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                                Trevor Hawkes, Planner III
Kellie Anderson                   Mike Swanton                                Alexandria Quackenbush, Committee Clerk
Tom Gamble                        Heather Stanton                            
Ron Rhyno                         Jenna Bolyarde

Tuesday April 20, 2022            9:00 AM                                    Virtual Meeting

1. CALL TO ORDER; ROLL CALL (Video timestamp 00:00:17)
   Committee Members Present: Megan Dameron, Kellie Anderson, Tom Gamble, Teresa Zimny, Mike Swanton, Terry Scott, Joelle Gallagher,(arrived after Item 3), Ron Rhyno (arrived after Item 4), Keri Akemi-Hernandez (left during Item 7B), Heather Stanton (left during Item 7B).
   Committee Members Not Present: Jenna Bolyarde.
   Staff Present: David Morrison, Trevor Hawkes, Alexandria Quackenbush, Robert Mone.

2. PLEDGE OF ALLEGIANCE (Video timestamp 00:02:09)
   Chairperson Scott led the salute to the flag.

3. CITIZEN COMMENTS AND RECOMMENDATIONS (Video timestamp 00:02:40)
   Public comment: Ryan O’Connell, Marcus Helmer, Esbeidy Pina.

4. APPROVAL OF MINUTES (Video timestamp 00:05:14)
   The Clerk of the Committee request approval of Minutes for the meetings held on:
   March 15, 2022.

   Committee Members voted to approve minutes for the meetings held on March 15, 2022

   

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5. **AGENDA REVIEW / MEETING OVERVIEW** (Video timestamp 00:03:10 and again at 00:06:25)

   Trevor Hawkes provided the review and summary of the documents attached to the agenda packet for further discussion under Agenda Item #7 Business Items.

   A request was made by members and the public on the need for translation services at HEAC meetings, as well as comments regarding the timing of future meetings and services provided for those meetings (request for evening meetings).

   **Member Comments:** Committee Member Stanton, Member Scott, Member Anderson, Member Akemi-Hernandez, Member Gallagher, Trevor Hawkes, and Director Morrison.

6. **DISCLOSURES** (Video timestamp 00:19:45)

   None.

7. **BUSINESS ITEMS**

   **A. HEAC Feedback on Housing Needs Assessment/ AFH documents provided previously – Discussion and Advisory Item** (Video timestamp 00:20:05 and later discussed at Video Timestamp 02:11:20 due to technical issues)

   County Planner Trevor Hawkes provided a summary of this item and requested that committee members use this time as a period to discuss the draft HNA and AFH supporting documents attached to the agenda. BAE Consultant Matt Kowta provided a summary of the feedback received on the two documents (HNA and AFH) with the focus on member comments submitted prior to the meeting which addressed the following:

   - Review current and future areas of proposed annexation by LAFCO. Including Browns Valley areas and other County islands.
   - Demographic statistics
   - Opportunity areas and low resource areas
   - Information related to CalEnviroScreen data
   - Displacement issues related to mobile home parks
   - Proximity to services and amenities

   **Member Comments:** Member Anderson, Director Morrison, Member Stanton, Chairperson Scott, Member Gamble, Member Zimny, and Member Akemi-Hernandez.

   **Public comment:** Esbeidy Pina (via chat).

   **B. Summary of the Sites Inventory – Discussion and Advisory Item** (Video timestamp 00:43:00)

   ESA Consultant Hillary Gitelman provided a status update and summary of the Housing Element update process for the inventory of possible sites to accommodate housing for the planning period. The update summarized the status of the RHNA transfer process as well as the update on the sites analysis since the last HEAC meeting on March 15, 2022. Hillary provided the context for the sites inventory analysis and the process taken to evaluate sites for inclusion in the sites inventory to accommodate the County’s updated RHNA. Further, Ms. Gitelman opened up the discussion for members to give input on the sites identified and the site information slides presented for evaluation and review.
Member discussion focused on how the County’s RHNA will be addressed using estimates for single family housing units and Accessory Dwelling Units (ADUs) as well as discussion on farmworker housing. A list of topics addressed by members during this item include:

- ADUs
- Farmworker Housing
- City of Napa RUL and SOI and the provision of services to identified sites
- Fire Hazard Severity Zones and Insurance
- Affordability Assumptions for sites
- The use of previously identified sites in the last Housing Element Cycle.
- Mobile Home Parks
- Further clarifications on specific sites via coordination with different agencies/jurisdictions on services and number of housing units potential accommodated (Imola Ave site and Foster Road site).

Public comment: Ryan O’Connell.

Member Comments: Member Stanton, Member Gamble, Member Anderson, Member Gallagher, Member Swanton, and Member Rhyno.

C. Goals, Policies, and Programs – Status Update (Video timestamp 01:44:25)
BAE Consultant Matt Kowta provided a summary of the update process for the County's Housing Element and the status of reviewing the existing goals, policies, and programs and Mr. Kowta opened up the floor and solicited feedback from HEAC members with discussion of the supporting document attached to the agenda. Areas of focus for goals, policies, or programs that were mentioned by HEAC members, and the public included:
- Facilitate opportunities for farmworker housing and workforce housing
- Enacting zoning changes at mobile home parks to preserve their use and affordability and rent stabilization.
- Specific and inclusive polices to directly address AFFH

Member Comments: Chairperson Scott, Member Anderson, Director Morrison, Member Gallagher, Member Zimny, Member Rhyno.

Public comment: None.

D. Schedule of Next Steps (Video timestamp 01:59:38)
Trevor Hawkes provided an overview of the HEU process and the next steps for future HEAC meetings.
Tentative Dates:
- Board of Supervisors Study Session (May 3)
- Draft Housing Element Update Circulated for Public Review (May 13 to June 13)
- Meetings of the Planning Commission (June 1)
- HEAC Meeting (June 13?)
- Revised Draft Housing Element Update submitted to HCD for Review
• Draft EIR Circulated for Public Review
• Meeting of the HEAC to Review HCD Comments
• Re-Revised Draft Housing Element Considered by the Planning Commission and Board of Supervisors
• Adopted Housing Element Submitted to HCD for Certification

Member Comments: Member Anderson, Director Morrison, Member Rhyno, Chairperson Scott.

Question by members about the guidelines for communication with other committee members. It was clarified that communication can occur between less than 6 HEAC members.

Public comment: None.

8. NEXT STEPS / STAFF AND COMMITTEE MEMBER COMMENTS (Video timestamp 02:11:20)
The committee members circled back to agenda item 7A about a question by Member Anderson on the analysis of high pollution areas. Consultant Matt Kowta clarified that the data comes from the Cal EnviroScience website and a link to that info was provided to Member Anderson for reference.

Public comment: None

9. ADJOURNMENT (Video timestamp 02:14:40)
Meeting adjourned.

ALEXANDRIA QUACKENBUSH, Clerk of the Committee

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

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