

## AGENDA

CITY OF EAST PALO ALTO  
ANTI-DISPLACEMENT / SECOND UNIT TASK FORCE MEETING  
THURSDAY, July 25, 2019  
7:00 TO 9:00 PM  
COMMUNITY ROOM  
2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CA 94303

**NOTICE:** The Anti-Displacement / Second Unit Task Force welcomes public input. Members of the public shall have the opportunity to address the Task Force concerning any item listed on the agenda before or during consideration of that item. Anyone desiring to address the Board is requested to fill in the speaker form available from staff. However, because of the Brown Act, the Task Force cannot discuss or vote on any agenda item raised by the public or any of its members unless the item appears on the posted agenda. Non-agendized items are referred to staff and placed on the agenda of the next meeting. Public comment is restricted to not more than two minutes for any individual and shall not exceed 20 minutes in total time. Additionally, those wishing to include an electronic media presentation must furnish/provide their own equipment. For further information regarding these items, you may contact the City's Housing Division at (650) 853-7252.

**Notice of Availability of Public Records:** All public records relating to an item in this session which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to the majority of the Task Force, will be available for public inspection at the City Hall, 2415 University Avenue, East Palo Alto, CA at the same time that the public records are distributed or made available to the Task Force. Such documents may also be available on the East Palo Alto website [www.ci.east-palo-alto.ca.us](http://www.ci.east-palo-alto.ca.us) subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (650) 853-3100.



East Palo Alto City Council Chambers is ADA compliant. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the Rent Stabilization Program office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. For further information, you may contact the City of East Palo Alto Rent Stabilization Program, or call (650) 853-3114

### 1. WELCOME AND INTRODUCTIONS

### 2. BACKGROUND AND PROGRESS TO DATE

2.1 Purpose, goals, and recap of 2017 Anti-Displacement/Second Unit Task Force  
(Patrick Heisinger, Stewart Hyland)

2.2 Second Unit Working Group accomplishments (Cari Pang-Chen)

**2.3 City progress on Additional Dwelling Units - ADUs (Daniel Berumen, Jose Martinez, Rachel Horst)**

**3. DISCUSSION**

**3.1 Data analysis/web tools from the Second Unit Working Group (Derek Ouyang)**

**3.2 Future topics for Task Force**

**4. ADJOURNMENT**

I, Rachel Horst, Housing Programs Manager, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Anti-Displacement / Second Unit Task Force, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 2415 University Avenue, East Palo Alto, CA at 4:00 p.m., Friday, July 19, 2019.

Dated: July 19, 2019



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Rachel Horst, Housing Project Manager

**(Amended) Anti-Displacement/Second Unit Task Force Agenda**  
**Thursday, July 25 7-9pm**

1. Welcome (Sean Charpentier, Assistant City Manager, City of East Palo Alto)
2. Introductions
3. Review Agenda (Patrick Heisinger, Community Development Director, City of East Palo Alto)
4. Purpose of Meeting (Patrick Heisinger)
5. Background
  - a. Origins of Task Force (Stewart Hyland, Faith in Action)
  - b. Affordable Housing Strategy (Patrick Heisinger)
    - i. Progress to date
6. 2<sup>nd</sup> Unit Working Group (Cari Pang-Chen, Associate Director, Rebuilding Together Peninsula/Derek Ouyang, CEO, City Systems)
7. City Progress on ADUs (Jose L. Martinez, Interim Chief Building Official, City of East Palo Alto/Daniel Berumen, Senior Planner, City of East Palo Alto)
8. Discussion
  - a. ADUs and Impact Fees (Patrick Heisinger)
  - b. Open Forum

**Notes from Anti-Displacement/Second Unit Task Force Meeting  
July 25, 2019 7-9pm**

**Community Room at East Palo Alto Government Center, 2415 University Ave., East Palo Alto**

- Many homeowners own structures built prior to the city's incorporation in 1983. The paperwork has gone missing for many of these properties over the years. Will the city adopt a policy to address the lost paperwork by approving permitted projects from that time period?
- Will the city adopt pre-approved templates to streamline the approval of secondary units (drawing from jurisdictions like Santa Clara, Sacramento that have already done so?)
- The City must address the age of the housing stock in East Palo Alto. This includes considering "grandfathering in" units that may be out of compliance with current Planning requirements.
- The Task Force took on three main issues in 2017: streamlining the process of approving second units while maintaining affordability of the units; responding to displacement from red-tagged structures with rapid rehousing resources; and training a local workforce to supply new units. We should revisit these and brainstorm how to make progress on these original goals.
- Remember that concerns about parking were a major factor in determining minimum lot size in East Palo Alto, and will be part of the conversation to change it.
- How does the City adapt when policies change (e.g. when new state laws are passed)?
- San Mateo County wants to know what the cost constraints are for East Palo Alto residents to building and/or permitting second units on their property. The County is actively seeking sources of financing for second units.
- Unpermitted units/units not up to code that are naturally affordable may become unaffordable when they are brought into compliance- the City should find a way to maintain affordability.
- People with unpermitted but livable units need to be able to approach the City without fear of major repercussions.
- Has the City identified sources of funding to assist with relocation of households when they are displaced due to having to vacate a red-tagged second unit? Is it going to establish a policy to do so?
- Has the City considered the use of a third party assessment of second units for code violations, as San Mateo County is currently doing with its pilot program?
- Homeowners should turn first to nonprofits who can help them identify potential code violations and how to rectify them before going to City staff, who may be obligated to enforce building code in the case of a threat to health and safety.

- On the potential to change lot size requirements, the City should also consider how to tie that to the affordability of the unit. Similarly, any amnesty program could incorporate an affordability requirement (see Los Angeles, San Francisco).
- We need more data to determine whether waiving impact fees for units at 799 sq ft or smaller. There is a trade-off between incentivizing more ADUs and collecting revenue for the City.