



PLACER COUNTY
HOUSING DEVELOPMENT ADVISORY TASKFORCE
AGENDA



Regular Meeting
Wednesday, February 1, 2023, 5:00 p.m.

This meeting will be conducted in a hybrid in-person and virtual format, in accordance with Government Code section 54953, subdivision (e) (Assembly Bill 361), Governor Newsom's March 4, 2020 State of Emergency due to the COVID-19 pandemic, and the Placer County Board of Supervisor's findings on [January 24, 2023](#) (agenda item [15.G.](#)).

HDAT members and the public may attend the meeting IN PERSON:
Community Development Resource Center, Cypress Room
3091 County Center Drive, Auburn, CA 95603

HDAT members and the public may attend REMOTELY:

1. Please click the link below to join the Zoom meeting:
<https://placer-ca-gov.zoom.us/j/98743405860?pwd=NFFvOVF3cDdWRVBOaEtXWmMndzd09>
2. Telephone: 1- 669-900-6833 (Toll Free)
Meeting ID: 987 4340 5860
Passcode: 444966

Placer County Housing Development Advisory Taskforce (HDAT) Members

Seat 1 – Lynda J. Timbers, representing the building sector experienced in infill development
Seat 2 – Sue Thompson (Chair), representing a Placer County community foundation
Seat 3 – Jackline Hoyt, representing the residential brokerage sector
Seat 4 – Tim Onderko, representing the commercial brokerage sector
Seat 5 – Paras Singh, representing the banking and/or mortgage lending sector
Seat 6 – Vacant, representing the legal sector (e.g., attorney experienced in housing/land use)
Seat 7 – James E. Todd, Ph.D., representing the student housing sector
Seat 8 – Vacant, Member-At-Large representing one of the following: housing advocates, mortgage lender, realtor, or land use or housing attorney
Seat 9 – Gary G. Mapa (Vice Chair), Member-At-Large representing one of the following: housing advocates, mortgage lender, **realtor**, or land use or housing attorney

Public Comment – The HDAT meeting will be opened for each agenda item. Citizens may comment virtually by utilizing the “raise hand” function. If you have joined the meeting **by Zoom**, click on the link above and use the ‘Raise Hand’ icon on your screen to queue for comment. If you have joined **by phone**, **press *9** to queue for comment. This informs the moderator you would like to speak and will let you know when it is time to do so. Please state your name for the record before making your comments. ****Please keep your microphone muted until directed to provide your comment.**

CDRA is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the HDAT Clerk via email at HDAT@placer.ca.gov or by phone at: **530-745-3597**. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the HDAT Clerk five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits. Any document submitted for the Advisory Taskforce's consideration may be submitted in advance to the HDAT Clerk, c/o Community Development Resource Agency, 3091 County Center Drive, Auburn, CA 95603 or by email to HDAT@placer.ca.gov no later than 5:00 PM the day before the scheduled meeting. To view Agendas online, go to <https://www.placer.ca.gov/AgendaCenter#cat78>.

Housing Development Advisory Taskforce Meeting Agenda
Wednesday, February 1, 2023, 5:00 p.m.

This agenda and any attachments are available at: <https://www.placer.ca.gov/AgendaCenter#cat78>

1. **Call to Order** (Chair, Thompson)
2. **Flag Salute** (Vice Chair, Mapa)
3. **Roll Call** (HDAT Clerk, Lyons)
4. **Public Comment - Opportunity for Public to Address the Advisory Taskforce on items not on this agenda.** Persons may address the Advisory Taskforce on items not on this agenda. Please limit comments to three (3) minutes per person. (Please see Public Comment instructions on previous page). Note: The Advisory Taskforce is not permitted to take any action on items addressed under Public Comment.
5. **Consent Items**
 - a. Approval of Minutes from August 10, 2022 meeting (did not pass with a quorum at meeting on June 8, 2022)
 - b. Approval of Minutes from October 5, 2022 meeting
 - c. Approval of February 1, 2023 Agenda
6. **Actions Items**
 - a. Adopt the following findings to continue authorization of teleconference attendance for members of County committees and commissions pursuant to Assembly Bill 361 as codified in Government Code section 54953.
 - i. This legislative body has reconsidered the circumstances of the state of emergency declared by the Governor of California on March 4, 2020, which remains active; and
 - ii. The state of emergency continues to directly impact the ability of members of this body to meet safely in person.
7. **Informational Items**
 - a. Placer County Government Center (PCGC) Update (Paul Breckenridge, Deputy Director, Facility Services)
 - b. Brown Act Changes effective March 1, 2023 (Attachment 7B) (Michele Kingsbury, Deputy Director, CDRA)
 - c. Taskforce Seat Status (Anne Marie Novotny, Housing Specialist, CDRA)
 - i. Seat Terms expiring June 30, 2023: 1, 3, 6, 8, 9
 - ii. Seat Terms expiring June 30, 2024: 2, 4, 5, 7
 - d. ADU Resource Center Update (Meghan Schwartz, Community Development Technician, CDRA)
 - e. Articles of Interest (Anne Marie Novotny, Housing Specialist, CDRA)
 - i. ["How to Build an ADU: 8 Things You Must Consider"](#), 5/23/22
 - ii. ["How to Finance An ADU: 8 Ways to Fund Your Project"](#), 5/23/22
8. **Action Items**
 - a. Formation of Ad Hoc Teams (Attachment 8A) (Thompson)
 - i. Project Management
 - ii. Financing
 - iii. Property Outreach
9. **Information Item - Potential Affordable Housing Sites**
 - a. Sites from the Taskforce
 - b. Sites from the Partners (HTP, PCF, North State BIA, PCAR)
 - c. Sites from County staff
 - d. Other public entity sites (e.g., school districts, religious sites)
 - i. 3050 Bell Road, Auburn, APN 051-180-086-000 (Rock Creek School Closure)
10. **Action Items / Next Meeting**
11. **Adjournment** (Chair, Thompson)

Attachment 7B



M E M O R A N D U M
COMMUNITY DEVELOPMENT RESOURCE AGENCY
COMMUNITY DEVELOPMENT SERVICES DIVISION
County of Placer



DATE: February 1, 2023

TO: **Housing Development Advisory Taskforce**

FROM: Michele Kingsbury, Deputy Director

BY: Anne Marie Novotny, Housing Specialist

SUBJECT: **Brown Act Changes effective March 1, 2023**

The Housing Development Advisory Taskforce is a “legislative body” under the Brown Act, and the law is changing related to remote participation. The Governor’s Proclamation of Emergency related to COVID will end on February 28, 2023 eliminating the more flexible “COVID-era” teleconferencing options. In addition, Assembly Bill (AB) 2449 will be effective January 1, 2023. It amends the Brown Act to allow teleconferencing under limited situations described below. As of March 1, 2023, a “quorum” of the taskforce must meet in person in a physical location open to the public within Placer County (the body’s jurisdiction). In addition, taskforce members can only participate remotely (teleconference) under three specific scenarios described below.

Option 1: Old Brown Act Requirements (Gov. Code, § 54953(b)(2), (3))

A member can participate in a meeting remotely if **all** of the following requirements are met:

- Meeting agendas must be posted at all teleconference locations 72 hours in advance for regular meetings
- Each teleconference location must be identified in the notice and agenda of the meeting
- Each teleconference location must be accessible to the public during the meeting

Option 2A: “Just Cause” - New Brown Act Option (Gov. Code, § 54953(f)(2))

“Just cause” means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
- D. Travel while on official business of the legislative body or another state or local agency.

Requirements for “just cause” remote attendance:

- The member must notify the legislative body at the earliest opportunity possible, including at the start of a regular meeting, of their need to participate remotely for just cause, including a general description of the circumstances relating to their need to appear remotely at the given meeting.

- The provisions shall not be used by any member of the legislative body for more than **two meetings per calendar year**.
- The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18+ years old in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
- The member must participate through both audio and visual technology.
- A member cannot participate in meetings from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year. Even if the member anticipates being absent for an extended period of time, that member must request to teleconference for each meeting.

Option 2B: “Emergency Circumstances” (New Brown Act Option)

“Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

Requirements for “emergency circumstances” remote attendance:

- The member must request the legislative body to allow them to participate in the meeting remotely due to emergency circumstances.
- The legislative body must take action to approve the request.
- The legislative body shall request a general description of the circumstances relating to their need to appear remotely at the given meeting.

A general description of an item generally need not exceed 20 words and shall not require the member to disclose any medical diagnosis or disability, or any personal medical information that is already exempt under existing law, such as the Confidentiality of Medical Information Act (Chapter 1 (commencing with Section 56) of Part 2.6 of Division 1 of the Civil Code). For the purposes of this clause, the following requirements apply:

- a. A member shall make a request to participate remotely at a meeting pursuant to this clause as soon as possible. The member shall make a separate request for each meeting in which they seek to participate remotely.
 - b. The legislative body may take action on a request to participate remotely at the earliest opportunity. If the request does not allow sufficient time to place proposed action on such a request on the posted agenda for the meeting for which the request is made, the legislative body may take action at the beginning of the meeting in accordance with paragraph (4) of subdivision (b) of Section 54954.2.
- The member shall publicly disclose at the meeting before any action is taken, whether any other individuals 18+ years old are present in the room at the remote location with the member, and the general nature of the member's relationship with any such individuals.
 - The member shall participate through both audio and visual technology.
 - A member cannot participate in meetings from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the local agency within a calendar year, or more than two meetings if the legislative body regularly meets fewer than 10 times per calendar year. Even if the member anticipates being absent for an extended period of time, that member must request to teleconference at each meeting.

Requirements for any meetings with a member attending remotely:

If a member attends remotely by any of the above options, the legislative body must comply with the following requirements (Gov. Code, § 54953(e)(2)(E)):

- Notice and agendas for the meeting must tell the public how they can access and participate in the meeting. The agenda must provide info for a call-in or online option.
- If the call-in or online option is disrupted so as to prevent public attendance or participation, the body cannot take action on any items until it's restored.
- The legislative body can't require public comments be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time.
- The legislative body cannot close the public comment period—either the general public comment period or the public comment per item—until the allocated time has elapsed. If a body provides public comment per item, they must provide a “reasonable amount of time per agenda item” to allow comment.

Note: This is a summary of the changes in the law. If you have a specific question, please email Anne Marie Novotny (AMNovotny@placer.ca.gov) and Janeann Lyons (JLyons@placer.ca.gov).

Attachment 8A



M E M O R A N D U M
COMMUNITY DEVELOPMENT RESOURCE AGENCY
COMMUNITY DEVELOPMENT SERVICES DIVISION
County of Placer



DATE: February 1, 2023

TO: **Housing Development Advisory Taskforce**

FROM: Michele Kingsbury, Deputy Director

SUBJECT: **Formation of Ad Hoc Teams**

This memo is a follow-up to the October 5, 2022 Housing Taskforce meeting agenda action item 6.b regarding the formation of Ad Hoc Working Teams. Chair Thompson proposed the formation of these three Ad Hoc Teams:

- 1) Project Management – develop workflow step-by-step process to coordinate contracts and delivery of affordable, ADU, and multifamily projects.
Task 1: Create a step-by-step workflow process for builders
Task 2: Contact builder for input on the process
 - Proposed Members/Seats: James Todd (Seat 7) and Gary Mapa (Seat 9), with input from Nick Alexander of PCAR
- 2) Financing – research and identify various forms of financing (primary, secondary & scope) and grants (including government funding sources) available for affordable housing construction and development.
Task 1: Develop scope of financing (primary and secondary)
Task 2: Identify grant funding opportunities
Task 3: Talk to mortgage brokers
 - Proposed Members/Seats: Lynda Timbers (Seat 1), Sue Thompson (Seat 2), and Paras Singh (Seat 5), with input from Dan Heldridge of Housing Trust Placer
- 3) Property Identification and Owner Outreach – review various housing opportunity sites (including expired listings); engage a few local realtors to volunteer to be part of a property owner outreach team to contact owners for potential construction/development of housing (e.g., under SB9, duplexes, ADUs) and other housing options as a result of recent legislation.
Task 1: Review Housing Taskforce Opportunity Sites List
Task 2: Review Affordable Housing Opportunity Sites ([webpage link](#))
Task 3: Review Scattered Site Duplex Development White Paper and Potential Sites dataset
Task 4: Engage a few local realtors to volunteer to outreach to property owners
 - Proposed Members: Jackie Hoyt (Seat 3), Tim Onderko (Seat 4), and Gary Mapa (Seat 9)

Formation of the Ad Hoc Teams will be determined at the February 1, 2023. If you would like to be on a different team than the one that has been proposed, you can let the Taskforce know when this action item is discussed during this meeting.