

**From:** [Jesse Zwick](#)  
**To:** [Sarah Letts](#)  
**Subject:** Re: off-site affordable ordinance  
**Date:** Monday, August 11, 2025 1:04:06 PM

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2:45 is great. Thanks.

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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Monday, August 11, 2025 12:39:48 PM  
**To:** Jesse Zwick <[Jesse.Zwick@santamonica.gov](mailto:Jesse.Zwick@santamonica.gov)>  
**Subject:** RE: off-site affordable ordinance

EXTERNAL

I now have a 2:30 call on the calendar but I can make it short. Can we talk at 2:45pm? My cell number is [REDACTED]

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**From:** Jesse Zwick <[Jesse.Zwick@santamonica.gov](mailto:Jesse.Zwick@santamonica.gov)>  
**Sent:** Monday, August 11, 2025 12:15 PM  
**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Subject:** Re: off-site affordable ordinance

Thank you Sarah. How about 2:30 pm today?

Jesse

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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Monday, August 11, 2025 10:27:44 AM  
**To:** Jesse Zwick <[Jesse.Zwick@santamonica.gov](mailto:Jesse.Zwick@santamonica.gov)>  
**Subject:** RE: off-site affordable ordinance

EXTERNAL

Hi Jesse,  
I'm available any time between 12 noon and 6pm today. Tomorrow I have time between 9am and 10am and between 12 noon and 3pm.  
I look forward to our conversation,  
Sarah

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**From:** Jesse Zwick <[Jesse.Zwick@santamonica.gov](mailto:Jesse.Zwick@santamonica.gov)>  
**Sent:** Monday, August 11, 2025 9:25 AM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Subject:** off-site affordable ordinance

Hi Sarah,

Hope you are well. Was hoping to touch base with you about the ordinance before council on Tuesday. Let me know if you have a moment today or tomorrow to discuss?

All my best,

Jesse Zwick

**From:** [Sarah Letts](#)  
**To:** [Caroline Torosis](#)  
**Cc:** [Claudia Galliani](#)  
**Subject:** RE: Wilshire Sites - Affordable Housing  
**Date:** Thursday, December 12, 2024 4:01:18 PM  
**Attachments:** [Santa Monica Project One Pager 2024.12.12v4.pdf](#)

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EXTERNAL

Good afternoon Caroline,  
Congratulations on becoming Mayor Pro Tem for the City of Santa Monica!!  
For your convenience, I have attached updated 1-pagers for the proposed housing near Wilshire.  
There are small updates, including the table summarizing the number of units at each affordability level for Euclid. If you decide you'd like a briefing, just let me know and we'll get a meeting on the calendar.  
Thanks so much  
Sarah

---

**From:** Caroline Torosis <Caroline.Torosis@santamonica.gov>  
**Sent:** Friday, December 6, 2024 7:23 PM  
**To:** Sarah Letts <sletts@hollywoodhousing.org>  
**Cc:** Claudia Galliani <galliani@usc.edu>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Hi Sarah,

Thanks for the email. I don't have any concerns and I'm supportive of the projects. Is there anything in writing you can send me?

Caroline

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Friday, December 6, 2024 5:57:49 PM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good evening Caroline,  
I hope you are doing well. I am reaching out to ask if you have time for a briefing on HCHC's updated plans to create 130-units of affordable housing on the City-owned sites near Wilshire. Kevin Daly and his team have made progress and the design for 48 units of family housing on

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Euclid Street is on track to be considered by ARB on December 16 . We hope the design for the 82-units of senior/PSH housing on 14<sup>th</sup> Street will go to ARB in January.

HCHC staff have been working with Housing Department staff on the Term Sheets for Euclid and for 14<sup>th</sup> Street. The sites will be financed separately so there are two separate Term Sheets.

If you would like to discuss the proposed developments, please let me know and we can schedule time to meet.

Thanks so much

Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Sent:** Tuesday, July 2, 2024 7:51 PM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Subject:** Re: Wilshire Sites - Affordable Housing

Sarah,

Do you have time to talk?

Caroline



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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Tuesday, June 25, 2024 7:41:30 PM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Re: Wilshire Sites - Affordable Housing

EXTERNAL

Thank you!

On Jun 25, 2024, at 5:45 PM, Caroline Torosis  
<[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)> wrote:

This is great! We will post on social media and make sure folks are aware.

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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Tuesday, June 25, 2024 3:49:29 PM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** Wilshire Sites - Affordable Housing

EXTERNAL

Hello Councilmember Torosis,  
I hope you are doing well. I'm reaching out to make sure you've heard that HCHC will host two more community meetings to discuss the proposed affordable housing on the city-owned parking lots near Wilshire. Attached is the flyer for the community meetings on Monday, July 8<sup>th</sup> (in-person at St. Anne's) and Wednesday, July 10<sup>th</sup> (Zoom). If you want to share information with your constituents, we are asking people to register for the community meetings via the project website so we can estimate the number of attendees.  
<https://hchcsantamonica.org/community-meetings/>  
Please let me know if you have questions or would like to schedule a time to talk.  
Thanks so much,  
Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Sent:** Monday, May 20, 2024 11:01 AM  
**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Fantastic - thanks Sarah for the heads up! I will try to make it.

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Monday, May 20, 2024 10:31 AM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good morning Councilmember Torosis,  
I hope you had a nice weekend and you are doing well. I'm reaching out to make sure you have received notices that an in-person and a virtual community meeting will take place this week for the proposed affordable housing on the 3 city-owned parking lots near Wilshire. Attached is the community meeting flyer and we have created a

project website [www.hchcsantamonica.org](http://www.hchcsantamonica.org) that includes meeting information and additional descriptions of the proposal to develop 130-units of affordable housing. Please let me know if you have any questions/comments.

Thanks so much and have a good week.

All my best

Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Sent:** Wednesday, March 20, 2024 12:34 PM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Re: Wilshire Sites - Affordable Housing

Of course!! Here to support.

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Wednesday, March 20, 2024 11:25:20 AM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good morning Councilmember Torosis,

It was good to see you in person last night at the City Council meeting. I want to reiterate what I said in my brief remarks – that this development team is committed to doing our best work for the City of Santa Monica. Thank you for this opportunity to create more affordable and permanent supportive housing.

All my best

Sarah

---

**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Sent:** Wednesday, February 14, 2024 3:53 PM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Cc:** Gilbert Portillo <[Gilbert.Portillo@santamonica.gov](mailto:Gilbert.Portillo@santamonica.gov)>; Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Re: Wilshire Sites - Affordable Housing

Hi Sarah,

Great to hear from you and apologies for my slow response. I would be happy to meet. Copying Gil and Claudia to help facilitate. Usually Wednesday or Friday afternoons are best - or in the evening. I am going to be out of town the last week of February so perhaps we can shoot for March?

Caroline

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Wednesday, February 14, 2024 12:37:24 PM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Hello Councilmember Torosis,

This is Sarah Letts again from Hollywood Community Housing and I'm reaching out to see if you have time to discuss the Wilshire Sites and the possibility of our team developing the three lots as affordable housing. For your convenience, I've attached excerpts from the rather lengthy proposal we submitted to the City.

I'd really appreciate the opportunity to schedule a 30-minute Zoom meeting at a time that is convenient for you.

Thank you so much for your consideration.

Sarah

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**From:** Sarah Letts  
**Sent:** Wednesday, February 7, 2024 9:31 AM  
**To:** [caroline.torosis@santamonica.gov](mailto:caroline.torosis@santamonica.gov)  
**Subject:** Wilshire Sites - Affordable Housing

Good morning Councilmember Torosis

My name is Sarah Letts and I am the Executive Director of Hollywood Community Housing Corporation (HCHC) and the former Executive Director of Community Corporation of Santa Monica (from 2011 to 2016). As you may have heard, HCHC responded to the City of Santa Monica's RFP for the Wilshire sites with Kevin Daly Architects (kdA) and The People Concern (TPC). On February 1<sup>st</sup>, staff recommended to the Housing Commission the selection of HCHC and kdA as the team to design and develop affordable housing on these three sites near Wilshire and 14<sup>th</sup> Street. We are honored by their recommendation and it is our understanding that Housing Department staff would like to bring this matter to the City Council on March 19<sup>th</sup>.

[https://santamonica.gov/media/HED/Housing/Proposals/Hollywood%20Community%](https://santamonica.gov/media/HED/Housing/Proposals/Hollywood%20Community%20Housing)

[20Housing%20Corp.%20Proposal.pdf](#)

Copied above is a link to our proposal on the City's website. I am reaching out to respectfully request an opportunity to discuss questions or concerns you may have about our development team and/or proposed project concept.

Thank you for your consideration.

All my best

Sarah

Sarah Letts | Executive Director (she/her – [what is this?](#))

[<image001.png>](#)

5020 Santa Monica Blvd. | Los Angeles, CA | 90029-2412

P: [REDACTED] | F: 323.454.4677 | E: [sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)

[www.hollywoodhousing.org](http://www.hollywoodhousing.org) | [Facebook](#) | [Instagram](#)

**From:** [Sarah Letts](#)  
**To:** [jesse.zwick@santamonica.gov](mailto:jesse.zwick@santamonica.gov)  
**Subject:** RE: HCHC's proposal for the Wilshire sites  
**Date:** Thursday, December 12, 2024 5:47:04 PM  
**Attachments:** [Santa Monica Project One Pager 2024.12.12v4.pdf](#)

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EXTERNAL

Good evening Jesse,

I hope you are doing well and looking forward to the holidays.

Following-up on my email from last week, attached is an updated version of the 1-pagers that provide a brief overview of the affordable family housing proposed for Euclid Street and the senior/PSH property on 14<sup>th</sup> Street. If you would like a briefing on the projects, please let me know and we can find a time that suits your schedule.

All my best,

Sarah

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**From:** Sarah Letts  
**Sent:** Friday, December 6, 2024 5:54 PM  
**To:** [jesse.zwick@santamonica.gov](mailto:jesse.zwick@santamonica.gov)  
**Subject:** HCHC's proposal for the Wilshire sites

Good evening Jesse,

I hope you are doing well. I am reaching out to ask if you have time for a briefing on HCHC's updated plans to create 130-units of affordable housing on the City-owned sites near Wilshire. Kevin Daly and his team have made progress and the design for 48 units of family housing on Euclid Street is on track to be considered by ARB on December 16<sup>th</sup>. We hope the design for the 82-units of senior/PSH housing on 14<sup>th</sup> Street will go to ARB in January.

HCHC staff have been working with Housing Department staff on the Term Sheets for Euclid and for 14<sup>th</sup> Street. The sites will be financed separately so there are two separate Term Sheets.

If you would like to discuss the proposed developments, please let me know and we can schedule time to meet.

Thanks so much and have a good evening.

Sarah

**From:** [Sarah Letts](#)  
**To:** [Caroline Torosis](#)  
**Subject:** RE: Wilshire Sites - Affordable Housing  
**Date:** Monday, December 16, 2024 1:05:49 PM

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EXTERNAL

Hello Caroline,

The subsidy request is currently a total of \$13,500,000 (\$11M + \$2.5M) for the Euclid Family project and the 14<sup>th</sup> Street Senior/PSH project.

Euclid is currently projected to need \$11,000,000 in gap financing from the City's Housing Trust Fund. The goal is to apply for 9% tax credits in March and to close construction financing in December 2025.

14<sup>th</sup> Street includes acquisition of the Petco/Unleashed site at 1402 Wilshire during the Spring of 2025. The ask on Tuesday night will include City Housing Trust Funds for a \$6,000,000 acquisition loan. After we assemble the other sources of financing for 14<sup>th</sup> Street, we anticipate at construction loan closing the City Housing Trust Fund loan will be paid down and \$2.5M will remain in the project as a construction/permanent loan.

With regards to proformas, it is my understanding that City Staff will send the proformas to all councilmembers.

The project's competitiveness for financing, specifically for MHP, improves with the project's commitment to providing PSH for seniors rather than PSH without an age restriction. 20% of all MHP funds are set aside for senior projects. The MHP senior set-aside is often slightly less competitive than the general MHP funding pool. If the project is not awarded in the MHP senior set aside then it will get bumped into the general MHP funding pool and compete against all the non-age restricted projects. Currently we are projecting the project needing \$20M in MHP funding. The PSH for seniors has no impact on the competitiveness for other funding the project is pursuing – tax exempt bonds, 4% tax credits, and state tax credits. MHP is highly competitive since it is one of the last major pools of gap funding at the state level in 2025. Until we know what the competition for funding will look like (which we won't know until after we apply), it will be difficult predict if the project will receive an award.

Please let us know if you have additional questions.

Thanks so much

Sarah

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**From:** Caroline Torosis <Caroline.Torosis@santamonica.gov>  
**Sent:** Saturday, December 14, 2024 2:59 PM  
**To:** Sarah Letts <sletts@hollywoodhousing.org>

**Subject:** Re: Wilshire Sites - Affordable Housing

Sarah,

Thanks for the updated one pager. Can you remind me, how much subsidy from the city's housing trust fund does the project currently need to pencil? Do you have the latest pro forma by chance?

And if we were not restricting the supportive housing just to be for seniors, would we have better financing options?

Caroline

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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Thursday, December 12, 2024 7:01:10 PM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

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**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
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If you would like to discuss the proposed developments, please let me know and we can schedule time to meet.

Thanks so much

Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Sent:** Tuesday, July 2, 2024 7:51 PM  
**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Sarah,

Do you have time to talk?

Caroline



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**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Fantastic - thanks Sarah for the heads up! I will try to make it.

---

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Thanks so much and have a good week.  
All my best  
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**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
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Of course!! Here to support.

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create more affordable and permanent supportive housing.  
All my best  
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**Cc:** Gilbert Portillo <[Gilbert.Portillo@santamonica.gov](mailto:Gilbert.Portillo@santamonica.gov)>; Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
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**Sent:** Wednesday, February 7, 2024 9:31 AM  
**To:** [caroline.torosis@santamonica.gov](mailto:caroline.torosis@santamonica.gov)

**Subject:** Wilshire Sites - Affordable Housing

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My name is Sarah Letts and I am the Executive Director of Hollywood Community Housing Corporation (HCHC) and the former Executive Director of Community Corporation of Santa Monica (from 2011 to 2016). As you may have heard, HCHC responded to the City of Santa Monica's RFP for the Wilshire sites with Kevin Daly Architects (kdA) and The People Concern (TPC). On February 1<sup>st</sup>, staff recommended to the Housing Commission the selection of HCHC and kdA as the team to design and develop affordable housing on these three sites near Wilshire and 14<sup>th</sup> Street. We are honored by their recommendation and it is our understanding that Housing Department staff would like to bring this matter to the City Council on March 19<sup>th</sup>.

<https://santamonica.gov/media/HED/Housing/Proposals/Hollywood%20Community%20Housing%20Corp.%20Proposal.pdf>

Copied above is a link to our proposal on the City's website. I am reaching out to respectfully request an opportunity to discuss questions or concerns you may have about our development team and/or proposed project concept.

Thank you for your consideration.

All my best

Sarah

Sarah Letts | Executive Director (she/her – [what is this?](#))

[<image001.png>](#)

5020 Santa Monica Blvd. | Los Angeles, CA | 90029-2412

P: [REDACTED] | F: 323.454.4677 | E: [sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)

[www.hollywoodhousing.org](http://www.hollywoodhousing.org) | [Facebook](#) | [Instagram](#)

**From:** [Sarah Letts](#)  
**To:** [Caroline Torosis](#)  
**Cc:** [Claudia Galliani](#)  
**Subject:** RE: Wilshire Sites - Affordable Housing  
**Date:** Monday, December 9, 2024 6:34:23 PM  
**Attachments:** [Santa Monica Project One Pager 2024.12.09 \(002\).pdf](#)

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EXTERNAL

Good evening Caroline,

We prepared 1-page summaries of the proposed family housing on Euclid and the senior/PSH property on 14<sup>th</sup> Street. If there are specific areas of interest or concern, such as design, financing or operations, please let me know and we can organize what we've written into something concise for your reference.

Thanks so much and have a good evening.

Sarah

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**From:** Caroline Torosis <Caroline.Torosis@santamonica.gov>  
**Sent:** Friday, December 6, 2024 7:23 PM  
**To:** Sarah Letts <sletts@hollywoodhousing.org>  
**Cc:** Claudia Galliani <galliani@usc.edu>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Hi Sarah,

Thanks for the email. I don't have any concerns and I'm supportive of the projects. Is there anything in writing you can send me?

Caroline

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Friday, December 6, 2024 5:57:49 PM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good evening Caroline,

I hope you are doing well. I am reaching out to ask if you have time for a briefing on HCHC's updated plans to create 130-units of affordable housing on the City-owned sites near Wilshire. Kevin Daly and his team have made progress and the design for 48 units of family housing on Euclid Street is on track to be considered by ARB on December 16<sup>th</sup>. We hope the design for

the 82-units of senior/PSH housing on 14<sup>th</sup> Street will go to ARB in January. HCHC staff have been working with Housing Department staff on the Term Sheets for Euclid and for 14<sup>th</sup> Street. The sites will be financed separately so there are two separate Term Sheets.

If you would like to discuss the proposed developments, please let me know and we can schedule time to meet.

Thanks so much

Sarah

---

**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Sent:** Tuesday, July 2, 2024 7:51 PM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Subject:** Re: Wilshire Sites - Affordable Housing

Sarah,

Do you have time to talk?

Caroline  
[REDACTED]

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Tuesday, June 25, 2024 7:41:30 PM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Re: Wilshire Sites - Affordable Housing

EXTERNAL

Thank you!

On Jun 25, 2024, at 5:45 PM, Caroline Torosis  
<[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)> wrote:

This is great! We will post on social media and make sure folks are aware.

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Tuesday, June 25, 2024 3:49:29 PM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Wilshire Sites - Affordable Housing

EXTERNAL

Hello Councilmember Torosis,

I hope you are doing well. I'm reaching out to make sure you've heard that HCHC will host two more community meetings to discuss the proposed affordable housing on the city-owned parking lots near Wilshire. Attached is the flyer for the community meetings on Monday, July 8<sup>th</sup> (in-person at St. Anne's) and Wednesday, July 10<sup>th</sup> (Zoom). If you want to share information with your constituents, we are asking people to register for the community meetings via the project website so we can estimate the number of attendees.

<https://hchcsantamonica.org/community-meetings/>

Please let me know if you have questions or would like to schedule a time to talk.

Thanks so much,

Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Sent:** Monday, May 20, 2024 11:01 AM

**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** Re: Wilshire Sites - Affordable Housing

Fantastic - thanks Sarah for the heads up! I will try to make it.

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>

**Sent:** Monday, May 20, 2024 10:31 AM

**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>

**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>

**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good morning Councilmember Torosis,

I hope you had a nice weekend and you are doing well. I'm reaching out to make sure you have received notices that an in-person and a virtual community meeting will take place this week for the proposed affordable housing on the 3 city-owned parking lots near Wilshire. Attached is the community meeting flyer and we have created a project website [www.hchcsantamonica.org](http://www.hchcsantamonica.org) that includes meeting information and

additional descriptions of the proposal to develop 130-units of affordable housing.  
Please let me know if you have any questions/comments.  
Thanks so much and have a good week.  
All my best  
Sarah

---

**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Sent:** Wednesday, March 20, 2024 12:34 PM  
**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Of course!! Here to support.

---

**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Wednesday, March 20, 2024 11:25:20 AM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Cc:** Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Good morning Councilmember Torosis,  
It was good to see you in person last night at the City Council meeting. I want to reiterate what I said in my brief remarks – that this development team is committed to doing our best work for the City of Santa Monica. Thank you for this opportunity to create more affordable and permanent supportive housing.  
All my best  
Sarah

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**From:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Sent:** Wednesday, February 14, 2024 3:53 PM  
**To:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Cc:** Gilbert Portillo <[Gilbert.Portillo@santamonica.gov](mailto:Gilbert.Portillo@santamonica.gov)>; Claudia Galliani <[galliani@usc.edu](mailto:galliani@usc.edu)>  
**Subject:** Re: Wilshire Sites - Affordable Housing

Hi Sarah,

Great to hear from you and apologies for my slow response. I would be happy to

meet. Copying Gil and Claudia to help facilitate. Usually Wednesday or Friday afternoons are best - or in the evening. I am going to be out of town the last week of February so perhaps we can shoot for March?

Caroline

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**From:** Sarah Letts <[sletts@hollywoodhousing.org](mailto:sletts@hollywoodhousing.org)>  
**Sent:** Wednesday, February 14, 2024 12:37:24 PM  
**To:** Caroline Torosis <[Caroline.Torosis@santamonica.gov](mailto:Caroline.Torosis@santamonica.gov)>  
**Subject:** RE: Wilshire Sites - Affordable Housing

EXTERNAL

Hello Councilmember Torosis,

This is Sarah Letts again from Hollywood Community Housing and I'm reaching out to see if you have time to discuss the Wilshire Sites and the possibility of our team developing the three lots as affordable housing. For your convenience, I've attached excerpts from the rather lengthy proposal we submitted to the City.

I'd really appreciate the opportunity to schedule a 30-minute Zoom meeting at a time that is convenient for you.

Thank you so much for your consideration.

Sarah

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**From:** Sarah Letts  
**Sent:** Wednesday, February 7, 2024 9:31 AM  
**To:** [caroline.torosis@santamonica.gov](mailto:caroline.torosis@santamonica.gov)  
**Subject:** Wilshire Sites - Affordable Housing

Good morning Councilmember Torosis

My name is Sarah Letts and I am the Executive Director of Hollywood Community Housing Corporation (HCHC) and the former Executive Director of Community Corporation of Santa Monica (from 2011 to 2016). As you may have heard, HCHC responded to the City of Santa Monica's RFP for the Wilshire sites with Kevin Daly Architects (kdA) and The People Concern (TPC). On February 1<sup>st</sup>, staff recommended to the Housing Commission the selection of HCHC and kdA as the team to design and develop affordable housing on these three sites near Wilshire and 14<sup>th</sup> Street. We are honored by their recommendation and it is our understanding that Housing Department staff would like to bring this matter to the City Council on March 19<sup>th</sup>.

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Copied above is a link to our proposal on the City's website. I am reaching out to respectfully request an opportunity to discuss questions or concerns you may have about our development team and/or proposed project concept.

Thank you for your consideration.

All my best

Sarah

Sarah Letts | Executive Director (she/her – [what is this?](#))

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