



## HOUSING AUTHORITY STAFF REPORT

**MEETING DATE:** April 28, 2025

**ITEM TITLE:** Adopt a Resolution of the San Carlos Housing Authority Granting a Public Utility Easement on APN 050-132-100 (New Alleyway) Related to the 1244 Cherry Street Affordable Housing Development and Authorizing the Chair of the Housing Authority to Execute Associated Documents.

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### RECOMMENDATION:

Staff recommend that the San Carlos Housing Authority adopt a Resolution granting a public utility easement on APN 050-132-100 (“new alleyway”) related to the 1244 Cherry Street Affordable Housing Development and authorizing the Chair of the Housing Authority to execute associated documents.

### FISCAL IMPLICATIONS:

None.

Granting the public utility easement will have no financial impact on the City.

### BACKGROUND:

In 2023, the City of San Carlos and HIP Housing entered into a disposition, development, and loan agreement (DDLA) to redevelop 1244 Cherry Street, along with neighboring City and Housing Authority-owned properties, into a 33-unit affordable housing development. Under this agreement, the City will make both financial and property contributions towards the development of the new project, known as Cherry Street Commons. As outlined in the DDLA, the City and Housing Authority conveyed the property to Cherry Street Commons LP in December 2024. The property is to be combined into a single, larger parcel under Cherry Street Commons LP ownership through a Lot Line Adjustment.

### ANALYSIS:

The Cherry Street Commons development parcel contains an area that was formerly an alleyway with public utilities such as a PG&E gas main. In order to commence development of the parcel, utilities need to be relocated out of the parcel and onto the new alleyway, which is land owned by the San Carlos Housing Authority, APN 050-132-100, as shown and described in Exhibit A and B. A public utility easement over the alleyway parcel is needed to allow public utilities to relocate to the parcel.

Staff recommends the San Carlos Housing Authority grant the public utility easement on APN 050-132-100 and authorize the chair of the Housing Authority to execute the associated documents.

ALTERNATIVES:

Options available to the Housing Authority include:

1. Adopt a Resolution granting a public utility easement on APN 050-132-100 (new alleyway) related to the 1244 Cherry Street Affordable Housing Development and authorizing the Chair of the Housing Authority to execute associated documents, or
2. Do not adopt the Resolution, or
3. Provide staff with different direction.

Respectfully submitted by:

Steven Machida, Public Works Director

Approved for submission by:



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Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Housing Authority Resolution  
Exhibits A & B - Plat & Legal Description