



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

AGENDA TUOLUMNE COUNTY BOARD OF SUPERVISORS HOUSING POLICY COMMITTEE County Administration Center Board of Supervisors Chambers Thursday, July 8, 2021 3:00 p.m.

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHD)
www.tuolumnecounty.ca.gov

IMPORTANT PUBLIC NOTICE: Under the Governor's Executive Order N-25-20, this meeting will allow members of the Planning Committee to participate by teleconference; and under Order N-29-20, Accessibility Requirements, if you need swift special assistance during the Committee meeting, please call 209-770-5423.

PUBLIC PARTICIPATION PROCEDURES

In order to protect public health and the safety of Tuolumne County citizens, this meeting will be physically closed to the public. Public Comment will be opened and closed individually for each agenda item listed below, excluding Reports. To observe or participate in this meeting, please use the following link: <https://us02web.zoom.us/j/83454355410>

For detailed Zoom instructions go to the Agenda Packet <https://www.tuolumnecounty.ca.gov/638/Board-of-Supervisors-Housing-Policy-Comm>

You also may submit written comments by U.S. mail at 2 South Green Street, Sonora, CA 95370 or email (qyaley@co.tuolumne.ca.us) for retention as part of the administrative record. Comments will not be read during the meeting. Comments must be received by the Community Development Department no later than 9:00 AM on the day of the noticed meeting.

PUBLIC FORUM

The public may speak on any item not on the printed agenda. No action may be taken by the Committee. The amount of time allocated for the public forum is limited to 15 minutes.

COMMITTEE BUSINESS:

1. Consideration of the Minutes of the meeting of June 10, 2021.
2. Reports
Reports are a brief oral report from a committee or commission member and/or County staff, and no committee or commission action will occur. This item is not intended to include in depth presentations or reports, as those matters should be placed on an agenda for discussion.

NEW ITEMS:

1. Discussion of the release of draft chapters for updates to the Title 17 zoning code of the Tuolumne County General Plan.

2. Discussion of creating a subcommittee to create BOSHPC bylaws.
3. Discussion of resuming in-person meetings for the BOSHPC.

CONTINUED ITEMS:

None.

ADJOURNMENT

The Board of Supervisors Housing Policy Committee serves as an advisory group to the Board of Supervisors for matters related to housing.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Resources Agency at 209-533-5633. Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting (28CFR Part 35 ADA Title II).



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TO: Tuolumne County Committee and Commission Members

FROM: Quincy Yaley, AICP Community Development Department Director

RE: COVID-19 Meeting Procedures

In response to increasing risks of exposure to the coronavirus (COVID-19), all the Committee and Commission meetings will be conducted and participated via Zoom. Video conferencing via Zoom will allow the Commission/Committees and County to adhere to social distancing requirements of the Brown Act and provide a way for the public to provide public comment live during the meeting.

Due to the modified meeting format and tele-conferencing meeting procedures, the Chair may choose to allow public comment on the project in an alternative fashion, rather than calling for those in favor, those in opposition, those neutral, and then any rebuttals or surrebuttals. The Chair may take public comment on the project in any order in lieu of the calling for those in favor, opposition, neutral, rebuttals, and then surrebuttals.

The Committee and Commission may elect to allow the applicant or applicant representative a specific time to speak on the project prior to taking public comments on the item. This opportunity could have a specific time length allotted, such as five or ten minutes.

As a reminder, those who wish to provide information during the public comment are not required to provide their name. County staff will notify the Chair of any individuals who wish to provide testimony and will limit the testimony to the time limit identified by the Chair.

If an item on the agenda is not identified as a “public hearing”, public comment is still required and can be conducted in a similar format to the modified procedures above.

All votes require a roll call with each Committee and Commission member to be named by County Staff prior to stating their vote. The Chair shall also identify by name the commissioner who initiated the motion and the name of the commissioner who seconds the motion. After a second is named, the Chair must allow County staff to complete a roll call vote.

It is possible that a delay may occur from the time the Chair calls for public comment on a project and when County staff can connect them into the zoom meeting. It is recommended that the Chair pause for 60-90 seconds after calling for public comment to allow for any connections to occur. If there are no individuals in the queue for commenting on a specific item, after 90 seconds has elapsed County staff will notify the Chair that there is no further public comment.

Staff may need to respond to emails or phone calls from members of the public during the meeting to provide assistance to the public if they encounter problems using the Zoom platform. Staff requests that the Chair allow additional time as needed to ensure that members of the public can engage in the meeting.

Zoom Instructions

Zoom links can be found in the agenda for each meeting. The public can view the meeting from their smartphone, on their computer browser, or listen on their telephone. Zoom does not require an account to attend the meeting, but if the public wishes to create one, their basic accounts are free.

It is possible that a delay may occur from the time the Chair calls for public comment on a project and when County staff can connect them into the Zoom meeting. The Chair will pause for 60 seconds after calling for public comment to allow for any connections to occur. If there are no individuals in the queue for commenting on a specific item, after 60 seconds has elapsed county staff will notify the Chair that there is no public comment.

Members of the public can also choose to watch the meeting and do not have to comment during the meeting. If a member of the public does not want to provide public comment live, they can provide public comment prior to the meeting via email to the Community Development Department Director at gyaley@co.tuolumne.ca.us. If you would like your comments to be included in the record, please send comments to the above email address by 9:00 a.m. of the day of the noticed meeting.

When: July 8, 2021 03:00 PM Pacific Time

Topic: BOS Housing Policy Committee

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83454355410>

Or One tap mobile:

US: +16699006833,,83454355410# or +12532158782,,83454355410#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Webinar ID: 834 5435 5410

International numbers available: <https://us02web.zoom.us/j/83454355410> If anyone is having technical difficulties with Zoom, they can visit Zoom's support page for helpful tips: <https://support.zoom.us/hc/en-us/categories/201146643>.

Below are step by step instructions on how to join and interact as an attendee via Zoom.

JOINING A WEBINAR BY LINK

- To join the webinar, click the link that we provided in the agenda.
- If you are signed in, change your name if you do not want your default name to appear.
- If you are not signed in, enter a display name.

MANUALLY JOINING A WEBINAR

- Use the 9-digit meeting ID/webinar ID provided in the agenda.
- Sign in to the Zoom Desktop or Mobile App
- Click or tap **Join a Meeting**
- Enter the 9-digit webinar ID, and click **Join** or tap **Join Meeting**
- If prompted, enter your name and email, then click **Join Webinar** or tap **Join**.
- You may change your name if you do not want your default name to appear, as you are not required to state your name.

WAITING FOR HOST TO START THE WEBINAR

- If the host has not started broadcasting the webinar, you'll receive a message letting you know to "Please wait for the host to start the meeting".

PUBLIC COMMENT

- During the public comment period you will have the option to "raise your hand" if you would like to comment on a proposed project or during the public comment portion of the meeting.
- Once you have clicked the "raise your hand" option, please wait until a staff unmutes your microphone.
- Once staff has unmuted you will have three minutes to speak.
- A staff member will verbally communicate to you and the Commissioners when you have 30 seconds remaining and then when your time is up.
- Once your allotted time is up, a staff member will mute and "lower your hand".
- If you are participating from your smartphone, you will also have a "raise their hand" feature.
- When you are unmuted a prompt will appear to confirm you would like to be unmuted.
- Once you confirm you will be able to provide public comment.
- If you are participating via telephone call, you will need to press *9 (star 9) to "raise their hand", and when you are unmuted you will hear "you are unmuted" allowing you to provide public comment.

END OF MEETING

- If you would like to leave the meeting before it ends, click **Leave meeting**. If you leave, you can rejoin if the webinar is still in progress, as long as the host has not locked the webinar.



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BOARD OF SUPERVISORS HOUSING AND POLICY COMMITTEE MEETING *Unapproved* MINUTES June 10, 2021

PRESENT: Chair Supervisor Ryan Campbell; Vice-Chair Supervisor Jaron Brandon; Sandra Sturzenacker, Amador Tuolumne Community Action Agency (ATCAA); Mike Lemke, Tuolumne County Building Industry Association (BIA); Sam Segerstrom, Tuolumne County Association of Realtors (TCAR)

ABSENT: Trinity Abila, Habitat for Humanity; Doreen Schmidt, Area 12 Agency on Aging

STAFF: Rachel Bell, Community Development Department Business Manager, Richard Walker, Community Development Department Planning Manager

The Committee may have rearranged its agenda during the meeting; however, the minutes have been prepared to follow the printed agenda, for the purpose of consistency.

CALL TO ORDER/WELCOME:

Chair Supervisor Ryan Campbell called the meeting of June 10, 2021, to order at 3:02 p.m.

Chair Campbell asked staff to roll call the Committee to see who was present.

Supervisor Campbell: Present
Supervisor Brandon: Present
Doreen Schmidt: Absent
Sandra Sturzenacker: Present
Mike Lemke: Present
Trinity Abila: Absent
Sam Segerstrom: Present

Chair Campbell indicated there was a quorum.

PUBLIC COMMENT:

Chair Campbell acknowledged public may speak on any item not on the printed agenda. No action may be taken by the Committee. The time allocated for this portion is 15 minutes. He asked if there is anyone from the public who would like to speak on something not on the agenda today.

Supervisor Jaron Brandon asked Chair Campbell if there would be an opportunity for member and staff reports. He indicated he did not see it on the Agenda.

Chair Campbell confirmed it was not on the Agenda but asked to finish Public Comment period. He went on to say if Supervisor Brandon had something to report, he could present it up front.

Supervisor Brandon agreed to finish Public Comment.

Chair Campbell indicated he did not see any hands up and gave the floor to Supervisor Brandon.

Supervisor Brandon said he wanted to speak about this meeting, the cancellation of the last meeting and the agenda.

A discussion ensued concerning various changes to the Committee membership, agenda items, meeting frequency and drafting new bylaws.

COMMITTEE BUSINESS:

1. Consideration of the minutes of the meeting of March 11, 2021.

Chair Campbell asked if there are any comments on the Minutes. Then asked if there was a motion to approve the minutes. It was moved by Mike Lemke and seconded by Supervisor Brandon to approve the minutes of the meeting of March 11, 2021.

Chair Campbell asked staff to roll call the Committee.

Chair Campbell: Aye
Supervisor Brandon: Aye
Doreen Schmidt: Absent
Sandra Sturzenacker: Aye
Mike Lemke: Aye
Trinity Abila: Absent
Sam Segerstrom: Aye

Chair Campbell called for the vote: Ayes, 5; Noes, 0; Abstain, 0.

Motion carried 5 – 0 – 0 with Committee Members Schmidt and Abila being absent.

NEW ITEMS:

1. Presentation by Visionary Home Builders of the 100% affordable housing project which includes 84 one, two, and three bedroom units on a 6.7-acre (291,852 sq-ft) site that is zoned Neighborhood Commercial (C-O) with Neighborhood Commercial (NC) land use designation, to be constructed at 20080 Cedar Road, Sonora, CA 95370, (APN 044-420-037).

Richard Walker, Community Development Department Planning Manager, indicated he was pleased to bring this agenda item to the Committee. He went on to say that staff from BSB Design, who prepared the conceptual drawings which are attached to the agenda, would like to complete a presentation.

Carol Ornelas, CEO Visionary Home Builders (VHB), asked if she could introduce her team and then also her architectural team.

Ms. Ornelas greeted the Supervisors, Committee members and Staff. She noted that Visionary Home Builders is a non-profit affordable housing developer and they are very excited to introduce their Hidden Meadows Terrace Community. She indicated the community will consist of 84 units of one, two, and three, bedrooms. The community will also be home to a Head Start preschool as well as other services to help the families that live in this community and surrounding areas. She said how exciting it has been to lay out this property. It is unusual at 6 acres, there is a stream running through it, some beautiful trees, and they are developing around some of the natural environment. She reiterated how critical the housing shortage is in the state of California. She said they are hoping to get their project into line with the \$12B that is being set aside by the Governor, for housing. The State will be looking for shovel ready units and VHB intends to be ready, if approved by the Board of Supervisors and the people of the community, to get this into construction. She said they believe this project will serve our community, with rents being 30% of median to 60% of area median and will have 5 units set aside for No Place Like Home (NPLH) to house some of the homeless. She said they are excited they were selected and are here today to show their initial and to get our comments with an open dialogue. She indicated they plan to have several Community meetings where they want to get input from the community as the project continues to go through its design process and its entitlements. Ms. Ornelas introduced their architectural team to take us through a 3-D presentation.

Burke Bair, BSB Design, shared the Conceptual Site Plan and pointed out some of the details.

Dan Penick, BSB Design, shared and explained some of the 2-D elevations before he went on to the 3-D plans. Mr. Penick went on to highlight some of the details on the 3-D plans. He invited any questions or comments.

Chair Campbell asked if there are any questions.

Supervisor Brandon asked if this was a presentation only or is VHB looking for feedback.

Ms. Ornelas said it was a presentation and they are looking for feedback.

A discussion ensued between Ms. Ornelas, BSB Design and members of the Committee, raising questions concerning details of the project, gated access, desired infrastructure improvements and allocation of funds, at large community access, services and outdoor event space, and the hiring of local workforce.

Ms. Ornelas indicated she wants to schedule a meeting with Mr. Walker and the Planning Department because they are still early in the project and would like to get some feedback. They are just waiting for a couple more reports to come in.

Mr. Walker indicated he will send the contact information for Ms. Ornelas to the Committee members along with the digital file of the presentation given by BSB Design.

CONTINUED ITEMS:

None

ADJOURNMENT:

Chair Campbell adjourned the meeting at 4:27 p.m.

Respectfully submitted,

Quincy Yaley, AICP
Community Development Department Director

QY:js

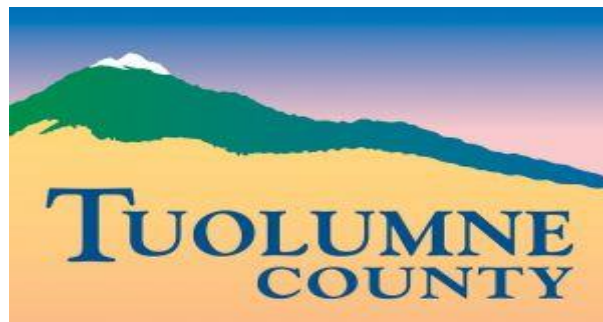
S:\Commissions\Committees\BOSHPC\2021\Agenda\7-8-2021 Meeting\3. 6-10-2021 BOSHPC Minutes.docx



2018 Board of Supervisors



Committees/Organizations/Partnerships Handbook



Approved: December 19, 2017

Introduction

This Handbook is intended to identify and define the purpose, authority and rules governing all of the committees, organizations and partnerships that Board members are appointed to serve on as well as those to which the Board appoints members of the public to serve on. The Board shall annually reevaluate the committees contained in this Handbook to ensure that it is participating only in those that the Board has approved as necessary or otherwise desirable to efficiently and effectively govern the County. Accordingly, this document is considered a living document to be updated prior to the beginning of each calendar year to assist in the process of appointments made by the incoming Board Chair as well as the full Board.

The 2018 Handbook has been modified to reflect minor changes compared to the 2017 Handbook. For ease of reference and to assist in understanding their primary function, these entities are broken into 10 categories as follows:

Policy Advisory Committees	6
Operations Advisory Committees	8
Local Organizations Required by Statute	2
Joint Powers Authorities	10
Advocacy Organizations	3
Community Organizations	4
Local & Regional Partnerships	12
Planning Commission & Advisory Committees	5
Hearing Boards	3
Cemetery Districts	<u>5</u>
	58

In keeping with the Board's goal to *increase citizen access to information and outreach*, staff will maintain the most recent version of this Handbook on the County website. As a further service to the public, staff will place on the website those who currently serve on the County's committees and commissions (i.e. Policy Advisory Committees, Operations Advisory Committees, and Planning Commission and Advisory Committees), information on openings and applications for same.

Policy Advisory Committees

The Board of Supervisors is the policy-making body of the County of Tuolumne. No other County official, representative and/or committee may make policy on behalf of the County of Tuolumne unless expressly authorized by federal or state law, County ordinance or resolution and/or other act of delegation by the Board of Supervisors. The Board of Supervisors desires to utilize policy advisory committees to improve the effectiveness and efficiency of the full Board.

Purpose

The Board of Supervisors desires to create policy advisory committees. Policy advisory committees exist in order to serve the full Board by:

1. Insuring policy items coming to the full Board are mature:
 - the policy issue has been properly defined
 - all reasonable alternatives relative to a particular policy issue have been identified, researched and considered
 - recommendations are clear and well substantiated
2. Providing a place for investigation of specific policy issues brought to the full Board's attention by members of the Board and/or public; and
3. Providing a forum for early and complete public vetting of potentially controversial policy issues.

Authority

The authority of any Board policy committee stems from the full Board which defines and limits said authority as follows:

1. Through the Board approved purpose statements for each committee;
2. Committees are not to address and/or direct departmental operational issues;
3. Committees shall serve in an advisory capacity only to the full Board;
4. Committees shall serve to support decision-making by the full Board;
5. Committees cannot direct or initiate policy action, establish departmental work priorities and/or commit County resources without authorization of the full Board; and
6. Annual committee work programs shall be developed and forwarded to the full Board for approval as to the items to be worked on, the priority order in which they should be addressed and the use of resources to pursue same.

Rules

The Board of Supervisors desires to create general rules to govern the conduct of all of its policy advisory committees. Those general rules shall be follows:

1. The committee chair and vice-chair shall be members of the Board of Supervisors as annually appointed by the Board Chair;
2. Meetings shall be scheduled on a monthly basis. Additional meetings can be scheduled as may be required;
3. Agendas shall be set by the chair after consultation with the committee secretary. The committee secretary will issue and properly post committee meeting agendas;
4. Committee meetings are subject to the open meeting laws contained in the Ralph M. Brown Act including requirements for proper posting and noticing of agendas, opportunities for public comment, etc....
5. Committee meetings will be rescheduled if neither the chair nor vice-chair are present;
6. Meetings of the Planning, Solid Waste and Housing Policy Committees require the committee chair or vice-chair to be present and a majority of the voting members to be present;
7. All committee agenda items should be presented through a staff report that discusses the policy issue at hand, alternative approaches to address the policy issue and staff's preliminary recommendation. Staff reports are needed to focus committee deliberations and insure agenda items are sufficiently mature for preliminary discussion.
8. The dual goals for complex policy issues coming to the full Board are that they have been fully researched and have a committee recommendation associated with them. If a recommendation cannot be reached (via consensus or formal vote), the staff report should reflect that the item had been reviewed by the committee but is coming to the Board without a recommendation;
9. Summary minutes of committee meetings shall be prepared by the committee secretary and adopted by the committee;
10. Committee chairs are expected to report back to the full Board on activities of their respective committees; and
11. Committee members shall be required to adopt a Conflict of Interest Code for the committee and annually file a statement of economic interests pursuant to Chapter 7 of the California Government Code commencing with Section 87100.
12. In the event a regular delegate of any Board committee, commission or other organization cannot attend a meeting and the designated alternate is unable to attend in their place, any other member of the Board of Supervisor may serve as an alternate for that meeting. It will be the responsibility of the regular delegate who cannot attend a meeting to find their replacement and arrange for information for the meeting (e.g. agendas, back-up materials, etc...) to be provided to the alternate.

Housing Policy Committee

Purpose Statement: The Housing Policy Committee serves as an advisory group to the Board of Supervisors for reviewing and recommending new and/or modifications to existing policy related to County housing programs and regulations. The Housing Policy Committee further serves the Board by reviewing draft annual work programs for the Housing Division and monitoring progress on same once adopted by the full Board. The Housing Policy Committee can also review and make recommendations related to Community Development Block Grant (CDBG) housing activities and the Home Investment Partnership (HOME) Program, including grant applications.

Membership: Seven (7) voting members:
Board of Supervisors (2)
Area 12 Agency on Aging (1)
Tuolumne County Association of Realtors (TCAR) (1)
Tuolumne County Building Industry Association (BIA) (1)
Amador Tuolumne Community Action Agency (ATCAA) (1)
Habitat for Humanity of Tuolumne County (1)

Principal Staff Support: Housing Program Coordinator, Committee Secretary