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

Tuesday, October 26, 2021  9:00 AM  Virtual Meeting

1. WELCOME/REVIEW OF THE MEETING FORMAT (Video timestamp 00:00:14)

County Housing Element Project Manager and County Staff John McDowell welcomed committee members, members of the public, and reviewed the meeting format. He provided an overview of the process for providing public comment and referred to the Governor’s Executive Order N-29-20. It was noted by Mr. McDowell that the meeting was being recorded and live streamed, with the video recording and additional resources available on Napa County Housing Element website.

2. INTRODUCTIONS/CALL TO ORDER AND IDENTIFICATION OF MEMBERS PRESENT (Video timestamp 00:02:08)

Committee Members Present: Chair Terry Scott, Vice-Chair Keri Akemi-Hernandez, Joelle Gallagher, Megan Dameron, Tom Gamble, Ron Rhyno, Teresa Zimny, Mike Swanton, Heather Stanton, Jenna Bolyarde, Kellie Anderson (arrived during item 4)
Committee Members Excused: Alternate Anne Cottrell
Staff Present: David Morrison, John McDowell, Trevor Hawkes, Alexandria Quackenbush
Consultant Staff: Hillary Gitelman, ESA, Evan Wasserman, ESA, Matt Kowta, BAE

A. Oath of Office

Committee Members were sworn in by John McDowell. Mr. McDowell noted he had been deputized by the Clerk of the Board of Supervisors, Neha Hoskins, to administer the oath of office.

B. Brown Act Overview

County Counsel office, Silva Darbinian, provided an overview of the Brown Act as a presentation to committee members, how the Brown Act applies to the HEAC, and the rules that the HEAC
members must follow to be compliant with Brown Act requirements. Because the HEAC is an advisory body created by the Napa County Board of Supervisors, Brown Act rules and regulations apply to the HEAC. It was noted that any questions related to the Brown Act may be directed to John McDowell or Silva Darbinian at any time before, during, or after the meeting as it pertains to questions regarding the Brown Act. The presentation on the Brown Act can also be accessed via County Staff.

C. Election of Officers

Committee Members voted to elect Terry Scott as Chair

<table>
<thead>
<tr>
<th>JG</th>
<th>MD</th>
<th>KA</th>
<th>TG</th>
<th>RR</th>
<th>TS</th>
<th>KA-H</th>
<th>TZ</th>
<th>MS</th>
<th>HS</th>
<th>JB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>Y</td>
<td>X</td>
<td>1st</td>
<td>N</td>
<td>Y</td>
<td>A</td>
<td>Y</td>
<td>N</td>
<td>2nd</td>
<td>Y</td>
</tr>
</tbody>
</table>

Committee Members voted to elect Keri Akemi-Hernandez as Vice-Chair

<table>
<thead>
<tr>
<th>JG</th>
<th>MD</th>
<th>KA</th>
<th>TG</th>
<th>RR</th>
<th>TS</th>
<th>KA-H</th>
<th>TZ</th>
<th>MS</th>
<th>HS</th>
<th>JB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>2nd</td>
<td>X</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>A</td>
<td>1st</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>

D. Overview of Committee’s Bylaws

County Housing Element Project Manager and County Staff John McDowell County Counsel identified the bylaws governing the HEAC and explained that they were standard for bodies like the HEAC. Mr. McDowell and County Counsel Silva Darbinian explained that Staff will be able to provide members for their reference/review after the meeting.

E. Overview of Meeting Calendar

John McDowell provided an overview of the meeting calendar with discussion. The next regular meeting will be held on November 15, 2021. No action taken.

3. REGULATORY SETTING AND REQUIREMENTS – HOUSING ELEMENT PROCESS (Video timestamp 00:37:53)

BAE Consultant Matt Kowta provided an overview of the Housing Element, including updates to Housing Element State rules and regulations for the 6th Cycle, an overview of the regulatory requirements for housing elements and updates to State rules and regulations that will need to be considered as part of the 6th Cycle Update, and the overall planning process for updating and adopting the 6th Cycle Housing Element.

Member Comments: None
Public Comment: None
4. **SUMMARY OF HOUSING ELEMENT UPDATE PROCESS AND COUNTY RHNA**  
*(Video timestamp 0:48:55)*

High level overview of the Housing Element update process and Napa County RHNA. BAE and ESA representatives discuss overall project workflow and individual components of the project.

A. **5th Cycle Housing Element Effectiveness/Housing Production**

*(Video timestamp 00:48:46)*

BAE Consultant Matt Kowta explained housing production and program implementation success in the 5th Cycle.

**Member Comments:** None  
**Public Comment:** None

B. **Housing Needs Assessment/Assessment of Fair Housing**

*(Video timestamp 00:52:33)*

BAE Consultant Matt Kowta provided a summary of the substantial new requirements to Affirmatively Further Fair Housing as well as preliminary findings that will be included in the Needs Assessment.

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

Committee Members requested that they receive information presented by staff/consultants before the meeting to allow for them to develop questions or ask for clarifications beforehand.

**Public Comment:** None

C. **Governmental and Non-Governmental Constraints**

*(Video timestamp 1:06:35)*

ESA Consultant Hillary Gitelman provided an overview of non-governmental and governmental constraints and opportunities that will be considered in the Housing Element Update.

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

Committee Members made note of the unique challenges that Napa County faces in comparison to other counties in California, including the consideration that Napa County has more visitors than it does residents, in addition to a disproportionate amount of visitor serving facilities, and many property owners (from outside Napa County) with second or third homes in the County. Further clarification was requested on the County RHNA and Napa County’s ability to meet the RHNA, with a comparison of the data between County allocation and the differences between jurisdictions. ESA Consultants and Staff collectively...
summarized the County’s stance on the RHNA allocation and described that challenge of any potential appeals process being successful, with any successful appeal leading to the reallocation of units to other jurisdictions.

Public Comment: None

D. 6th Cycle RHNA

(Video timestamp 1:09:26)
ESA Consultant Hillary Gitelman provided a brief overview of 6th Cycle RHNA that must be accommodated with adequate sites for development of housing at a range of densities, as compared to the 5th Cycle RHNA.

Member Comments: None
Public Comment: None

E. HEAC Feedback/Discussion of Housing Needs and Constraints

(Video timestamp 1:09:26)
ESA Consultant Hillary Gitelman provided insight into discussion items for HEAC Meeting #2, which includes updates on status of the final RHNA, use of RHNA transfer agreements, development of single-family homes and accessory dwelling units, and potential multifamily housing sites. Hillary explained that the HEAC will provide feedback on these items at Meeting #2

Member Comments: Committee Member Stanton; Committee Member Akemi-Hernandez; Committee Member Anderson; Committee Member Rhyno; and Committee Chairperson Scott.

Committee Members asked for clarification on constraints and environmental considerations such as water/groundwater, cultural resource considerations, and wildfire, with consultant and County staff summarizing that those considerations are all being reviewed throughout this process with the acknowledgment that the State has specific requirements that need to be met. Further discussion was had on how housing and jobs growth would factor into the site selection process as well as development in isolated and rural areas without services. Consultants and County staff noted that further information regarding site selection would be presented at the next HEAC meeting. Committee Members also requested the demographic data of residents be presented in the Housing Element, with County staff indicating how members could obtain a copy of the current Housing Element.

Public Comment: None

5. OUTREACH PLAN AND STRATEGY (Video timestamp 01:34:25)

A. Summary of the Outreach Strategy for the Housing and Safety Element Update
ESA Consultant Evan Wasserman provided a summary of the Outreach Plan and strategies presented within the Plan and the HEAC’s role in the outreach process. Local governments are required to make a diligent effort in community outreach efforts in preparation of the Housing Element. The Outreach Plan is a living document that will be updated throughout the Planning process.

**B. HEAC Discussion of Stakeholders and Outreach**

Committee Members held discussion and advised Staff on public outreach strategies including identifying community based organization to engage with outreach efforts.

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

Committee Members provided input on specific community-based organizations for the County to reach out to and stated that the County should be proactive in providing translation services rather than waiting until members of the Public request it.

**Public Comment:** None

**6. NEXT STEPS (Video timestamp 01:53:35)**

John McDowell provided a summary of the next steps as part of the Housing and Safety Element Update with discussion.

**Member Comments:** Committee Member Rhyno, Committee Member Stanton, Committee Chairperson Scott.

Committee Members requested clarification on how information should be shared between committee members, if the Zoom chat function could be used, and how that information should be funneled to the appropriate people. County staff clarified that due to Brown Act requirements any information should be first shared with the County staff and that it will be staff responsibility to disseminate the information to members and to make sure that the information is added to the agenda for future meetings.

**Public Comment:** None

**7. ADJOURNMENT**

Meeting adjourned to November 15, 2021 regular meeting.
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

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>JG</td>
<td>MD</td>
<td>KA</td>
<td>TG</td>
<td>RR</td>
<td>TS</td>
<td>KA-H</td>
<td>TZ</td>
<td>MS</td>
<td>HS</td>
</tr>
<tr>
<td>Y</td>
<td>Y</td>
<td>X</td>
<td>Y</td>
<td>N</td>
<td>1st</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>2nd</td>
</tr>
</tbody>
</table>