

**East Palo Alto 2<sup>nd</sup> Unit Implementation/Reducing Displacement Task Force**  
**YMCA-City Room**  
**550 Bell Street**  
**East Palo Alto, CA 94303**  
**June 1, 2017**  
**7:00pm-9:00pm**

**Meeting Notes**

**Meeting Purpose:** Task Force members provide input on needed anti-displacement services and approaches to encourage second units

**Objectives:**

- Task Force members recognize how their input from the first meeting has been incorporated into Task Force processes
- Task Force members learn about existing displacement services and provide input on priorities and additional services needed
- Task Force members provide ideas for programs and policies to encourage second units that should be investigated by the City's consultant
- Task Force members learn about the City's plans for a community meeting and provide input

**Welcome & Introductions**

Purpose: To set the stage.

Assistant City Manager Sean Charpentier introduced City staff:

- Liz Lucas, Management Analyst, will be transitioning into the lead for the Task Force for the City
- Chris Gale, Chief Building Official
- Guido Persicone, Planning and Housing Manager

Sean explained that agenda item #5, Discussion of Language for the Affordable Housing Request for Proposals, would not be covered tonight due to time constraints.

**1. Agenda Review and Group Agreements:**

Debbie Schechter(PCRC) checked in with the group about concerns that were expressed last time about the group agreement regarding not publicly criticizing other members of the task force. Task Force members were all fine with the group agreements.

Debbie explained that the pending items chart would be used in every meeting and that we would track which items had been discussed and which still require discussion.

Task Force members shared with their neighbor one thing they've been thinking about since the last meeting or one thing they're looking forward to discussing tonight.

## **2. Community Forum**

Purpose: To provide information for the Task Force to consider as it works towards its objectives of facilitating 2<sup>nd</sup> units and reducing displacement. 2 minutes per speaker.

Stewart Hyland: Mentioned a 9/6/17 County Board of Supervisors Meeting regarding immigrants and that there is a related petition in English and Spanish.

## **3. Logistics: Binder, Staff Report, Notes from Previous Meeting, Process Items**

Sean provided each Task Force member with a binder of relevant background information and explained its contents. He also summarized the staff report, noting that it includes responses to information requests and questions from the previous Task Force meeting, and background information on tonight's agenda items. The summary notes from the previous Task Force meeting are also included. Debbie reminded people that the role of the alternate is to step in if the main representative is not available and that the alternate should stay informed. If people have an alternate, they should give the contact information to Liz.

## **4. Discussion of Language for Anti-Displacement Services; Draft Request for Proposals Services**

Purpose: Task Force members learn about existing displacement services and provide input on priorities and additional services needed.

Process: El Concilio gave an informal presentation on the services they provide to residents being displaced. Task Force members asked questions and provided input on additional services they would like to see.

El Concilio's presentation focused on the following points:

- Displacement services provided: El Concilio provides emergency services in EPA and Menlo Park including:
  - Homelessness
  - Food
  - Housing/rental assistance/referral
  - Shelter (Ex: LifeMoves/individual shelters)
  - Collaboration with other agencies
  - Referral to mental health services
  - Multilingual/multicultural staff-Spanish and Tongan
  - Legal representation—collaboration with CLSEPA
  - Motel vouchers

El Concilio is one of eight core service agencies in San Mateo County.

- Residents served who were displaced due to code enforcement activities: El Concilio received about 15 calls/requests as a result of redtagging.
  - In El Concilio's experience, few people find other housing quickly
  - El Concilio refers tenants to LifeMoves
- What works, and what doesn't:
  - What works:

- Being there for people and referring people to the services available
- Spending time with people, listening to them, connecting them with resources
- Having employees who are from EPA is important
- Providing all-around services to people in need (mental health, housing, mediation)
- People having trust in El Concilio staff
- What doesn't work: People have fear due to the new administration and may not be comfortable reaching out to service providers for assistance

Task Force members and members of the public had the following questions for El Concilio. Responses are also captured:

- **Q:** How much time does it take for people to get services/housing?  
**A:** There is an application process an application process for LifeMoves, and the possibility of hotel/motel placement. It's a matter of days – El Concilio tries to get referrals ASAP
- **Q:** If a family comes in with a need you don't provide, do you work with other organizations/services?  
**A:** Yes, depending on need and availability.
- **Q:** Is there an opportunity for other agencies to take the load off of El Concilio?  
**A:** We only work with Menlo Park and EPA, but yes, we can ask.
- **Q:** Do the core agencies meet regularly?  
**A:** Yes, every other month.
- **Q:** Who is being displaced from 2<sup>nd</sup> units?  
**A:** All paying tenants.
- **Q:** How many of the 15 red tags were you able to assist with?  
**A:** We can't track housing needs; it's not part of our performance measures.
- **Q:** How long do the motel vouchers last?  
**A:** It depends, it can be short-term and once LifeMoves comes, they takes over.
- **Q:** Who does El Concilio receive funding from?  
**A:** San Mateo County and other programs, including SF Chronicle's Season of Sharing funding.
- **Q:** What could be some new strategies?  
**A:** We need more strategies and funds for services before the family gets red-tagged. El Concilio would like to be notified prior to a unit getting red-tagged.
- **Q:** What is the after hours number?  
**A:** 211

- **Q:** What is the course of action when you see deplorable conditions?  
**A:** We advise landlord/owner that it's not right and set expectations with the family.
- **Q:** What is the reason for the displacement: is it from red-tagging or is it a landlord decision?  
**A:** Both; there are a variety of reasons for displacement.
- **Comment:** Struck by the fact that families who are displaced are in shock and there is not enough affordable housing. We really need to talk about preventing displacement and not just mitigating displacement. We need to think about a viable plan and resources for prevention.
- **Q:** Court order vs. code enforcement eviction – what type of service programs could be tailored to mitigate the displacement problem?  
**A:** Collaborating with all agencies that can be helpful and/or knowing it's going to happen beforehand would be helpful.
- **Q:** Where did the displaced people that found a place go?  
**A:** With family or another apartment they found after applying for services.
- **Q:** Would it be helpful to know demographics and one to two days in advance?  
**A:** Yes, we can move faster, our priority is children, and we can look in various places.
- **Q:** Will the Task Force hear from Code Enforcement so people understand how they work?  
**A:** Yes, at the next meeting. We'll cover best practices from the county. We will incorporate Code Enforcement issues with this topic.

#### Public Comments on Anti-Displacement Services:

- El Concilio is inundated by people coming in—the need for their services is too large
- We need more communication/outreach for people to learn and know about services
- There's no one doing outreach to people so they know about the services that are available
- Encouraging to embrace homeless people
- People are living in cars
- Services out there don't always work or aren't available to everyone
- We need someone to work with families and give them hope
- Engaging the faith community is a possible solution
- We need outreach and volunteers to talk with people (not just give them a list of resources)
- Look at the money issue—housing is very expensive
- Look at the data of people being displaced and what they have found more useful in terms of services → identify best way to help these people

- Rent is very expensive, people need a place to live

Task Force Discussion on Anti-Displacement Services: Task Force members identified the following additional anti-displacement services that they'd like to see:

- Work with those that are currently helping out to build on what's working
- Work with data to see what's missing – do a gap analysis on what needs are not being met
- Find more actual housing
  - Possibility of citizens providing temporary housing (short-term) for emergencies
- Work with faith communities – coordinate and organize for aid
  - Tap into existing resources and links and see what is needed, organized and quick action
- Look for other resources for temporary situations
  - What are the existing resources?
- Talk with city about the possibility of temporarily staying in available units (ex: Woodland Park) with the expectation of returning to their previous house
- There's a new ordinance from the County related to landlord responsibilities: the County pays tenant if the landlord doesn't. Then the County deals with how the landlord will repay
  - EPA has lien authority—maybe the City could do this too?
- How can we deal with poor landlords who can't pay to relocate tenants?
- Storage services – where does one put his or her property while displaced?

Priorities: Task Force members indicated that the priority should be to provide resources for large households.

### **6. Plans for June Community Meeting:**

Sean explained that the Community Meeting planned for June 12, 2017 from 6-7pm would provide information on the planning and building requirements for constructing legal second units.

Task Force members had the following questions and comments, with City responses provided below:

- **Q:** Can the City have the media center record the meeting so people can see it over and over?  
**A:** The City will look into it and if not for this one, they can plan to record the next meeting.
- **Q:** Can we use real model of house instead of general?  
**A:** Will try to use prototype and talk about lot sizes and will reach out to people who have gone through the process.
- **Q:** Promotion?  
**A:** Through emails and the council meeting.
- **Comment:** Include successes and how it works

### **7. Updated Workplan and Agenda Items for Next Meeting**

Purpose: To get input from Task Force participants on agenda items for upcoming meetings

Process: Assistant City Manager Sean Charpentier presented a proposed item for the next meeting, Task Force members brainstormed additional ideas and then settled on agenda topics for Task Force meetings 3 and 4..

Brainstormed topics for next Task Force meeting:

- Presentation from County on best practices for code enforcement to minimize the impacts of displacement
- Include with this a presentation from Chris Gale, Chief Building Official
- Priority life and safety/imminent hazard issues for red-tagging (Chris Gale and Menlo Fire)
- Protocol for rapid response/community resources for displacement
- Temporary housing and social services
- Prevention of displacement:
  - Context of temporary housing
  - Existing services
  - Possibility of temporary relocation (person would move back)
  - Working with city for things that do not have to be fixed immediately and working with tenants
    - Determine what is an imminent hazard
    - Time frames

Items for Upcoming Task Force Meetings

Task Force Meeting 3:

- Presentation from County on best practices for code enforcement, including a section with Chris Gale, Chief Building Official
- Priority life and safety/imminent hazard issues for red-tagging (Chris Gale and Menlo Fire)
- Social service draft RFP and suggestions

Task Force Meeting 4:

- Prevention of displacement (topic and discussion)
  - What types of code violations do not require red-tagging, do not need to be fixed immediately, and allow tenants/property owners to work with the City and establish time frames for repair
  - Determine what is an imminent hazard
  - Temporary housing materials
  - Village housing presentation from City of San Jose (as part of possible temporary housing topic)

Sean identified the following possible meeting dates for Task Force meeting 3: July 6, July 11, July 20. The City will send out a Doodle poll to identify which date works best for task Force members.

**Next Steps, Evaluation**

Purpose: Identify next steps to ensure continuity and focus for the Task Force. Identify what about the meeting was effective and what could be improved for future meetings.

Next Steps:

- Task Force members who want to designate an alternate will send the alternate’s name and contact information or any corrections that need to be made to the City asap.
- The City will send out a Doodle poll for the next meeting dates and Task Force members should respond with their availability
- Homework: Task Force members will review meeting notes on displacement services and identify priorities and other services. The City will issue an RFP in September

Pending Issues/Ideas: This is a running list of issues/ideas for the Task Force to consider in future meetings. Items shown with strikethrough have been addressed:

- One-stop shop: have a one-stop resource center for people interested in building and permitting 2<sup>nd</sup> units.
- Have relocation services come with code enforcement, when necessary.
- ~~Consider providing hotel vouchers; establish partnerships with hotels~~—this is provided by El Concilio and they discussed it as part of their presentation
- Look into the LADA cube—a pre-manufactured, sustainable building option
- Reduced permit fees for second unit: the Task Force requests information on whether this is possible
- Prevention of displacement—will be addressed during Meeting #4

Meeting Evaluation: Task Force members shared their perspectives on what went well and what we should keep doing (indicated under “+”) and what we should change for next time (indicated under “Δ”). (The notes for this section were misplaced, so this section was recreated from memory—please let the facilitators know if any info was left out.)

+	Δ
<ul style="list-style-type: none"> <li>• El Concilio presentation</li> <li>• Binder from the City</li> <li>• Having community forum earlier</li> <li>• Planning to discuss prevention of displacement at an upcoming meeting</li> <li>• The meeting space</li> </ul>	<ul style="list-style-type: none"> <li>• End on time</li> </ul>