



# COUNTY OF SANTA CRUZ

## HOUSING ADVISORY COMMISSION

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060  
(831) 454-2580 Fax: (831) 454-2131 Too: (831) 454-2123  
TOM BURNS, DIRECTOR

## +HOUSING ADVISORY COMMISSION

### DRAFT MINUTES

Wednesday, December 7, 2005

4:00 - 5:30 p.m.

Aptos - La Selva Fire protection District,  
Downstairs Conference Room  
6934 Soquel Drive, Aptos

#### 1. CALL TO ORDER, ROLL CALL, AGENDA CHANGES

The meeting was called to order by Vice-Chairperson Schiffrin at 4:10 p.m

Commissioners Present:	Schiffrin, Sweet, Sprague, Guth, Melgoza, Averill, Carney (5:10 pm), Taylor-Selling, and Davis
Commissioners Excused:	None
Commissioners Absent:	Damon
Staff Present:	Erik Schapiro, Carolyn Watanabe, Julianne Ward
Public Present:	Rose Marie McNair
Agenda Changes:	None

#### 2. ORAL COMMUNICATIONS

A. Public Comment - None

B. Announcements

1) Commissioner Adeline Davis was welcomed as a newly appointed member of the Housing Advisory Commission from the 3rd District.

2) A copy of the December 6, 2005 Board letter on the Housing Element Strategy was passed out to the Commissioners.

C. PublicRequest for Future Agenda Items: None

#### 3. CONSENT AGENDA

It was moved by Commissioner Taylor-Selling, seconded by Commissioner Sprague and voted 7-2 with 2 abstentions to approve the Consent Agenda, 3.A., the Minutes for the October 5, 2005 meeting with the following corrections: Commissioner Sweet was excused for the October 5, 2005 meeting; the action for 4.B. shall read "to consider recommending to the of Supervisors." (The November 2, 2005 meeting was canceled due to lack of a quorum); and 3.B., changing the Regular Meeting date to January 11, 2006 because of the New Year holiday.

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### 4. REGULAR AGENDA

#### A. Update on Housing Element

Copies of the December 6, 2005 Board letter, Housing Element Strategy, were handed out to the Commissioners. Julianne Ward was present to discuss the response from the Department of Housing and Community Development (HCD) to the new program in the Housing Element designed to expand the number of sites available for potential lower income housing projects. The Board letter discussed a rezoning proposal as a more direct approach to address the response from Department of Housing and Community Development that something stronger than the combining districts proposed by the County was needed to ensure higher density development on these sites. At 20 units per acre, there is no requirement for low and very low income housing; however, the County will be requiring 40% low and very low affordability. Further review of the sites is being conducted for development potential, then the item will go back to the Board.

No Commission action was required.

#### B. Second Unit Program: Recommend that the Board of Supervisors Amend Section 4(b) of the County Affordable Housing Guidelines. Vice-Chair Schiffrin led the discussion. At the October 5, 2005 meeting, the Commissioners discussed a problem that has arisen for seniors who own and occupy a single family dwelling with a second unit on the property. The discussion involved seniors who may want to down-size by moving into the second unit and renting out the main unit. According to the existing program requirements, seniors might not qualify to live in the second unit because they would exceed the assets limitation by owning their property and renting out the larger house. Staff handed out copies of County Code 13.10.681, Second Units; and the Affordable Housing Guidelines which showed the assets requirements. The discussion was continued to the next meeting.

It was moved by Commissioner Guth, seconded by Vice-Chair Schiffrin and unanimously approved to recommend to the Board of Supervisors that the following sentence be added to Paragraph 4(b), Household assets Limits, of the Affordable Housing Guidelines, with the addition that the Housing Division will monitor this change for one year:

"In addition, for the Second Unit Program, the equity in the property occupied by the senior household shall not be counted in the asset calculations."

#### C. Follow up on Measure J Marketing. Erik Schapiro handed out copies of the January 15, 2005 Board letter which discussed the sale and resale of Measure J units. Housing staff reviewed the "best practices" of other jurisdictions and determined that the County is already doing a lot of them. Staff is not recommending changes to the program at this time, but is participating in an initiative sponsored by the Non-Profit Housing Association to look at best practices for the sale and re-sale process.

It was moved by Commissioner Taylor-Selling, seconded by Commissioner Guth and approved with one abstention to recommend support of the staff report and "best practices."

#### D. Discussion of Housing Advisory Commission Goals and Responsibilities. Commissioner Carney raised the question of how to deliver the message that there is great need for housing, and what can the HAC recommend to the Board of Supervisors to raise housing as a priority in the County. One way has been to work on the Housing Element and follow through

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with its implementation. It was suggested that Commissioners bring action items for consideration by the HAC.

### 5. ITEMS INITIATED BY THE HOUSING ADVISORY COMMISSION FUTURE MEETINGS

- A. Consider requesting that the Board of Supervisors change the voting requirements for County Commissions from "the majority of voting members" to the "majority of seated members" on a Commission.
- B. Discussion of increasing affordable housing opportunities for lower income households by looking at creating ways to provide financial assistance in addition to the down payment assistance program (Commissioner Averill).
- C. HAC Goals for 2006: Consideration of action items brought in by Commissioners.

### 6. MEETING WAS ADJOURNED AT 5:30 P.M



# County of Santa Cruz

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December 22, 2005

TO: HOUSING ADVISORY COMMISSION


FROM: Carolyn Watanabe, Housing Program Manager

Subject: Recommend to the Board of Supervisors that the Quorum Requirements Be Changed

In response to the attached memo from Chairman Tony Campos on the quorum requirements for commissions or committess, the HAC recommends to the Board of Supervisors that the requirement be changed from "A majority of the voting members" to "A majority of the seated members."

## COUNTY OF SANTA CRUZ

## Inter-Office Correspondence

DATE: August 30, 2005  
TO: County Advisory Bodies  
FROM: Chairman Tony Campos   
RE: QUORUM REQUIREMENTS

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The Board office is contacted from time to time about the correct interpretation of quorum requirements for County advisory bodies. Quorum requirements are established in County Code Section 2.38.150 as follows:

"A majority of the voting members of each commission or committee shall constitute a quorum, and no act of any commission or committee shall be valid unless at least a majority of those members constituting a quorum concur therein; provided, however, that for five-member commissions or committees an affirmative vote of at least three of the voting members of the commission or committee shall be required. Any act of any commission or committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance."

While there are a very few advisory bodies which have, by ordinance adopted by the Board, established different quorum requirements from those outlined above, all other advisory bodies are governed by Section 2.38.150.

Confusion has arisen over whether a quorum is one more than one-half of the appointed (seated) members. That is **not** the case. As indicated above, a quorum is a majority of an advisory body's voting **members** (which in most cases is the full composition of an advisory body, since there are only rare cases where there are ex-officio members). Therefore, if the total voting membership of an advisory body is 10 members, a quorum is 6--whether or not all 10 Positions are currently filled. As an example, if 5 vacancies exist on an advisory body with a voting membership of 10, quorum requirements cannot be met. In addition, as noted above, a quorum is always 3 for an advisory body consisting of 5 members.

In summary, the total voting membership of an advisory body--not the number of positions currently filled--drives the quorum requirement. Please feel free to contact the Analyst to the Board of Supervisors, Terry Dorsey, at extension 2200 if you have any questions.

TC:ted

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