Meeting Minutes

Napa County Housing Element Advisory Committee

Joelle Gallagher  Terry Scott (Chair)  David Morrison, Secretary-Director
Megan Dameron  Keri Akemi-Hernandez (Vice-Chair)  Silva Darbinian, Committee Counsel
Anne Cottrell (Alternate)  Teresa Zimny  John McDowell, Supervising Planner
Kellie Anderson  Mike Swanton  Alexandria Quackenbush, Committee Clerk
Tom Gamble  Heather Stanton
Ron Rhyno  Jenna Bolyarde

Monday, November 15, 2021  1:30 PM  Virtual Meeting

1. CALL TO ORDER; ROLL CALL (Video timestamp 00:00:23)
   Committee Members Present: Joelle Gallagher, Megan Dameron, Kellie Anderson, Ron Rhyno, Terry Scott, Keri Akemi-Hernandez, Teresa Zimny, Mike Swanton, Heather Stanton, Jenna Bolyarde (arrived during item 7A).
   Committee Members Not Present: Committee Member Anne Cottrell
   Staff Present: David Morrison, John McDowell, Trevor Hawkes, Alexandria Quackenbush

2. PLEDGE OF ALLEGIANCE (Video timestamp 00:02:01)
   John McDowell led the salute to the flag.

3. CITIZEN COMMENTS AND RECOMMENDATIONS (Video timestamp 00:02:45)
   None.

4. APPROVAL OF MINUTES (Video timestamp 00:03:00)
   The Clerk of the Committee request approval of Minutes for the meeting held on:
   October 26, 2021 (All Commissioners Present)
   
   The vote to approve minutes for the meeting held on October 26 and November 15, 2021, was continued until the next regular scheduled meeting.
   
   Member Comments: Committee Member Stanton requested that meeting minutes be provided to the Committee as a summary format in order to provide more detail and context on discussion.

5. AGENDA REVIEW / MEETING OVERVIEW (Video timestamp 00:07:25)
John McDowell gave the review.

6. **DISCLOSURES (Video timestamp 00:10:13)**

None.

7. **BUSINESS ITEMS**

   A. **Adoption of Resolution Authorizing Continue Use of Remote Teleconferencing Meetings – Action Item (Video timestamp 00:10:37)**

   Committee Members voted to adopt Resolution authorizing continue use of remote teleconferencing meetings.

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   B. **Regional Housing Needs Allocation (RHNA) – Discussion Item (Video timestamp 00:14:35)**

   ESA Consultant Hillary Gitelman provided a summary of the Regional Housing Needs Allocation (RHNA). Hillary provided additional context regarding the Housing Element Update components, planning process, and related actions that will occur along with the Housing Element Update. Related to the Housing Element, the items to be included in the Housing Element update are an updated Housing Needs Assessment, updated goals, policies, and programs to address the maintenance, preservation, improvement, and development of housing in Napa County, while working to affirmatively further fair housing.

   **Member Comments:** Committee Member Stanton; and Committee Chairperson Scott.

   Committee Members requested clarification on the statewide Housing Element update process and whether Housing Element Updates consider water/utilities availability in the update process. ESA Consultants and Staff collectively explained the housing update process and that the planning for groundwater resources and housing happens concurrently.

   **Public comment:** None

   **Development & Status of the Draft RHNA (Video timestamp 00:23:40)**

   ESA Consultant Hillary Gitelman provided a summary of the Regional Housing Needs Allocation (RHNA) process and highlighted the Draft RHNA for Napa County in the 6<sup>th</sup> Cycle, as compared to the 5<sup>th</sup> Cycle allocations. Hillary explained that these allocation figures are considered draft until formally adopted by ABAG following decision on pending appeals.
Availability & Use of RHNA Transfers (65584.07) (Video timestamp 00:26:04)

ESA Consultant Hillary Gitelman provided a summary of the transfer agreement process, as allowed by California Government Code Section 65584.07. Hillary explained that unincorporated counties can reduce their RHNA if cities within the County agree to an equivalent increase in units across income groups. Additionally, ABAG must approve any transfer before the issuance of the final RHNA and January 31, 2023. Hillary explained that Napa County has pursued this option since 2010, entering into multiple agreements with cities in Napa County.

Member Comments: Committee Member Gallagher, Committee Chairperson Scott, Committee Member Akemi - Hernandez, Committee Member Anderson, Committee Member Zimny, Committee Member Swanton, and Committee Member Bolyarde

Several Committee Members requested clarification on the mechanics of the RHNA transfer agreement process, including the impact of previous development projects on the County’s RHNA obligations and previous RHNA agreements made with Napa County cities after the 5th Housing Cycle. County staff explained that RHNA transfer agreements with American Canyon and St. Helena will apply to the current Housing Element cycle. County staff also explained that negotiations with Cities in the County for RHNA transfer agreements are an ongoing process.

Committee Members also requested clarification on the definition of housing affordability levels. County staff explained that affordability levels are defined and provided by the Department of Housing and Community Development (HCD).

Public comment: None

C. Sites Inventory Components – Discussion Item (Video timestamp 00:57:37)

ESA Consultant Hillary Gitelman identified the components of the site inventory and other considerations and requirements that must be identified and met due to existing Napa County regulations and changes in State Housing law. At the minimum, the site inventory must include the following components:

a. Single Family Dwellings & ADUs
b. Farmworker Housing
c. Potential Use of the Adequate Sites Alternative (65583.1(c))
d. Inventory of Suitable Land (65583(a)(3), 65583.2)

ESA Consultant Hillary also provided a summary of the 2014 – 2022 Housing Element Sites Inventory.

Member Comments: Committee Member Gallagher, Committee Chairperson Scott,
Committee Member Akemi – Hernandez, Committee Member Anderson, Committee Member Zimny, Committee Member Swanton, and Committee Member Bolyarde

Committee Members requested clarification on the types of housing that are counted towards a jurisdiction’s RHNA and provided discussion on specific sites and development projects occurring in Napa County. Committee Members also provided feedback on considerations for site selection.

Furthermore, Committee Members requested clarification on the outreach process to property owners for those properties that are identified in the site inventory. Lastly, one Committee Member requested maps of the County and boundary lines for future reference.

As part of this discussion, County staff also identified considerations for site selection moving forward that the County would like Committee feedback on.

Public comment: None

D. Proposed Site Selection Criteria – Discussion Item (Video timestamp 01:36:00)

ESA Consultant Hillary Gitelman described the proposed screening criteria that would be used in the site inventory analysis developed by consultants and County staff. The site criteria presented included state mandated requirements such as access to utilities, site size, location of sites outside of high and very high fire severity zones, and proximity to transit routes, employment opportunities, and services.

E. Exploration of Possible Sites – Discussion Item (Video timestamp 01:39:52)

ESA Consultant Hillary Gitelman provided further explanation on the process for the exploration of possible sites, including a list of the specific sites and incentives that are being considered by the consultant team and Napa County Staff. Hillary requested input on these sites from the Committee as well as input on the proposed site selection criteria.

Member Comments: Committee Member Gallagher, Committee Chairperson Scott, Committee Member Anderson, Committee Member Zimny, and Committee Member Swanton

Committee Members requested additional meetings with County Staff between HEAC Meeting #2 and HEAC Meeting #3. Committee Members also provided discussion on specific sites and requested clarification on requirements for specific housing types and programs, including preservation of affordable housing stock, incentivizing development, redevelopment of government owned sites, and rebuilding after natural disasters. Committee Members identified sites in the City of American Canyon and the City of Napa as possible conversion sites, but County Staff reiterated that they wanted feedback on sites in the unincorporated County, with the understanding of site constraints.

Public comment: None
8. **NEXT STEPS / STAFF AND COMMITTEE MEMBER COMMENTS (Video timestamp 02:09:27)**

ESA Consultant Hillary Gitelman outlined the next steps in the Napa County Housing Element Update process, including interim dates and deadlines between the next HEAC meeting.

**Member Comments: Committee Chairperson Scott**

Commissioners requested additional meetings with County Staff between HEAC Meeting #2 and HEAC Meeting #3. County staff explained that additional analysis will be prepared in between HEAC Meeting #2 and Meeting #3 and will be able to provide additional feedback and updates later in the planning process. Commissioners asked for final feedback and clarifications on the RHNA transfer agreement process, prior to adjournment.

**Public comment: None**

9. **ADJOURNMENT (Video timestamp 02:14:19)**

Meeting adjourned.
Key
Vote: JG = Joelle Gallagher; MD = Megan Dameron; KA = Kellie Anderson; TG = Tom Gamble; RR = Ron Rhyno; TS = Terry Scott; KA-H = Keri Akemi-Hernandez; TZ = Teresa Zimny; MS = Mike Swanton; HS = Heather Stanton; JB = Jenna Bolyarde; AC = Anne Cottrell (Alternate)
Notations under vote: Y = Yes; N = No; A = Abstain; X = Excused; 1st = 1st motion; 2nd = 2nd motion

Example

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