



City of Emeryville

INCORPORATED 1896

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Chair Rodrigo Jacomet
Vice Chair Martin Leung
Member Dicko Ba
Member Charice Duckworth
Member Netosha Grandy
Member Daniel Killian
Member Yang Ming
Member Gisela (Kris) Owens
Member Erica Zepko
Council Liaison Courtney Welch

Action Minutes
Emeryville Housing Committee Special Call Meeting
Teleconference via Zoom
Wednesday, February 1, 2023 6:00 p.m.

1. Call to Order

The meeting was called to order at 6:03 PM.

2. Roll Call:

Members/Council Liaison Present: Charice Duckworth, Netosha Grandy, Rodrigo Jacomet, Daniel Killian, Martin Leung, Yang Ming, Kris Owens, Erica Zepko

Members/Council Liaison Absent: None

City Staff Present: Valerie Bernardo

Public Attendees: None

3. Public Comment – None

4. Regular Meeting Minutes.

Member Ming identified that her name was missing from the Member Present Section of the August 3 meeting minutes. Member Owens recommended adoption of the August 3, 2022 meeting minutes with the noted correction. Member Leung seconded the motion. The motion passes unanimously.

5. Action Items

5.1 Housing Committee Meeting Schedule (Monthly or Bi-Monthly)

Staff requested from the Chair the opportunity to take Items 5.1 (Frequency of Meetings) and 6.1 (Return to In Person Meetings) together, as they are related. The Chair agreed, and staff provided an overview of the history of the frequency of Housing Committee Meetings and the requirement to return to in person meetings starting March 1, 2023.

General Comments/Questions

- Does everyone need to attend every meeting in order to have a quorum?
 - Response: Committee has 9 members and 5 members are required to make a quorum. With two vacancies currently on the committee, two additional members could be absent for the Committee to still have a quorum. If more than 2 members are absent in a meeting, then the Committee will not have a quorum.
- Is there enough information/enough topics to meet monthly?
 - Currently, housing items directed by City Council is what comes before the Housing Committee. The Housing Bond Administration and Expenditure Plan outlines roles and responsibilities for the Housing Committee to take action on related to providing recommendation for Program Guidelines and project funding recommendations. Also, the Housing Element has a series of actions that we will recommend go before the Housing Committee before it goes to City Council for approval. We are working on the workplan for the items that have to be complete in 2 years, but we cannot commit that there will need be something that we recommend goes to the Housing Committee every month.
- It could be interesting to discuss more housing issues and get Committee Members opinions, in an effort to develop ideas to present to City Council. This may provide us with more content to meet monthly.
 - Items to be discussed openly have to be on the approved agenda, therefore the Committee can not openly discuss a topic not on the agenda, but we can identify at the end of each meeting a topic for discussion under Future Agenda Items. At this time, staff does not have the capacity to pull a ton a research together, write a staff report or put a presentation together for open discussion topics.

A motion to continue to meet bi-monthly and call special call meetings as needed was made by Member Owens and seconded by Member Zepko. The motion passed unanimously.

5.2 Special Call Meeting

Staff identified that there was a need to have a special call meeting for the Housing Committee to review and recommend approval of the 2022 Housing Element and 2021/2022 Housing Successor Annual Report. Staff asked the committee to select February 21 or March 1 as the date of the special call meeting. If March 1 is elected, it would be our first in person meeting

A motion to hold the special call meeting on March 1, 2023 at 6:30pm was made by Member Owens and seconded by Vice Chair Leung. The motion passed unanimously.

5.3 2023 Annual Housing Committee Report

Staff provided an overview of the actions and discussion items the Housing Committee accomplished in 2022 and outlined the proposed items that staff knows will potentially come before the Housing Committee in 2023, which included:

- 2022 Housing Element Annual Progress Report
- 2021/2022 Housing Successor Annual Report
- 2023 Housing Bond Annual Report
- 2023 BMR Housing Affordability Table
- Housing Element Program C. Objective Standards
- Housing Element Program J. Homeowner Retention Programs
- Housing Element Program M. Homebuyer Assistance Programs
- Housing Element Program EE. Resident Engagement
- Housing Element Program Y. Rental Preservation Program
- Programming & Design at the Christie Avenue Sites

Staff asked the Housing Committee if there were other items that the Committee wanted to focus on in 2023 and to identify their 1st priority and 2nd priority for 2023.

- A request to include an update on City sponsored projects was requested to be added to each meeting agenda.
- It was also requested that a discussion on Multifamily EV parking requirements be added.

Staff recommended that a summary of actions that have taken place and policies adopted related to housing over the past 5 years, be brought to the Housing Committee as an update in the future

A motion was made by Member Owens to identify Homebuyer Assistance Programs as the 1st Priority and the Rental Preservation Program as the 2nd Priority for 2023 and seconded by Vice Chair Leung. The motion passes unanimously. The presentation to City Council will occur on March 21, 2023.

6. Information Items

6.2 Cycle 6 Housing Element Update

Staff provided an update on Cycle 6 Housing Element. The City is the second municipality in the Bay Area to receive a conditional letter of approval from the State and third municipality in the Bay Area to have the Housing Element adopted by City Council and submitted to the State for final certification.

6.3 Emergency Mortgage Assistance Program

Staff provided an update on the County's Emergency Mortgage Assistance Program which has had its guidelines modified to allow funds to be used for a broader range of uses.

6.4 Housing Development Pipeline

Staff provided an update on residential development actions that took place from July - December 2022.

7. Future Agenda Items

8. Announcements/Member Comments

9. Adjournment – The meeting was adjourned at 7:52pm.

Prepared by: Valerie Bernardo

Valerie Bernardo, Community and Economic Development Coordinator II

Approved by Committee: March 1, 2023