building Division set of drawings **for each phase of construction.**
16. Prior to issuance of a building permit **for each phase of construction**, the applicant shall hold a pre-construction meeting with the contractor and City staff. **At this meeting, the applicant shall supply documentation showing that all tenant relocation benefits have been provided.**
17. Prior to issuance of a building permit, the applicant shall hold a pre-construction meeting with the contractor, Community Development staff, and residents of Park Plaza to review the final construction schedule and to provide the residents with the contact information for a responsible person during construction. **This requirement shall be satisfied as described in Exhibit B. Two meetings shall be offered at different times with the same content to accommodate schedules.**
18. The applicant shall obtain a City of San Bruno building permit **for each phase** before construction can proceed. The operation of any equipment or performance of any construction related to this project shall be limited to 7:30 a.m. to 6:00 p.m. Monday through Saturday.
19. The carports and surface parking areas shall be used for parking of motor vehicles and shall not be enclosed or used as general storage.
20. Before a building permit can be issued for any interior remodel of housing units, the applicant shall submit a construction, seminar, and sales schedule to the Community Development Director for review. This schedule shall be in sufficient detail that staff can verify when tenants will be required to move, what seminars will be available to them, and when relocation benefits will be available to them. Upon Community Development Director approval of the schedule, the applicant shall hold a tenant meeting to review the schedule. **This requirement shall be implemented as described in Exhibit B.**
21. At a tenant seminar, the applicant shall provide an expert to speak on the Affordable Housing programs available in the area and how to qualify for those programs. (This shall be in addition to information provided on market rate housing.) **This requirement shall be implemented as described in Exhibit B.**
22. The applicant shall include a bicycle rack on the Building Division plan submittal.
23. Prior to any rental increase, the applicant shall submit a statement to the Community Development Director to ensure consistency with Municipal Code 12.88.120. **This requirement shall remain in effect through the entire conversion process. If qualifying seniors or people with disabilities exercise their five-year guaranteed occupancy, this**

requirement shall extend through that five-year period.

24. Prior to the sale of any units, the exterior improvements and landscaping shall be completed and the units shall be remodeled as described in the staff report **to the satisfaction of the Community Development Director.**

Public Services Department

25. Storm water shall be contained onsite and directed into a closed system then into the City stormdrain system to the satisfaction of the City Engineer. Storm water shall not drain onto adjacent properties or the City sidewalk.
26. Encroachment Permit from Public Works Department is required prior to commencing any work within the City's public right-of-way. S.B.M.C. 8.16.010.
27. All damaged curb, gutter, sidewalk or driveway in the public right-of-way fronting the property shall be removed and replaced. Remove and replace all damaged and/or broken sidewalk at front of property for all location where there are any raised or offset concrete sections greater than or equal to 3/4 -inch. S.B.M.C. 8.12.010.
28. Erosion control plan and storm water pollution prevention plan required. Must show existing storm drain inlets and other storm water collection locations protect by silt screens or silt fence. Work shall conform to the current NPDES requirements. S.B. Municipal Code 12.16.020.

San Bruno Cable

29. The applicant shall provide wiring within the residences that will consist of RG6 (77% braid) cable and routed in homerun design for each outlet. Additional outlets shall be wired homerun to the main gang box. Outlets are usually in each bedroom and the living room. All cables shall conform to San Bruno Cable department's requirements.

Fire Department

30. Due to the limited access for fire apparatus, in accordance with Section 901.4.3 of the 2007 California Fire Code, additional safeguards shall be required such as fire sprinklers coverage throughout, a fire alarm system to evacuate residents and 2 1/2" standpipes shall be located throughout so that a 150' length of fire hose shall access all parts of the complex **to the satisfaction of the Fire Marshal.**
31. The unit numbering system will be a 3-digit numbering system using the first digit to identify the building, the second digit to identify the floor and the last digit to identify the unit number. **The units shall be re-numbered in early December 2013, at approximately the time tenants from Phase 1 move out, to the satisfaction of the Fire Marshal and Community Development Director.**

Police Department

- 32. Adequate lighting of driveways, circulation areas, and grounds contiguous to buildings shall be provided with enough lighting of sufficient wattage to provide adequate illumination to make clearly visible the presence of any person on or about the premises during the hours of darkness and provide a safe secure environment for all persons, property, and vehicles on site.
- 33. Landscaping shall be of the type and situated in locations to maximize observation while providing the desired degree of aesthetics.
- 34. New exterior lighting shall be installed in the area between Building B and Whitman Way. Lighting shall be included on the Building Division plan submittal and approved by Planning staff.
- 35. New exterior lighting shall be installed on the east side of the complex to illuminate the new staircase and a portion of the open next to the site.

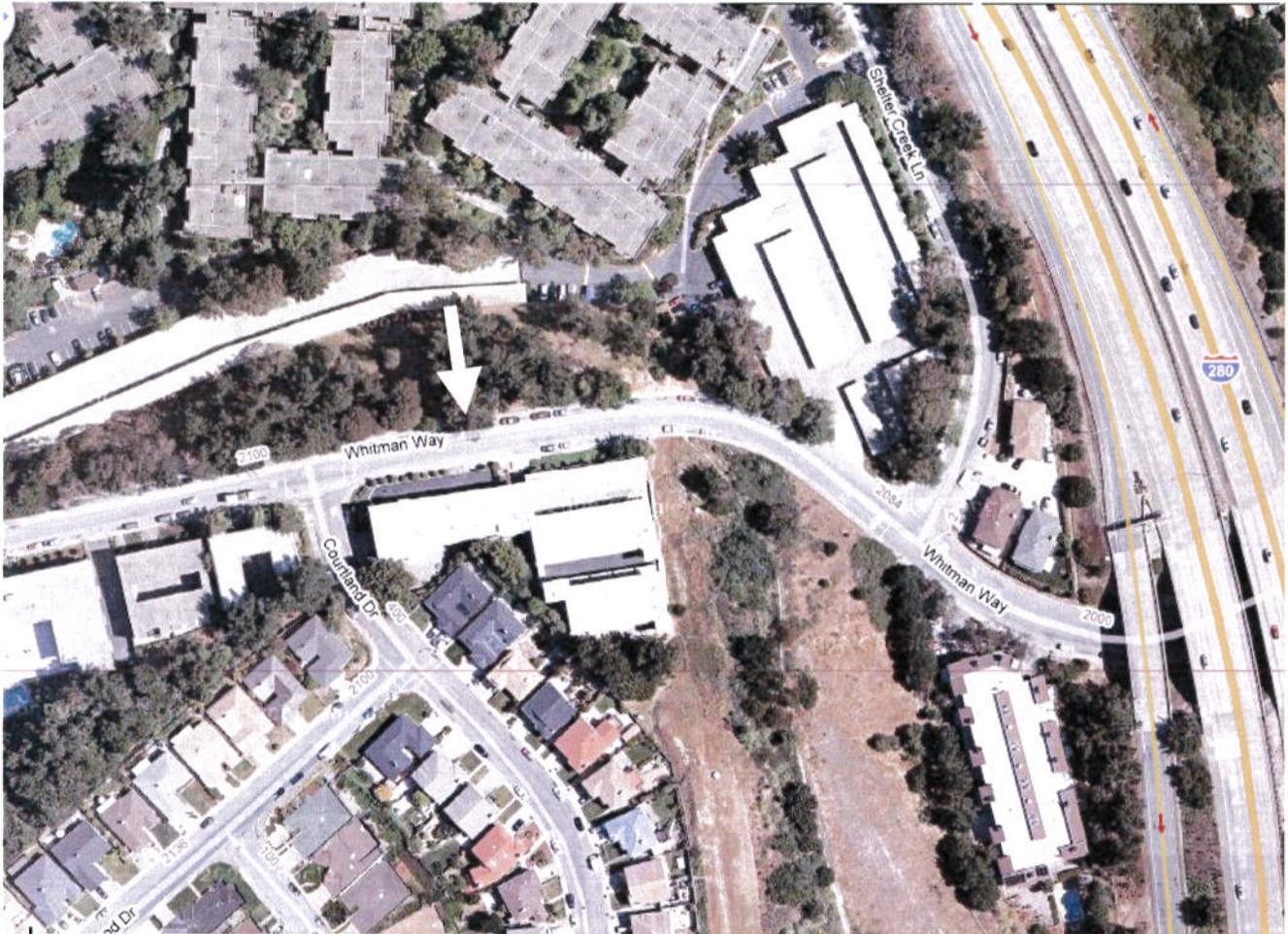
Parks Division

- 36. Permit from Parks required for all tree removal, pruning, or planting. S.B.M.C. 8.24.050/070/110

Prepared by:

Laura Russell, Associate Planner

Dated: April 9, 2013



2081 Whitman Way
019-253-160
Renewal of UP 09-006

Exhibit A – Site Location

**2081 Whitman Way- Park Plaza
Condominium Conversion Schedule**

Meetings for Tenants and Neighbors- Two dates in July 2013 covering the same information:

- Schedule of move-out notices, construction, and sales
- Contact person during construction
- Renumbering of units
- Comprehensive market survey of available rental options
- Affordable Housing Programs
- Overview of relocation benefits

Phase	Notice to Vacate	Resident Meeting*	Relocation Funds Available	Move out	Pre-Construction Meeting**	Construction Begins	Released to Market
1	August 1, 2013	August 2013	November 1, 2013	December 1, 2013	Early December 2013	Early December 2013	February 1, 2014
Dates for Phases 2-4 are subject to change with approval of Community Development Director							
2	February 1, 2014	February 2014	May 1, 2014	June 1, 2014	Early June 2014	Early June 2014	August 1, 2014
3	June 1, 2014	June 2014	September 1, 2014	October 1, 2014	Early October 2014	Early October 2014	December 1, 2014
4	August 1, 2014	August 2014	November 1, 2014	December 1, 2014	Early December 2014	Early December 2014	February 1, 2015

* For each phase, there will be a resident meeting for people affected by that phase with a qualified professional to help people find comparable housing in the area. Specific relocation benefits will be reviewed at the same meeting.

** For each phase, there will be a pre-construction meeting with the owner and Planning staff to ensure that all benefits have been distributed and all conditions have been met before construction begins.

PHASES

CONDO CONVERSION PROJECT

Phase 1 (Building 1)

106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119,
120, 121, 122, 123, 124, 125, 126

Phase 2 (Building 3)

127, 128, 129, 130, 131, 132, 133, 134, 135, 136

Phase 3 (Building 2)

101, 102, 103, 104, 105

Phase 4 (Building 4)

137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148



Marymount Park Plaza Apartments

2081 Whitman Way, San Bruno, CA 94066

Ph: 650-583-2933 Fax: 650-583-2962

March 27, 2013

Via Email.

Ms. Laura Russell
Associate Planner
City of San Bruno Planning Department
San Bruno, CA 94066

Re. Application for Extension on the Use Permit

Dear Ms. Russell:

As you are aware, Use Permit 09-006 for condominium conversion at 2081 Whitman Way, San Bruno was scheduled to expire on December 15, 2012. Prior to that deadline, we submitted a request for renewal as described in San Bruno Municipal Code Section 12.128.020. At this time, we are providing additional information for the Planning Commission's consideration as they review our request for renewal of the Use Permit.

The overall project was always intended in two phases, with the exterior work happening first, followed by interior renovations and sales of the units as condos. We have actively pursued the project and have nearly completed the exterior work at the site. However, we were not able to complete all of the condominium conversion requirements by the December 2012 deadline. While we regret that we did not complete everything by the deadline, there was no mal-intent, nor because of a lack of effort that the deadline was missed. For a project of this complexity and size there is always the possibility that a few dangling issues may remain unresolved, and that is exactly what occurred.

In regards to the exterior work, we tried very hard to limit the intensity of the improvements on the building at any one time to one or a small handful of disparate projects. By taking this approach, we were compelled to do most of the improvements in a sequential manner, thus reducing the amount of buffer time we had left as we completed all the various requirements in the Permit. Our intention was to minimize impacts on residents, but the result was that the project did take longer.

In terms of the actual work, during the bidding process we made a strategic decision to hire a local contractor instead of a much larger regional player. We believe that creating local jobs and using local sourcing is better for the community and keeps the money circulating within the community much longer. While our contractor worked hard and sincerely, as the project unfolded we realized that his ability to manage his subs and at

Exhibit C



Marymount Park Plaza Apartments

2081 Whitman Way, San Bruno, CA 94066

Ph: 650-583-2933 Fax: 650-583-2962

times, find the right subs for some of the more complex tasks was impaired. He was supposed to have completed all his work by the end of May 2012, a task he was unable to achieve. In one particular egregious instance, he had a metal fabricator (over whom he obviously seemed to have no control) who kept delaying his final work-product 'two weeks out' for what turned in to an over 3 month delay.

As we neared the end of the project, we realized that there were two tasks (Canopy and new façade on the fire escape) that the contractor (and more particularly the subs he was bringing to the table) was just not in a position to deliver with the quality – structural, design or from an engineering perspective – that we felt the project deserved.

Finding an alternative solution at the last minute became a complex task, leading to inevitable delays. We had to extricate ourselves from the contractor in a way that left both parties feeling that the process was fair. Then, we had to find new vendors to design and engineer the projects, and apply to the City for new permits. This process added many more months. However, in hindsight, and looking at the final end product, we feel proud that we chose doing right over being expedient. And the benefits of that will accrue to the future owners and tenants for a long time. We are currently in the process of getting all final sign-offs from all the relevant departments (Public Works, Water, Fire and Planning) at which point we will be done with the exterior work.

If we are granted the extension from the Planning Commission, we will be ready to move the project to the next phase, including interior remodel of the units and conversion to condos.

At this point, we request that the Planning Commission approve this request for extension. We would ask members of the Commission to drive by the buildings to see for themselves the beautiful job we have done and the improvement over what the original building looked like. They can see the positive impact we have been able to have on the street and neighborhood. This is going to be good not only for the residents of the building but all those that inhabit the local neighborhood.

As always, thank you for your unstinting support and professionalism and we look forward to your favorable response to our request.

Very truly yours,

Jasbir Walia
Managing Member

**2081 Whitman Way- Park Plaza
Tenant Relocation Benefits
Approved by the Planning Commission December 15, 2009**

The Municipal Code requires that certain benefits be offered to tenants in good standing during a conversion process. The applicant has agreed to meet or exceed all Code requirements and has submitted detailed information to allow staff to verify compliance. To receive benefits, tenants must continue to live in their units and pay rent until the owner asks them to vacate for the renovations. Benefits would also be extended to residents of the small studio unit that was created without City approval. Extra benefits are required for senior citizens age 62 or older and for people who are permanently disabled (at the time of submittal of the application). Nine units were occupied by tenants that meet these criteria in 2009.

All tenants would receive the following benefits:

- First right of refusal to purchase their unit, or another unit in the complex (if that tenant does not purchase).
- Seminars provided by the applicant with topics such as first time homebuyer programs, home mortgages, financing, and housing availability.

Tenants that choose to purchase units would receive:

- 5% discount on the purchase price.
- During renovation, relocation to another unit within the complex and payment of moving expenses.
- If a unit in the complex is not available, assistance finding housing and payment of moving expenses up to \$2,000.

Tenants that do not purchase units would receive:

- Minimum four months notice to vacate their unit.
- Cash payment of four months rent (\$5,000 to \$6,600) for moving expenses and relocation.
- Refund of security and/or cleaning deposit.
- Assistance finding a new residence.

Senior Citizens (62 years or older) or permanently disabled tenants would *also* receive:

- Five year guaranteed occupancy with limited rental increases.
- At the end of the five year rental period, they would still be entitled to the cash payment of four months rent (\$5,000 to \$6,600) for moving expenses and relocation.
- Assistance finding a new residence at the end of the five year period.
- If relocating at the initial request of the owner, additional cash payment of \$5,000 (for a total of \$10,000 to \$11,600).