

HOUSING & COMMUNITY DEVELOPMENT COMMISSION
REGULAR MEETING ACTION MINUTES
AUGUST 11, 2016

MEMBERS PRESENT:

Mike Graves	Chair
Davlyn Jones	Commissioner
Michael Fitzgerald	Commissioner
Martha O'Connell	Commissioner
Alex Shoor	Commissioner (6:09pm)
Bob Gill	Commissioner
Lee Thompson	Commissioner
Andrea Wheeler	Commissioner

MEMBERS ABSENT:

Melissa Medina	Vice Chair
Gary Prideaux	Commissioner

STAFF:

Jacky Morales-Ferrand	Housing Department
Dave Bopf	Housing Department
Ann Grabowski	Housing Department
Robert Lopez	Housing Department
Austin McComb	Vice Mayor Herrera's Office

- (a) **Call to Order/Orders of the Day**—Chair Graves opened the meeting at 5:48pm.
- (b) **Introductions**—Commissioners, staff, and audience introduced themselves.
- (c) **Approval of the Action Minutes for the June 9, 2016 Regular Meeting**

Commissioner O'Connell made the motion to approve the minutes for the June 9 2016 regular meeting with an edit to replace the word "proposal" with "report" in the first recommendation for Item (e). The motion was seconded by Commissioner Thompson and passed (7:0) unanimously.

- (d) **Chair's Report (Chair Graves)**

Chair Graves asked if the Commission could have the Winchester Ranch owner and representative attend a Commission meeting to present their proposal in terms of the park conversion. Ms. Morales-Ferrand replied that they could present at a future meeting and staff will work to put on the agenda.

- (e) **Regulations implementing the Interim Amendment to the Apartment Rent Ordinance (D. Bopf, Housing Department)**

Commissioner Shoor made the motion to approve and make a recommendation to the City Council from the Housing & Community Development Commission to adopt the amendment adding Chapter 9, Fair Return Petition Procedures, to the regulations implementing the Apartment Rent Ordinance, Chapter 17. 23 of the Municipal Code, and directing staff to incorporate feedback made by the Commission, which includes: (1) providing training to apartment owners on the Interim Apartment

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Rent Ordinance Fair Return Petition Process and the MNOI calculation, (2) notifying tenants in their primary language that a petition has been filed, (3) confirming how a rent increase is applied to leases that do not end at the time of the hearing officers decision, (4) confirming whether the rent increase becomes part of the base year rent or if it is a separate item that is dropped off after the amortization period ends, (5) including the audio tape as part of the “official hearing record”, (6) confirming that there is an appeals process in the interim ordinance, and (7) determining whether a 70 day timeline to complete the petition review process can be shortened. Additionally, the Commission requested that staff notify the Commission of any changes made from the feedback given. The motion was seconded by Commissioner Jones. The motion passed unanimously (7-0).

(f) Update on the Annual HCDC Retreat (D. Bopf, Housing Department)

Mr. Bopf updated the Commission on the date of the retreat, which will be Saturday, September 24th. Mr. Bopf also commented that the Commission will be able to give input on the workplan at the September Commission meeting.

(g) Director’s Report (D. Bopf, Housing Department)

Mr. Bopf gave an update on the HCDC recruitment status, notable that there are still vacancies that need to be filled.

Mr. Bopf commented that notifications had been sent out to request service on the Mobilehome Opt-in/Stay-in Business committee.

Mr. Bopf also gave an overview of recent City Council actions concerning the Housing Department.

(h) Open Forum

No public comment.

(i) Adjournment

Chair Graves adjourned the meeting at 7:29pm.