



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, NOVEMBER 18, 2009

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on November 18, 2009 at 7:00 p.m. with Chair Yezgi presiding.

ROLL CALL

Commission Members Present: Eric Anderson, Hannalore Dietrich, Dori Hailu, and Demi Yezgi.

Commission Members Absent: None

Staff Present: Robert Walker, Assistant City Manager, Kathleen Franco Simmons, City Clerk, Suzanne Isé, Housing Officer, and Edith Alanis, Housing Programs Technician.

SCHEDULED PRESENTATION

NONE

PUBLIC ANNOUNCEMENTS

NONE

CONSENT CALENDAR

1. Draft Minutes of [September 23, 2009](#).

Chair Yezgi asked if there were any comments on the minutes.

Commissioner Hailu noted that the length of the minutes on general business items seemed much briefer than the length of the minutes on oral comments.

Officer Isé explained that staff is making an effort to shorten the minutes to comply with administrative policy, which calls for something closer to action minutes; however, staff did not apply this policy as strictly to the oral comments.

Chair Yezgi asked Commissioners to consider some amendments to the minutes and handed out a draft revision. Discussion followed. Each edit was discussed and restated in some instances until all were in agreement.

Chair Yezgi asked for a motion to approve the minutes of September 23, 2009 with agreed upon amendments.

Vice Chair Anderson moved and Commissioner Hailu seconded to approve the minutes of September 23, 2009 as amended.

Motion passed unanimously 4-0.

Chair Yezgi asked for a motion to add a non-action item to the agenda to discuss their expectations for this meeting and others going forward, related to some input she had received following a prior meeting.

Commissioners discussed the order of the agenda briefly, but did not take any action regarding this matter.

PUBLIC COMMENTS

There were no members of the public present.

PUBLIC HEARINGS/GENERAL BUSINESS

1. Discussion and Recommendation on Report to Council: Bylaws of all Boards and Commissions (Revision to Council Policy 7.2.19 Sections 1 and 2.A.–I.) and Adoption of Resolution Repealing Any Existing Bylaws and Resolutions.

City Clerk Franco Simmons gave a brief presentation on the Report to Council regarding the proposed bylaws for all boards and commissions and explained to the Commissioners what alternatives and recommendations they were being asked to consider.

She explained that the purpose of the proposed bylaws is to standardize the basic policies and procedures for all of the city's boards and commissions, and include descriptions of each board and commission's purpose.

She highlighted some of the more significant changes and important guidance that is contained in the proposed bylaws.

She also pointed out that one of the changes, suggested by Council, that would affect this commission is the proposed reduction of members from 9 to 5.

She explained that she was looking for a formal motion and vote on the changes that would affect the Commission, and any other input that they may have.

She explained the alternatives that they could consider and asked if there were any questions or comments.

Commissioners decided to go through each page of the document in order to ask questions and make suggested changes.

Chair Yezgi expressed a concern about reducing the number of members on the board to 5, and suggested 7 instead and explained her reasons for it.

Commissioners discussed the pros and cons of each number suggested. Clerk Franco Simmons advised that Council had suggested 5. Chair Yezgi mentioned that there are currently 4 Commissioners, and 3 new applicants are being interviewed and could be appointed soon.

Some Commissioners expressed a concern about having too many members; conversely, there was also a thought that it may be valuable to have more members to get more community input. Ultimately, they agreed to let Council decide the most appropriate number.

Chair Yezgi asked for a motion regarding the size of the Commission.

Vice Chair Anderson moved and Commissioner Hailu seconded the recommendation that the number of members appointed to the Housing and Human Services Commission be reduced to a number to be specified by Council, taking into consideration the currently pending applications.

Motion passed unanimously 4-0.

Commissioners further discussed and reviewed the revised policy and noted some clerical issues with the draft, such as an inconsistent use of italics, source references, etc.

Commissioners asked if they were being asked to make recommendations only on text that was proposed to be changed, or could they suggest changing any part of the document. They also asked if they could make additional suggestions at the Council meeting when this Report to Council would be considered.

Assistant City Manager Walker advised them that this was their opportunity to make any suggestions on Sections 1 and 2.A. – I., and their only limitation was to avoid changing text that was directly quoted from other policy documents, such as prior resolutions.

The material changes suggested were:

1. Pages 1 and 2, "Boards and Commissions Bylaws": delete mention of the meeting times and locations, since that seems to be more administrative rather than a policy matter and could change over time.
2. Page 4, "Limitation of Terms": add language to allow Council to appoint a recently resigned commissioner to a different board or commission, even if his/her term on the initial commission has not yet expired.
3. Page 8, "Absences": add language to include maternity leave or pregnancy-related absences in the list of excused absences.
4. Page 12, (f) Housing and Human Services Commission: subsection (iv), Commissioners pointed out that there was very specific language describing what they could not do, which seemed to be unique to the Housing and Human Services Commission. They suggested deleting the whole paragraph.
5. Page 12, (f) Housing and Human Services Commission: subsection (v), add the following language at the end of the sentence, "except for those matters formally within the responsibility of other Sunnyvale boards and commissions".

Additional discussion ensued and Commissioners asked staff to clarify various parts of the document.

Chair Yezgi asked for a motion.

Commissioner Hailu moved and Vice Chair Anderson seconded to approve alternative 2: Approve revisions to Council Policy 7.2.19 with changes to Attachment A to the report to incorporate bylaws for all boards and commissions, and adopt Resolution XXX-09.

Motion passed unanimously 4-0.

2. Discussion and Ranking of 2010 Study Issues and Budget Issues for City Council Workshop.

The two study issues referred to the Commission for ranking were:

1. CDD 09-07 Consider Revisions to Zoning Code for Conversions of Mobile Home Parks to Other Uses
2. CDD 09-11 Review of Housing Mitigation Fee

Officer Isé explained the study issues and budget issues process for the new commissioners and explained that they could recommend to either rank, defer, or drop each issue. Ranking would show that the commission thinks that the issue has some importance, deferring it would show that it is important but for various reasons should be delayed until a future fiscal year, and dropping it would show that the commission did not think that the City should spend any time or resources on it.

Officer Isé gave some background on both study issues and answered commissioners' questions.

She advised that study issue CDD 09-07 was already approved for implementation as part of the Housing Sub-Element Update, but that it had also been referred to Planning Commission and they chose to rank it just to indicate their interest in the issue.

There was a lengthy discussion on housing mitigation fees and the value of mobile home parks as affordable housing. Staff also mentioned the practicality of undertaking the study issue now, when construction activity is relatively slow and staff may have more time to complete the analysis, even if proposed fee changes or other plans resulting from that analysis are not implemented immediately.

Chair Yezgi asked for a motion.

Vice Chair Anderson moved and Commissioner Dietrich seconded rank study issue CDD-09-07 (Consider Revisions to Zoning Code for Conversions of Mobile Home Parks to Other Uses) as number one, and study issue CDD 011 (Review of Housing Mitigation Fee) as number two.

Motion passed unanimously 4-0.

Chair Yezgi asked why the study issues process seemed to be quite a bit simpler than last year.

Officer Isé explained that the process has been streamlined at the request of the City Manager, and that fewer proposed study issues were housing-related this year.

Chair Yezgi asked about a study issue that she had proposed last year. (CDD-40)

Officer Ise noted that it had been dropped by Council last year, and that although they had missed the deadline to formally bring up any new issues because they did not have a quorum for their October meeting and thus it was cancelled, they still had an opportunity to go to the Council Study Issues Workshop and propose new study issues there, either as an individual or as a representative of the Commission.

The rest of the commissioners expressed support for Chair Yezgi going to Council as a representative of the Commission rather than as an individual if she chose to do so.

There was a discussion of Chair Yezgi's proposed issue, and Commissioners concluded that some of her suggestions are already in process or will be addressed in the upcoming Consolidated Plan Update that will be brought to the Commission for their review sometime in March of 2010. Chair Yezgi expressed that she was satisfied with the current efforts and would focus on next year's opportunity to bring up a study issue related to non-profits in the City.

3. Selection of Representative to the General Plan Consolidation Advisory Committee.

This item is a request from the Planning Division. Officer Isé explained what a general plan is, mentioned the state laws requiring general plans, and why the City's Plan needed consolidation. The City's General Plan has 22 volumes, unlike those of most other cities and counties which generally have just one. The Planning Division is asking for a representative from each board and commission to serve on the General Plan Consolidation Advisory Committee.

Chair Yezgi asked if there were any interested volunteers or any nominations, before making some nominations.

Chair Yezgi nominated Vice Chair Anderson to be the representative and Commissioner Dietrich to be the alternate. Both of them accepted their nominations.

Passed unanimously 4-0.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

Chair Yezgi suggested combining the December and January meetings due to light agendas and the holidays.

Commissioners agreed to cancel the meetings of December 16 and January 27 and instead hold a special meeting on January 13 to cover both months.

- STAFF ORAL COMMENTS

Officer Isé handed out a copy of the revised Table 1 to the CAPER per the Chair's request, to clarify that staff had made the revisions that the Commission had requested at the September meeting.

INFORMATION ONLY ITEMS

Chair Yezgi suggested that staff provide an explanation of each section of the agenda (i.e., "General Business", "Non-agenda items and comments", etc.) at a future meeting, and also during new member orientations, so they would all understand the differences.

ADJOURNMENT

**Commissioner Hailu moved and Commissioner Anderson seconded to adjourn the meeting.
Motion passed unanimously 4-0.**

Meeting adjourned at 9:57 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer