

**HOUSING & COMMUNITY DEVELOPMENT COMMISSION**  
**MEETING ACTION MINUTES**

**JANUARY 17, 2019**

**MEMBERS PRESENT:** Andrea Wheeler Chair  
Alex Shoor Vice Chair  
Martha O’Connell Commissioner  
Ruben Navarro Commissioner  
Ryan Jasinsky Commissioner  
Justin Lardinois Commissioner  
Julie Quinn Commissioner

**MEMBERS ABSENT:** Ryan Jasinsky Commissioner  
Barry Del Buono Commissioner  
Huy Tran Commissioner  
Nhi Duong Commissioner  
Michael Fitzgerald Commissioner  
Lee Thompson Commissioner

**STAFF:** Helen Chapman Council Liaison  
Kristen Clements Housing Department  
Selena Copeland Housing Department  
Robert Lopez Housing Department  
Adam Marcus Housing Department  
Viviane Nguyen Housing Department  
Theresa Ramos Housing Department  
Fred Tran Housing Department

**(I) Call to Order & Orders of the Day**

**Chair Wheeler called the meeting to order at 6:03 PM.**

**(II) Introductions** – Commissioners and staff introduced themselves.

**(III) Consent Calendar**

**A.** Approve the Minutes for the Special Meeting of December 13, 2018

**ACTION:** Approve the December 13, 2018 action minutes

**Commissioner O’Connell moved to approve the minutes, with a correction for the December meeting minutes to include the reason for her abstention from the November item vote was due to the lateness of the hour, with a second by Commissioner Quinn. The motion passed unanimously (7-0).**

*Note: The minutes have been corrected.*

**(IV) Reports and Information Only**

**A. Chair:** Chair Wheeler indicated that Commissioner Thompson will submit a resignation letter due to health reasons. Commissioner Tran is absent due to a personal reason. Chair Wheeler

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also expressed appreciation for Commission O'Connell's comment during the Rules Committee on mobilehome evictions.

- B. Director:** Ms. Kristen Clements shared that there will be an opening for Commissioner Thompson's newly-vacant position, and that the current vacant position for Commissioner Medina's seat was in process. All open postings will be shared with Commissioners.
- C. Council Liaison:** Ms. Helen Chapman had no comments.

### (V) Open Forum

*Members of the Public are invited to speak on any item that does not appear on today's Agenda and that is within the subject matter jurisdiction of the Commission. Meeting attendees are usually given two (2) minutes to speak on any discussion item and/or during open forum; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Speakers using a translator will be given twice the time allotted to ensure non-English speakers receive the same opportunity to directly address the Commission.*

**Resident emphasized the importance of the Commercial Impact Fee.**

### (VI) Old Business

None.

### (VII) New Business

#### **A. FY 2017-2018 Annual Action Plan Substantial Amendment (R. Lopez, Housing Department)**

ACTION: 1) Hold a public hearing on the proposed Substantial Amendments to the Fiscal Year 2017-2018 Annual Action Plan to fund a new activity not previously described in that Action Plan in order to expend \$124,764 in remaining grant funding on homelessness prevention programs, and 2) Recommend to the City Council that it approve the proposed Substantial Amendment to the Fiscal Year 2017-2018 Annual Action Plan.

**Commissioner Quinn moved to approve the staff recommendation, with a second by Commissioner Navarro. The motion passed unanimously (7-0).**

#### **B. Rent Stabilization Program Reports for 2018-19 First and Second Quarters for Apartments and Mobilehomes (F. Tran, Housing Department)**

ACTION: 1) Review information from two Rent Stabilization Program quarterly reports for apartments and mobilehomes, and 2) Hold a commissioner-initiated discussion on evictions tracking and possibly authorize creation of an Ad Hoc Subcommittee with the purpose being: to compile and discuss additional information on this subject, to potentially draft a letter to the City Council on State legislation changes that could help city staff better track evictions in all mobilehome parks, and to return with information and any letter for consideration by the Commission at a future meeting.

**Chair Wheeler moved to form an ad hoc committee to last no longer than six months to meet with the representatives from the City of San Jose, Housing Department, and GSMOL to discuss the parameters of tracking mobilehome resident evictions, and to return to the**

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**Commission with their results within six months, with a second by Commissioner O'Connell. The motion passed 6-1.**

**Yes: Navarro, Quinn, Shoor, Wheeler, O'Connell, Lardinois**

**No: Jasinsky**

**Commissioners Jasinsky, Wheeler, and O'Connell will be on the ad hoc committee on mobilehome resident evictions.**

### **C. Tenant Preferences for Anti-Displacement – Draft Definition of Population (K. Clements, Housing Department)**

**ACTION:** Accept the report and offer feedback to staff on the definition of the population to be covered by City's forthcoming Anti-displacement Tenant Preference policy.

**Vice Chair Shoor made the motion to accept the report and stated recommendations, with a second by Commissioner Navarro. The motion passed unanimously (7-0).**

### **D. Strategies to Reduce Meeting Length (M. O'Connell and A. Wheeler, Commissioners)**

**ACTION:** Hold a commissioner-initiated discussion on strategies to reduce meeting length, including establishing a meeting adjournment time (curfew) for Commission meetings, and possible recommendation to staff to return with a resolution establishing a curfew for the Commission's regular meetings, subject to an override to be defined. (No memo)

**The Commission's suggestions to reduce meeting length were as follows:**

- 1. When there are new topics (especially with new commissioners), Housing Staff will facilitate a phone conference call in advance of the meeting.**
- 2. Study the materials beforehand.**
- 3. Regularly hold December meetings.\***
- 4. Create guidelines to limit public comment from 2 minutes to 1 minute, and include in the amendment in the agenda to inform the public about the change.\***
- 5. Defer commissioner-initiated discussion items in the Orders of the Day if there are a lot of items on the agenda.**
- 6. Review meeting packets ahead of time and send questions to Housing Staff, who will send out questions and answers to all commissioners.**
- 7. Once every six months, hold two meetings a month and save the date in advance.\***
- 8. Inform staff and commissioners of planned commissioner departure times from meetings in advance.**
- 9. Commissioners may make the motion at any point in the meeting.**
- 10. Staff should consider sending meeting materials earlier.**
- 11. Have staff send presentations in advance (perhaps 2-3 days electronically before).**

**\* Indicates a priority**

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### **(VIII) Open Forum**

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### **(IX) Meeting Schedule**

The next regular meeting is scheduled to be held on Thursday, February 14, 2019 in Wing Rooms 118-120 at San José City Hall, 200 E. Santa Clara St, San José, CA 95113.

### **(X) Adjournment**

*The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.*

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Open Forum on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Open Forum. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

### **(IX) Adjournment**

**Chair Wheeler adjourned the meeting at 8:50 PM.**