



## APPROVED MINUTES

### SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, JULY 28, 2010

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94088 on July 28, 2010 at 7:14 p.m. with Vice Chair Pham presiding.

#### **ROLL CALL**

Commission Members Present: Fred Fowler, Younil Jeong, Anna Ko, Mathieu Pham.

Commission Members Absent: Eric Anderson (excused), Hannalore Dietrich (excused), Dori Hailu (excused)

Staff Present: Hanson, Hom, Director of Community Development, Suzanne Isé, Housing Officer, and Edith Alanis, Housing Programs Technician.

#### **SCHEDULED PRESENTATION**

NONE

#### **PUBLIC ANNOUNCEMENTS**

NONE

#### **CONSENT CALENDAR**

1.A Draft Minutes of May 26, 2010.

Vice Chair Pham asked if anyone wished to pull anything from the consent calendar. There were no items pulled out of or placed into the consent calendar.

Vice Chair Pham asked for a motion to adopt the consent calendar.

**Commissioner Fowler moved and Commissioner Jeong seconded to adopt the consent calendar.**

**Motion passed 3-0-1; Commissioner Ko abstained, because she was not present at the May 26, 2010 meeting.**

#### **PUBLIC COMMENTS**

Sujatha Venkatraman, Director of Stability Support Services at West Valley Community Services, thanked the City of Sunnyvale for their support of the rotating shelter for men. She announced that after 13 years of running the rotating shelter program, they are closing it due to funding cuts from other cities and starting another program that will mostly focus on homeless support services. The anticipated closing date is September 3, 2010 to allow time to transition the current clients to other supportive services.

The new Housing First program model that they plan to implement will include services for homeless families and couples, and it will focus on case management and services to assist the homeless to obtain permanent housing.

West Valley Community Services received an award of \$10,774 for each of two years (FY 09-10 and FY 10-11) in CDBG funding from the City of Sunnyvale and is asking for an amendment to the scope of work and human services to their contract for the FY 10-11.

After some discussion and questions from staff, Vice Chair Pham asked for any motion regarding this issue.

**Commissioner Ko moved and Commissioner Fowler seconded to add two items to next month's agenda: 1) consider policy changes to address how an agency receiving human services funding could revise its scope of work in the middle of a funding cycle, if needed; and 2) review the two agencies' revised scopes of work for their FY 2010-11 grants.**

**Motion passed unanimously 4-0-0**

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### 2. Presentation on Mixed Density Development and Mixed Use Toolkit (CDD Staff).

Officer Isé gave the Commission a presentation on mixed density housing in response to their request at the last meeting. She showed slides and provided handouts in their agenda packets, and handed out some additional materials at the meeting.

She explained that the basic concept of residential "mixed density" housing is a single development that includes more than one type of housing, such as: single-family homes, accessory/second units, condominiums, town homes, apartments, and/or live/work lofts. She highlighted the advantages and common features of these types of developments.

She also explained related concepts such as: mixed-used development, which also includes commercial and/or public facilities within the development; and transit-oriented developments, which are built within walking distance of transit hubs.

Commissioner Fowler asked if this presentation was part of the study issue that was also included in their packet. Officer replied that it was not, that it was strictly in response to the Commissioners request.

Director Hanson Hom gave a brief overview of the study issue process for the new Commissioners, and explained that the mixed use toolkit study issue was sponsored by staff and was ranked highly by Council, who recognized the need for improved development standards. The study issue was deferred to next year, because priorities changed when the marijuana dispensaries became a more pressing issue. Additionally, the deferment will enable staff to apply for grants that have been identified to help fund the work required to complete this study issue.

**Commissioner Fowler moved and Commissioner Jeong seconded that this Commission request to be part of the mixed used toolkit study issue process in order to review the affordable housing aspects of it.**

**Motion passed unanimously 4-0-0.**

3. Review Draft Tenant-Based Rental Assistance (TBRA) Program Guidelines.

Office Isé gave a brief staff report on this new program, which the Commissioners recommended for funding as part of the 2010-11 Action Plan. She explained that HUD requires such guidelines for TBRA programs. She presented the guidelines and answered questions regarding the reasons for using the Section 8 waitlist and the requirement to participate in a self-sufficiency program.

She also pointed out that this is only a summary of the guidelines and that the complete guidelines will go to Council for approval as part of a sub-recipient agreement with the Housing Authority for this program.

Vice Chair Pham asked for a motion to accept the draft TBRA guidelines.

**Commissioner Jeong moved and Commissioner Ko seconded to accept the draft TBRA guidelines as they were presented.**

**Motion passed unanimously 4-0-0.**

4. Overview of Sunnyvale's Human Services Policy.

Commissioner Fowler, who had asked to add this item to the Work Plan, gave an overview of the policies contained in the Socio-Economic Element of the General Plan that pertain to the Housing and Human Services Commission. He highlighted the groups and activities that are identified in the goals, policies, and action statements.

Officer Isé added that the recently adopted 2010-2015 Consolidated Plan, reviewed and approved by the Commission a few months ago, contains a more current list of the groups and needs to be met through the City's human services programs, while the Socio-Economic Element was last updated in 1989.

5. Form Subcommittee on Human Services Agency Visits.

This item was deferred to the next meeting to allow more commissioners to participate.

Commissioner Fowler asked staff to provide a list of agencies and a description of their programs to help out with the discussion at the next meeting.

6. Update from HHSC Representative to General Plan Consolidation Committee.

Commissioner Fowler advised that he was unable to attend the meeting.

Director Hom offered to give a brief report. The committee continues to review and discuss the look and feel of the General Plan. It formed a subcommittee to discuss the web page and developed a 2-page recommendation that will be reviewed at tomorrow's meeting, which is meant to be the final meeting before this matter goes to City Council. The

Committee is consolidating all of their recommendations for both the hard copy of the General Plan as well as the online version of it.

Surprisingly, one of the issues that generated most discussion and which is still outstanding is whether the General Plan should be in landscape or portrait orientation, along with the ability to search the entire document online.

7. Election of Officers for FY 2010-2011.

This item was deferred to the next meeting to allow more commissioners to participate.

**NON-AGENDA ITEMS AND COMMENTS**

• BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

Commissioner Ko advised that she works with South Bay First Thursdays, a non-profit that is sponsored by Asian-Americans for Community Involvement (AACI), and they hold events every first Thursday of the month to discuss topics that affect the Asian Pacific Islander (API) community. The August meeting will be about community service. She will forward an e-mail invite for anyone that might be interested or know anyone that might be interested in attending.

• STAFF ORAL COMMENTS  
NONE

**INFORMATION ONLY ITEMS**

**ADJOURNMENT**

Meeting adjourned at 10:15 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer