



CITY OF EMERYVILLE

Incorporated 1896

1333 PARK AVENUE

EMERYVILLE, CALIFORNIA 94608-3517

TEL: (510) 596-4300 FAX: (510) 596-4389

EMERYVILLE HOUSING COMMITTEE

Ed Treuting, Chairperson
 Lawrence Cardoza, Vice-Chairperson
 Jac Asher, Councilmember
 Ruth Atkin, Councilmember
 Joshua Simon, EUSD Boardmember
 Ra Adcock
 Sarah Harper
 Frank Jordan
 Lamonte Mack
 Kris Owens
 Tina Rhodes
 Michael Roth
 Vickie Jo Sowell

- I. Call to Order and Roll Call (6:00)
- II. Public Comment
- III. Approval of Minutes of June 6, 2012 Meeting (*Attachment*)
- IV. Action Items
 - a. Schedule Meetings (6:10-6:15)
 - b. Board Vacancy (6:15-6:30) (*Attachment*)
 - c. 3706 SPA/1025 West Mac RFP/RFQ (6:30-6:50) (*Attachment*)
- V. Information Items
 - a. Update on Nexus Study (6:50-6:55)
- VI. Staff Comments (6:55 - 7:00)
- VII. Committee Member Comments (7:00 - 7:10)
- VIII. Adjournment (7:10)

All Advisory Committee meetings are noticed as Special City Council Meetings so that any or all of the City Council may attend and participate in the Advisory Committee's deliberations. However, actions taken by Advisory Committees are not official actions of the City Council but must be ratified at a regular City Council. All writings that are public records and relate to an agenda item

FURTHER INFORMATION may be obtained by contacting Catherine Firpo, Committee Secretary, Housing Coordinator, Economic Development and Housing Department, at (510) 596-4354. The next regular meeting will be scheduled at this meeting.

DATED: July 17, 2012
Posting Date: July 19, 2012
Post Until: July 26, 2012

EMERYVILLE HOUSING COMMITTEE

Regular Meeting of the Advisory Committee
 Special Meeting of the Emeryville City Council
 Emeryville Civic Center, 1333 Park Avenue
 Garden Level, Emeryville, CA 94608

Wednesday, July 25, 2012

6:00 p.m.

AGENDA

below which are distributed to a majority of the Emeryville Housing Committee (including writings distributed to a majority of the Emeryville Housing Committee less than 72 hours prior to the meeting noticed below) will be available at the Information Counter, 1333 Park Avenue, Emeryville, California during normal business hours (9am to 5pm, Monday through Friday, excluding legal holidays).

In compliance with the Americans with Disabilities Act, a person requiring an accommodation, auxiliary aid, or service to participate in this Committee meeting should contact the City Clerk's Office or the City's ADA Coordinator (510) 450-7800 as far in advance as possible, but no later than 72 hours before the scheduled event. The best effort to fulfill the request will be made. Assistive listening devices are available for anyone with hearing difficulty from the Advisory Committee Secretary prior to the meeting, and must be returned to the Committee Secretary at the end of the meeting.

KAREN HEMPHILL, CITY CLERK



CITY OF EMERYVILLE

Incorporated 1896

1333 PARK AVENUE

EMERYVILLE, CALIFORNIA 94608-3517

TEL: (510) 596-4300 FAX: (510) 596-4389

Emeryville Housing Advisory Committee

Ed Treuting, Chairperson
Lawrence Cardoza, Vice-Chairperson
Jac Asher, Councilmember
Ruth Atkin, Councilmember
Joshua Simon, EUSD Boardmember
Ra Adcock
Frank Flores
Sarah Harper
Frank Jordan
Lamonte Mack
Kris Owens
Tina Rhodes
Michael Roth
Vickie Jo Sowell

Action Minutes

Emeryville Housing Advisory Committee

Regular Meeting

Special Meeting of the Emeryville City Council

Emeryville Civic Center, 1333 Park Avenue

Garden Level, Emeryville, CA 94608

Wednesday, June 6, 2012, 6:00 p.m.

I. Call to Order and Roll Call:

The meeting was called to order at 6:00 p.m.

Members Present: Ed Treuting, Buzz Cardoza, , Michael Roth, Ruth Atkin, Ra Adcock, Joshua Simon, Vickie Jo Sowell, Jac Asher, Frank Flores, Sarah Harper,

Members Absent: Lamonte Mack and Tina Rhodes

Members Excused: Frank Jordan and Kris Owens

Staff Present: Catherine Firpo, Helen Bean

Citizens Present: Jasmin Amer

Others Present: None

II. **Public Comment** – Yasmin Amer discussed her experience having purchased 3605 Adeline, a house next to the Ambassador Development site. Staff agreed to look into the issues of dust, fence height and sidewalk repairs.

III. **Approval of May 2, 2012 Action Minutes** – A motion to approve minutes was made by Ruth Atkin and seconded by Buzz Cardoza minutes were approved on a voice vote

with two abstentions. Ruth Atkins as that in the future, member comments would include the member's name.

IV. Action Item

a) Schedule of July and August Meetings.

A motion to reschedule the July Housing Committee meeting from July 4th to July 25th and to reschedule the August Housing Committee meeting from August 1st to August 15th was made by Michael Roth and seconded by Buzz Cardoza. The motion was passed on a voice vote.

V. Information Items

a) Update on Nexus Study and 3706 RFP.

Staff discussed the delay in providing these reports and it was decided to present the Nexus Study recommendation to the Housing Committee on July 25th and to present the Draft RFP to the Housing Committee on August 15th.

b) Quarterly Foreclosure Report

Staff presented the quarterly foreclosure report and discussed the increase in foreclosure activities. Staff also discussed the increase in attendance at the June 2nd Housing Workshop.

c) Affordable Housing Set Aside Status Report

Staff presented the report and pointed out that two Affordable Housing Agreements were signed, one for 29 units at 64th and Christie and one for 21 units at Parkside Apartments. In addition, it was announced that 3706 San Pablo was awarded and EPA Cleanup grant that must be matched by the City.

d) Board Vacancy

Staff announced that Frank Flores had resigned from the board and that there will be interview for a replacement on July 25th.

VI. Staff Comments

- None.

VII. Member Comments

- Josh Simon announced that the vacancy on the School Board had an applicant.

VIII. Next Meeting Date – July 25, 2012

IX. Adjournment – The meeting was adjourned at 7:00 p.m.

Prepared by:

Approved by Committee:

Catherine Firpo
Economic Development and Housing Department

Housing Committee Applications

Name:: Elizabeth Altieri

Sex:: Female

Applying as resident, employed in Emeryville, business representative, or special interest group representative?:
Resident

If Special Interest Group Representative was checked please specify.:

Home Address:: 4 Commodore Drive #328

Preferred Phone Number: 510-332-4398

Occupation:: Realtor, Consultant

Email Address:: ealtieri@pacbell.net

Length of Residency in City:: 9 years

Length of Working in City:: 15 years

High School:: Amador Valley High School, Pleasanton

College:: UC Davis

Are you currently serving on other Boards, Commissions, or Committees?: Yes

Have you served on a Board, Commission, or Committee before?: Yes

If yes, which:: Zoning Update Steering Committee

Board, Commission, and/or Committee Memberships (past/current) outside of Emeryville :: See attached resume

Please list organization memberships and positions held:: See attached resume

Relevant Work / Volunteer Experience : See attached resume

Why are you interested in serving on this Board, Commission, Committee?: Having been an original member of the General Plan Steering Committee since its inception in 2004 has given me a heightened sense of long range planning for the City and its surrounds. The loss of the Redevelopment Agency funds will have a profound impact on future development in Emeryville, and creative funding mechanisms will be required for such development consistent with the General Plan. My seat on the City's Finance Committee in its first iteration of including community members further provides a strong base for understanding these fiscal implications. With 25 years of commercial banking experience, crafting financing options is an area where my background is especially strong. A current career in residential real estate provides further insight to the demographic base in Emeryville.



The City of Emeryville
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR THE DESIGN AND DEVELOPMENT OF AN AFFORDABLE
RENTAL HOUSING DEVELOPMENT

3706 San Pablo Avenue, Emeryville, California

Submittal Deadline:	Monday, January 14th, 2013 at Noon
----------------------------	--

The City of Emeryville is seeking services for the design and development of an affordable rental housing development on a 1.12 acre site at 3706 San Pablo Avenue. The purpose of this Request for Proposals is to receive proposals for low income and family housing from development firms interested in working on the project.

PROJECT DESCRIPTION

The site is located on the eastern block of San Pablo Avenue between West MacArthur Boulevard and 37th Street. The project site is made up of five parcels totaling 49,021 square feet (1.125 acre). Approximately a third of the site lies within the boundaries of City of Oakland (0.42 acre) with the remainder lying within Emeryville city limits (0.70). There currently exists a billboard on the site that must be removed as part of the development project. A copy of the billboard lease agreement is located in **Attachment 1**. Three buildings on the site have been demolished but their foundations and a basement remain. The surrounding area consists primarily of general retail and commercial development with some new residential projects such as Adeline Place, Key Route Lofts, Avalon and Andante complexes. The area within the Oakland city limits on 37th Street and West MacArthur Boulevard transitions to lower density residential units. A map of Emeryville may be found in **Attachment 2**. See photographs of property and site plan in **Attachment 3**.

OBJECTIVES

The overall objectives of the RFQ/RFP are:

- To select developer (non-profit or for-profit) that is qualified, experienced, and has the capacity to undertake the design and development of an affordable rental housing project that maximizes the number of affordable and family units.
- To implement an affordable housing project whose design and programmatic elements effectively serve low-income residents and families and adhere to the City's Design Guidelines (**Attachment 4**) and Family Housing Study Checklist (**Attachment 5a**).
- To implement an affordable housing project whose design and programmatic elements take steps to activate the ground floor along San Pablo Avenue.
- To minimize to the greatest extent possible the City's financial assistance by using resources from outside sources such as private, state, and federal programs.
- To implement a project that serves the goals and objectives of the City of Emeryville's housing programs and policies as outlined in the Housing Element in the City's General Plan (**Attachment 6**).

DEVELOPMENT AND DESIGN CONSIDERATIONS

The developer should make the following assumptions about the site:

- The City may consider a land "write-down" to make the project financially feasible, based on its review of the project pro-forma and land residual analysis.
- The property will be sold "as-is."
- The City of Emeryville is approaching the City of Oakland to develop a Memorandum of Understanding (MOU) regarding the entitlements to the project. This MOU will address the planning approval process, affordability requirements, building permit issues, and fees. It is anticipated that the project sponsor will be required to submit planning applications (and applicable fees) to both cities. Both cities acknowledge the continuing jurisdiction of the other's municipal and planning codes and will not undertake any action or approval which will result in any violation of those laws. [It is possible the project may require entitlements from both the cities.](#)

Environmental Considerations: [Remediation and California Environmental Quality Act \(CEQA\) Review](#)

The City has studied environmental conditions on the site due to prior uses on multiple occasions and were awarded an EPA cleanup grant for the site's remediation in 2012 ([link to EPA award](#)). For reference to the final characterization report see ([link to URS report](#)). Property will be sold as-is after the clean up process is complete.

[The entitlement for the development proposal will require compliance with CEQA as required by State law.](#)

Design Considerations

The city has recently undertaken a number of research activities to better understand family housing needs and has developed a list of objectives to respond to these needs. To ensure the development of a project that is in line with the City's design objectives for family housing, please reference the City of Emeryville's Family Housing Study (**Attachment 5**) and the City's Design Guidelines (**Attachment 4**). The Family Housing Study outlined 5 key recommendations for achieving successful affordable family housing:

- Within the development, provide on-site services accessible to all incomes
- Allow room for change and flexibility within the unit
- Within the unit, provide space for separate uses when possible
- Within the development, provide equal access to open spaces
- In the neighborhood, ensure accessible alternative play locations

ZONING

The project site is made up of five parcels totaling 49,021 square feet (1.125 acre). Approximately a third of the site lies within the boundaries of City of Oakland (0.42 acre) with the remainder lying within Emeryville city limits (0.70). Below are the summary zoning analysis for the City of Emeryville and the City of Oakland.

Summary Zoning Analysis (City of Emeryville)

Use: The site falls within the Mixed Use with Residential (MUR) zone where the proposed residential use is permitted by right. Since the portion of the site located in Emeryville is less than an acre, this portion may be comprised of a single use, as prescribed in **Section 9-6.303** of the Interim Zoning Regulations. The City would, however, like to see proposals that incorporate multi-use spaces at the ground floor. The proposed residential use is compatible with the neighborhood that has a mix of commercial development along with multi-family residential development such as Key Route Lofts, Avalon, Andante and Adeline Place. The site also falls within the Neighborhood Retail Overlay Zone (NR). **Table 9-6.303** details uses permitted, conditionally permitted, and prohibited in the MUR zone and NR overlay (**Attachment 7**).

Density: In the MUR zone, the permitted maximum density is 85 units per acre with a density bonus up to 110 units per acre. Residential developments along San Pablo Avenue such as Andante have a density of 69 units per acre, Key Route Lofts is 45 units per acre, Avalon Senior housing is 75 units per acre and Green City Lofts is 68 units per acre. Adeline Place across the intersection has a slightly higher density of 120 units to the acre.

Building Intensity (Floor Area Ratio): FAR within the MUR zone is 2 with bonus of up to 3 FAR.

Building Height: The maximum allowable height in this zone is 55 feet with a bonus of up to 75 feet.

Building Setbacks: No setbacks are required for the front and side yards.

Parking: For multifamily dwellings, 1 space is required for each studio unit, 1 for each one bedroom unit & 1.5 spaces for each unit with 2 or more bedrooms. Sites with more than 5 dwelling units require on guest parking space for each 4 dwelling units. A maximum of sixty percent (60%) of the required uncovered parking spaces may be of compact car size, provided that such spaces are clearly and individually marked.

Bonus Procedure: Bonus residential densities, floor area ratios, and/or heights may be permitted upon the granting of a conditional use permit pursuant to **Article 82** of the Zoning Ordinance and the additional findings required in Section **9-6.509** of the Interim Zoning Regulations if public certain public benefits are provided. To be eligible for bonus residential density, floor area ratio, and/or height, a project must provide significant public benefits as outlined in **Section 9-6.407** that are substantially beyond normal requirements in the following areas: public open space, family friendly development, sustainable design, transportation demand management, public right-of-way improvements, undergrounding of utility wires, public parking, neighborhood center, recycled water, small businesses, water reuse, alternative energy, public art, alternative public benefit.

Summary Zoning Analysis (City of Oakland)

Use: The Housing and Business Mix commercial Zone (HBX-2) is intended to provide development standards for areas that have a mix of industrial, certain commercial and medium to high density residential development. The proposed residential use is permitted by right. The table in section **17.65.030** of the Oakland Planning Code outlines the permitted and conditionally permitted uses. Please reference **Attachment 8** has more details of this zone.

Density: Density in the HBX-2 zone is 930 square feet of lot area per dwelling unit. The density bonus and incentive procedure for affordable housing can be found in section **17.107** of the Oakland Planning Code.

Building Intensity (Floor Area Ratio): Maximum FAR for the zone is 2.5 when the lot abutting the street right-of-way is less than 80 ft. wide; 3.0 otherwise.

Building Height: Maximum height for the zone is 45 feet when the lot abuts a street right of way that is less than 80 feet wide; 55 feet when the lot abuts a street right of way that is 80 feet wide or more. Buildings shall have a thirty (30) foot maximum height at the setback line associated with any rear or interior side lot line that abut a lot in a RH, RD, or RM residential zone. This maximum height shall increase one foot for every foot of distance from this setback line.

Building Setbacks: A minimum ten (10) foot rear yard depth is required when a rear lot line abuts any portion of a lot in a residential zone.

Open Usable Space: 150 square feet of open usable space per unit is required. Each square foot of private usable open space equals two square feet towards the total usable open space requirement.

Parking: One space per dwelling unit will be required in this zone.

Development Considerations

Target Population

Developers are invited to submit proposals that respond to the target tenant population of low income households and families. Developers are expected to provide detail in their proposals on any specific services or programs that will be offered to the target population and how these will be funded.

City Subsidy

City assistance shall not be directed to operating costs. Developers should assume a minimum affordability period of 55 years in order for the project to meet State of California redevelopment law. Developers should identify if assistance is needed, in what form it is needed and how much is needed, then verify this need. The City has no ability to provide assistance beyond land value. The amount and nature of a land write-down will be based on the City's review of the development pro forma (use template in **Attachment 9**) and a land residual analysis (**Attachment 10**) and negotiated during the period of Disposition and Development Agreement or Sales Agreement negotiations.

Leveraging

The City wishes to ensure that its assistance is leveraged to the greatest extent possible. The selected developer will be required to seek and obtain additional funding from other funding programs (private, state, and/or federal) to leverage any City assistance and improve the financial feasibility of the project.

Management Experience

The City will require that selected developers have a proven track record with regard to the management and maintenance of affordable rental properties. Proposals must include a description of the proposed management program for the project, information on past experience and a 30 year management pro forma (use template in **Attachment 11**).

SUBMITTAL REQUIREMENTS

Mandatory Pre-Submittal Meeting and Site Visit

Applicants are required to attend a pre-submittal meeting and site visit on **Wednesday, October 17th, 2012**. Applicants should meet at the Emeryville Civic Center at 1 p.m. The site visit at 3706 San Pablo Avenue will immediately follow. The site will be viewed from the existing sidewalk. Participants will not be allowed to enter the site at this time.

Submittal

Please submit two (2) original collated binders and one (1) unbound, 8.5" x 11" collated copies of the developer qualifications and development proposal, with the following materials included in this order:

Tab 1: Title Sheet

Please use **Attachment 12**

Tab 2: Project Information Sheet

Please Use **Attachment 13**

Tab 3: Family Friendly Housing Narrative

In a one (1) page narrative, explain how the proposal responds to the City's desire to produce more family friendly housing in the city. Complete the checklist (**Attachment 5a**) to show what family friendly elements the development will include.

Tab 4: Development Proposal

Submit a one (1) page narrative description of the proposed affordable rental development project, including tenant population to be served, income level, proposed development approach including any supportive services to be offered in connection with a special needs population, if applicable, and proposed management program for the development. Submit concept plans on 11 x 17 pages. In addition, please submit a proposed development schedule from developer selection to the completion of construction.

Tab 3: Community Benefits

Submit a one (1) page narrative statement of how local resident input will be solicited for the proposed project and how such outreach has been conducted in the past.

Tab 4: Development Team

Submit a list of development team members including their roll on the team, their company affiliation and their contact information.. Teams should consist of the developer, legal representation, ownership entity, proposed architect and engineer, and proposed property manager and service provider(s), if applicable. Also, explain the relationship between the property ownership entity and the developer submitting this proposal. Submit one (1) page statements describing the qualifications of each of the team members as well as their experience with similar projects. Resumes of the principals and other team members undertaking the project should be included in the submittal. The information submitted must be sufficiently detailed to allow staff and the City to judge the team’s ability to complete the project. Clearly identify the contract party or parties who will be responsible for representing the team during negotiations. Include names of any proposed, general, limited or joint venture partners as well as a list of the board members. Clearly detail any board involvement in the decision making process. Describe the team’s process for a “go/no go” decision on whether to start construction of the project and when that decision will be made.

Tab 5: Past Experience

Include a statement of prior development experience of key individuals with project descriptions similar in size and nature. Provide information on completed affordable housing projects (renovation as well as new construction) as well as visuals of those projects. Past experience should include project names, locations, sizes, development costs for projects developed on time/budget.

Tab 6: Management Experience

Include a statement of prior management experience of key individuals with project descriptions similar in size and nature. Provide information on completed affordable housing projects (renovation as well as new construction) as well as visuals. Past experience should include project names, locations, sizes and development costs for projects developed on time/budget. Include **Attachment 11** here.

Tab 7: References

Contact persons and phone numbers should be provided on at least three prior projects. References from other public entities and lenders are desirable.

**Tab 8: Financial
Information**

Submit a Sources and Uses Budget **Attachment 9** with potential sources of debt and equity along with a detailed breakdown of hard costs and soft costs including land purchase price, direct construction costs, indirect development costs, financing costs, and pre-development costs. Base the land purchase price on a Residual Land Analysis (**Attachment 10**) and include the analysis in Tab 8. Information showing the financial ability to fund pre-development cost and equity should be provided. Development budget must include a 15% construction contingency line item. Submit a thirty-year cash flow projection (**Attachment 11**), with estimated stabilized annual operating revenue, and estimated operating expenses. Please state your assumptions on operating expenses. Cash flow must include operating and replacement reserves, a 5% annual vacancy rate, and utility allowances based on those most recently published by the Housing Authority of the County of Alameda (HACA).

DEVELOPER SELECTION PROCESS AND PROJECT SCHEDULE

<u>Item</u>	<u>Timing/Deadline*</u>
RFQ/RFP Distributed	September 25th, 2012

Pre-Submittal Meeting & Site Walk– Meet at Emeryville City Hall – 1 p.m. ***DEVELOPERS ARE REQUIRED TO ATTEND THE MEETING & SITE WALK***	Wednesday, October 17th, 2012
---	---

Submittal Due:	Monday, January 14th, 2013 at Noon
-----------------------	--

Staff Review of Proposals	January 2013
Short List Selection of proposals	TBD
Short List Recommendations to Housing Committee	TBD
Interviews by Housing Committee	February 2013
Housing Committee Recommendations to City Council & Developer Selection	May 2013
City approves Exclusive Negotiating Agreement (ENA)	TBD

* The above time frames are estimates only, and will be refined in both the ENA and DDA documents.

Submittal Deadline:	Monday, January 14th, 2013 at Noon
----------------------------	--

Submission of Proposal and questions about the RFQ/RFP shall be directed to:

Catherine Firpo, Housing Coordinator
 Economic Development and Housing Department
 City of Emeryville
 1333 Park Avenue
 Emeryville, CA 94608
 (510) 596-4354; (510) 596-4389 (fax); cfirpo@ci.emeryville.ca.us

ADDITIONAL INFORMATION

The City reserves the right to:

- Request additional information
- Extend the due date of the RFQ/RFP
- Interview any or all developers
- Reject, in whole or in part, any or all proposals
- Obtain additional proposals beyond the due date if the proposals received are unsatisfactory
- Negotiate with any qualified source
- Cancel, in whole or in part, this Request for Qualifications/Proposals

All proposals will become the property of the City.

The RFQ/RFP is not a contract or a commitment of any kind by the City and does not commit the City to award an exclusive development option. No reimbursement will be made by the City for any cost incurred by developers in preparation of the response to this RFQ/RFP.

ATTACHMENTS:

- 1) Billboard Lease Agreement
- 2) Map of Emeryville
- 3) Photographs of Property and Aerial Site Photo
- 4) City of Emeryville Design Guidelines
- 5) City of Emeryville Family Housing Study
 - a. Family Friendly Housing Checklist
- 6) Goals, Objectives, Policies and Programs of the 2009 Emeryville Housing Element
- 7) Table 9-6.303. Uses Permitted, conditionally Permitted, and Prohibited
- 8) HBX-2 Zoning Requirements – City of Oakland
- 9) Sources and Uses Budget Template
- 10) Residual Land Analysis
- 11) 30 Year Cash Flow Pro Forma Template
- 12) Title Sheet
- 13) Project Information Sheet
 - a. 2012 Housing Affordability Table

3706 San Pablo Avenue/1025 West MacArthur
RFP/RFQ Submittal

Title Sheet

Name of Entity Submitting Proposal:

Contact Information for Proposal:

Amount of Subsidy Requested:

Number and Size of Units (number of bedrooms):

Number and size of Affordable Units

Number of and size of Market Rate Units

Description of Commercial Uses (include square footage)

Target populations served:

Total development cost:

Description of proposed financing plan (including commercial space financing if mixed use)

3706 San Pablo/1025 West MacArthur
Emeryville, CA
Project Information Sheet

Unit Mix

Unit Type	Total of Unit Type	Average Sq. Ft.	Occupancy Type (may overlap)	# of full Baths	# of ½ Baths
Studio (0 BR)					
1 bedroom					
2 bedroom					
3 bedroom					
4 bedroom					
Total	0	0	0	0	0

Affordability Level

Please note the number of units at each affordability level. Reference the City of Emeryville's Housing Affordability Table Attachment 13a

	Studio	1 BR	2 BR	3 BR	4 BR	Total
30% of Median						
50% of Median						
60% of Median						
80% of Median						
Market Rent						
Total	0	0	0	0	0	0

Occupancy Type

Indicate the number of units planned for each sub-population. Units may overlap.

Family Friendly Units	
Senior/Older Adult	
Transition Aged Youth	
HIV/AIDS	
Physical Disability	
Mental Disability	
Homeless	
Other (Specify:)	

Project Size

Number of Stories	
Number of Parking Places	
Residential Area*	
Commercial Area*	
Common Area*	
Total Building Area*	
Parking Area*	

** in square feet*

Operational Information

Per Unit/Per Year Cost:	
<i>List what is included in these costs:</i>	

Vacancy Rate Assumption	
<i>What would your organization do if the vacancy rate went above 15%?</i>	

Rent Increase Assumption	
Organization Share of Cash Flow	

Attachment 5a

Affordable Family Friendly Features Checklist

Neighborhood

- Increasing capacity of the sidewalk
- Provide a safe environment on the sidewalks, streets & neighborhood
- Provide places for adult socializing near the development
- Slow down traffic near development via speed bumps or other traffic controlling mechanisms
- Ensure alternative play locations, quality schools and child care options within “stroller radius” of homes (approximately 1/4 mile)
Encourage creations of Ensure walkability
- Encourage neighborhoods that are multi-generational and can adapt to growing families
- Allow for a critical mass of other families
- Encourage locating grocery stores and other daily goods and services in clusters nearby so that families can link trips

Development

- Direct access to open space in the development
- Auditory & visual privacy between units
- Age appropriate play equipment
- Buffers between open space and unit entries as well as the street
- Opportunities for open space ownership (territory)

Unit

- Separation of private and public spaces
- Visual screening for bathrooms and kitchens
- Spaces conducive for multiple activities
- Private exterior space that is safe enough for children’s play and visible from major spaces in the home
- Windows that allow for supervision of children outdoors
- Adaptable floor plans that can change as children and families grow
- Entryways that are visible from inside the home and wider hallways with storage to accommodate indoor play and strollers, bicycles, etc.
- Adequate and accessible storage/bulk storage space
- In-unit laundry where possible
- High-quality sound-proofing materials and landscaping to minimize noise from adjacent units and exterior spaces
- Units with “tracks”—hallways linked throughout the home—to help address children’s need to run