



# Administrative Report

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H.8., File # 25-1532

Meeting Date: 12/2/2025

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**To:** MAYOR AND CITY COUNCIL

**From:** ELIZABETH HAUSE, COMMUNITY SERVICES DIRECTOR

## **TITLE**

APPROVE A SUBSTITUTION OF TRUSTEE AND FULL RECONVEYANCE FOR THE AFFORDABLE HOUSING PROPERTY AT 2001 ARTESIA BOULEVARD, UNIT #301, REDONDO BEACH, CALIFORNIA 90278

## **EXECUTIVE SUMMARY**

On October 21, 2025, the City Council approved documents necessary for the sale, and ongoing regulation, of the senior Affordable Housing unit at 2001 Artesia Boulevard, Unit #301 to preserve affordability and ensure continued compliance with the City's inclusionary housing requirements. The unit closed escrow on October 27, 2025. City Council approval is now needed to authorize the Mayor to execute a Substitution of Trustee and Full Reconveyance of the property to release and clear the lien from title and to complete the transaction. It should be noted that the document is also included with the Housing Authority's December 2, 2025 meeting agenda to allow for consideration of concurrent approval.

## **BACKGROUND**

The City Council adopted Ordinance No. 2927-04 on February 17, 2004, amending the zoning ordinance to establish standards for housing for senior citizens. The Ordinance includes an inclusionary housing requirement that ten percent (10%) of the senior housing units be affordable to low and moderate-income households in proportion to the housing needs identified in the City's Housing Element. These units must remain affordable for a period of not less than 55 years from the effective date of the Affordable Housing Agreement, which is February 20, 2008.

Pursuant to State and local requirements, the income-restricted unit at 2001 Artesia Boulevard, Unit #301, was to be sold only to a qualified moderate-income household. Moderate-income levels are based on a County-wide formula with limits determined by household size in relation to the County's median income.

The owner of unit #301 requested approval to sell the property and identified a qualified moderate-income buyer. On October 21, 2025, the Affordable Housing Agreement and associated documents for this transaction were presented to the City Council. The documents were approved, executed, and the sale was made in compliance with the City's Affordable Housing requirements and closed. It is now time to execute a Substitution of Trustee and Full Reconveyance for the unit in order to clear the lien from the property's title. Once executed, staff will record the document with the Los Angeles County Recorder's Office.

**COORDINATION**

The City Attorney's Office has approved the Substitution of Trustee and Full Reconveyance document as to form.

**FISCAL IMPACT**

The City's Affordable Housing Program activities are processed through the Housing Authority Office in the Community Services Department and are part of the Department's annual work program.

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

- Substitution of Trustee and Full Reconveyance