

The City of South San Francisco's Residential and Commercial Anti-Displacement Community Advisory Committee Charter

Month Day, 2024

Mission

The City of South San Francisco's Residential and Commercial Anti-Displacement Community Advisory Committee (CAC) aims to:

Bring together South San Francisco business owners, residents, landlords, and subject matter experts from professional organization and advocacy communities to identify residents and businesses susceptible to displacement; to discuss and provide feedback on policies and program recommendations that address displacement; and provide guidance to the City Council on resolving commercial and residential displacement pressures in South San Francisco.

Objectives

The CAC will discuss, examine, and provide input to inform the Anti-displacement Roadmap and policy recommendations. Input will be provided to the project consultants retained by the City to lead the Anti-Displacement Roadmap, which will be presented to City Council.

The CAC will:

- Bring together property owners and tenants to find common ground and provide insight on what policy recommendations could be presented for City Council consideration;
- Examine anti-displacement measures that exist in other communities, including neighboring communities and the region;
- Provide input and feedback on consultant's recommendations to Council regarding policies and programs to reduce and prevent displacement pressures;
- Discuss how specific policies would help mitigate displacement of city residents and businesses, to reduce the risk of displacement overall, and stabilize at-risk businesses and residents;
- Identify partnerships with community-based organizations, agencies, and social justice organizations to support the implementation of policy recommendations; and
- Collaborate with the community and other institutions/partners to develop successful models and best practices.

Timeline and Expected Outcomes

The City's consultant team will be conducting outreach efforts to have community input guide the CAC's workplan. The consultant will conduct two rounds of community meetings to support research and policy development. The first round of engagement will give insight and understanding on how displacement occurs in South San Francisco and gain valuable insights and perspectives

from the community. The second round of engagement will vet conceptual policy frameworks and evaluate support or resistance to proposed recommendations.

The CAC Chair will provide updates on the Committee's progress during regular City Council meetings under Council Comments, at least once per quarter.

The CAC will confirm milestones, track outcomes, and provide feedback to City staff and its consultants during the development and drafting of the report documenting findings and recommendations, guided by the following three-phased approach:

Phase One:

- Focused on information gathering with CAC Member introductions and a discussion of the foundation of the work ahead, including taking diverse feedback to develop a framework.
- Review of key definitions including the CAC Charter, and mission, objectives, and an overview of the CAC workplan.
- Consultants will prepare materials for the CAC and community to review in written and visual formats in advance of each CAC meeting.

Phase Two:

- Focused on sharing best practices, defining the priority issues and potential policy recommendations. Ideally, there will be some consensus on a draft set of recommendations for policy and program interventions for City Council approval.

Phase Three:

- Focused on refinement of recommendations, development of implementation plans, and review of the final report.
- Consultant and City staff will prepare and deliver the final report to the South San Francisco City Council, at their discretion.

The Committee's efforts are guided by the following goals in the City's adopted and certified Housing Element and General Plan:

- The City of South San Francisco will strive to maintain and preserve existing housing resources, including both affordable and market-rate units.
- South San Francisco values diversity and strives to ensure that all households have equal access to the city's housing resources.
- South San Francisco will promote the revitalization and redevelopment of commercial districts to encourage economic growth, while supporting existing small business owners, including mom-and-pop shops, in the district from being displaced.

Community Advisory Committee Membership

The CAC will be comprised of ten (10) local community representatives plus the Committee Chair. The Mayor, or their Councilmember designee, will serve as the Chair of the Committee. The membership of the committee will include private, public, and nonprofit sectors with members from the tenant, housing provider, and locally owned business communities.

The CAC meetings will be facilitated by the City’s consultant team hired to lead the Anti-Displacement Roadmap effort.

If a representative is currently responding to a City of San Francisco RFP or RFQ, they are not eligible to serve on the CAC. Service providers currently under contract with the City may serve on the CAC. Paid members of a professional organization or non-profit organization are eligible to serve on the CAC given they will provide expertise.

Representatives should be classified in the following categories below:

Representative Type	Suggested Number of Participants	Description
Residential Landlord	2	<p>Someone who leases residential units to tenants in South San Francisco. This may include small-, mid-, and large-size market rate and affordable housing landlords and developers.</p> <p><i>Example: An individual who leases properties to tenants in South San Francisco.</i></p>
Residential Renter	2	<p>Someone who rents a residential property in South San Francisco.</p> <p><i>Example: A tenant who lives in naturally occurring affordable housing in the Downtown.</i></p>
Local Business Owner/Business Organization	3	<p>Someone who owns or manages businesses in South San Francisco that sell goods or services to individuals on site at their business location (businesses may include small, medium, and larger scale organizations) and/or someone affiliated with an organization that provides support to local businesses, such as a merchant’s association, business improvement district, chamber of commerce, or similar organization. Business owners should be operating for 5+ years and have an active business license.</p> <p><i>Example: This can include someone who is a member of South San Francisco’s Chamber of Commerce or someone who has owned a small business in South San Francisco for more than five years and currently has an active business license. There will be an effort to select</i></p>

		<i>businesses in three different sectors.</i>
Real Estate Professional	1	Someone who actively participates in the buying, selling, or leasing of residential and/or commercial real estate in South San Francisco; and/or someone who actively participates in the operations, management, or administration of residential or commercial units in South San Francisco. <i>Example: An experienced and locally active member representative from San Mateo County Association of Realtors (SAMCAR) or the California Apartment Association (CAA).</i>
Community-Based Organization	1	Someone affiliated with a community-based organization or local human service organization that supports individuals in securing housing, providing support to local businesses, and/or other services. <i>Example: Representative from organizations like YMCA with regular access to tenants in need.</i>
Commercial Landlord	1	Someone who leases commercial units to business tenants in South San Francisco.
Mayor or Councilmember	1	Serving as Chair of the committee.
Total	11	

Should an appointed member resign or fail to participate in three or more meetings during the term of the CAC, the City Council can, at their discretion, remove non-participating member(s) and appoint member(s) to ensure a robust and productive Community Advisory Committee that has at least nine participating members.

Authority

The South San Francisco Residential and Commercial Anti-Displacement Community Advisory Committee is created pursuant to provisions of the South San Francisco City Council handbook governing City Council structure and administration. Specifically, the “Council Committees” section of the Handbook authorizes the City Council to form ad hoc committees from time to time to address special concerns of short duration and appoint council members thereto (Handbook pp. 7-8). The term of the Community Advisory Committee is temporary, with the Community Advisory Committee charged to conclude its work by December 31, 2025, after which the Community

Advisory Committee shall be automatically dissolved.

Meetings

The Community Advisory Committee shall meet as necessary, up to ten meetings.

- Members are expected to attend CAC meetings. All meetings will be held in person in South San Francisco on a monthly basis.
- Committee members are expected to review meeting materials in advance and be prepared to contribute insights and expertise.
- Committee members will agree and adhere to ground rules established for the Committee to provide the framework for collaboration, discussion, and decision-making.
- Committee members will bring the perspectives of the groups and communities they represent to discussions and decisions and are asked to confer with represented communities and interested parties between meetings.
- Meeting notes or summaries from meetings will be provided within 14 days afterward to promote transparency and accountability with the public.