

**CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
WEDNESDAY, January 12, 2011  
REGULAR SESSION  
2415 UNIVERSITY AVENUE  
City Council Chambers  
EAST PALO ALTO, CA  
Minutes**

**7:00 P.M.**

**REGULAR RENT STABILIZATION BOARD MEETING**

**1. CALL TO ORDER**

Chair Dorn called the meeting to order at 7:05 p.m.

**2. ROLL CALL**

Board Members Present: Dorn, Hart, Randolph, Webster (7:11 p.m.)

Board Members Absent: Fremont, Ndegwa

Board Alternates Present: Allen

Board Alternates Absent:

Staff Present: Housing Specialist II, Ford, Interim Rent Stabilization  
Administrator, Packard, Deputy City Attorney Neelam Naidu

Chair Dorn: Board member Allen seated in vacant seat.

**3. APPROVAL OF AGENDA**

Hart/Randolph M/S/C (Motion/Second/Carried): Approve agenda. Vote: 4-0-0

**4. APPROVAL OF MINUTES**

- Minutes for the November 10 2010 closed session and regular RS Board meeting
- Minutes for the November 24 2010 regular RS Board meeting

Hart/Randolph M/S/C (Motion/Second/Carried): Approve minutes for November 10,  
2010 and November 24, 2010, as amended. Vote 5-0-0

**5. AGENDIZED ITEMS FOR POLICY AND ACTION**

- 5.1 Report on and discussion of Rules and Regulations Committee meetings
- 5.2 Discussion of distribution of Rent Stabilization Program brochures
- 5.3 Update and discussion on 2010 – 2011 Rent Stabilization Program Registration

**6. CONSENT CALENDAR**

**7. PUBLIC HEARING**

**8. RESOLUTIONS or RULES**

**9. REPORTS OF COMMITTEES AND STAFF** (Members of the Public who wish to  
speak on these items may do so during Community Forum)

- 9.1 Report out from RS Board Members and Committees:
  - a. Operational Excellence (**Allen** & Fremont)
  - b. Outreach/Education (Dorn & **Hart**, Ndegwa)

c. City Council Liaison (**Hart &** Fremont)

d. Rules and Regulations (**Webster**, Fremont & Randolph)

## **10. ADMINISTRATIVE ITEMS**

## **11. WRITTEN COMMUNICATIONS**

## **12. COMMUNITY FORUM**

At this time, any member of the public may address the Board on any matter that is not on the agenda (2 minutes per person time limit).

## **13. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS**

## **14. ADJOURNMENT**

## **9. CALL TO ORDER**

Chair Dorn called the meeting to order at 7:05 p.m.

## **10. ROLL CALL**

Board Members Present: Dorn, Fremont, Hart, Webster

Board Members Absent: Ndegwa, Randolph

Board Alternates Present: Allen

Board Alternates Absent:

Staff Present: Housing Specialist II, Ford, Interim Rent Stabilization Administrator, Packard, Deputy City Attorney Neelam Naidu

Board member Allen: Seated in vacant seat.

## **11. APPROVAL OF AGENDA**

Fremont/Allen M/S/C (Motion/Second/Carried): Move Community Forum to 5.a and approve agenda with changes Vote: 5-0-0

## **12. APPROVAL OF MINUTES**

- Minutes not available for the December 08, 2010 regular RS Board meeting
- Minutes not available for the December 13, 2010 Special RS Board meeting
- Minutes not available for the December 22, 2010 regular RS Board meeting

## **13. AGENDIZED ITEMS FOR POLICY AND ACTION**

13.1 Report on and discussion of Rules and Regulations Committee meetings and update on progress of drafting Rules and Regulations Committee meeting minutes

Board member Webster: January 11<sup>th</sup> is the planned next date of the Rules and Regulations Committee. Certifications and Maximum Allowable Rents to be discussed.

13.2 Discussion of distribution of Rent Stabilization Program brochures

Board agrees: Names of Rent Stabilization Board members to go on brochures when printed again. Discussion of where brochures will be distributed. The Board discussed

locations where brochures would be distributed. Staff to place brochures on 3<sup>rd</sup> floor of government building at 2415 university Avenue.

- 13.3 Second Reading: Rent Stabilization Program Exemption Rules and Regulations – Second Reading  
Second reading and Board discussion: Rent Stabilization Program Exemption Rules and Regulations.

Webster/Allen M/S/C (Motion/Second/Carried): Adopt changes to Rules and Regulations for Exemption. Vote: 5-0-0.

Allen/Webster M/S/C (Motion/Second/Carried): Waive the reading of the text of the proposed Rules and Regulations for Exemption. Vote: 5-0-0

Webster/Allen M/S/C (Motion/Second/Carried): Re-open the public hearing on proposed changes to Rules and Regulations for Exemption. Vote: 5-0-0

Anthony Clark, 1043 Albern St., of Youth United for Community Action (YUCA). In Appendix A: Under non-profit or limited equity housing cooperatives. Along with the articles of incorporation, if the non-profit or cooperative housing development is separated into LLCs, those non-profits and cooperatives should also be affordable housing.

Board member Fremont: This issue is adequately covered in Section 5.B.4 of the Rent Stabilization Ordinance

Interim Administrator Packard: This issue is adequately covered by staff's review of required documentation.

Webster/Allen M/S/C (Motion/Second/Carried): Close the public hearing. Vote: 5-0-0

Webster/Fremont M/S/C (Motion/Second/Carried): Adopt a resolution of the Rent Stabilization Board of the City of East Palo Alto adopting Rent Stabilization Rules and Regulations for exemptions and related documentation requirements for exemption claims in certain categories (Appendix A). Vote: 5-0-0.

- 13.4 Second Reading: Revisions to Rent Stabilization Program Rules and Regulations, Sections 627(A), 627(B) and 627(D) -- Second Reading

Second reading and Board discussion: Changes to Rent Stabilization Program Promulgation Rules and Regulations. Board discussion and changes.

Board member Fremont pointed out that Section 627(D) was being modified, stating that a 14-day noticing period is required, in addition to the proposed changes in Sections 627(A) and. 627(B)

Webster/Allen M/S/C (Motion/Second/Carried): Adopt changes to Rules and Regulations for Promulgation. Vote: 5-0-0.

Webster/Allen M/S/C (Motion/Second/Carried): Waive the reading of the text of the proposed Rules and Regulations for Promulgation. Vote: 5-0-0

Allen/Webster as modified by Fremont and accepted by the maker of the motion to add Section 627(D) to the Resolution M/S/C (Motion/Second/Carried): Adopt a Resolution of the Rent Stabilization Board of the City of East Palo Alto revising Rent Stabilization Program Rules and Regulations Sections 627(A), 627(B) and 627(D).

**5a. COMMUNITY FORUM**

**14. CONSENT CALENDAR**

**15. PUBLIC HEARING**

**16. RESOLUTIONS or RULES**

**9. REPORTS OF COMMITTEES AND STAFF** (Members of the Public who wish to speak on these items may do so during Community Forum)

9.1 Report out from RS Board Members and Committees:

- a. Operational Excellence (**Allen** & Fremont)
- b. Outreach/Education (Dorn & **Hart**, Ndegwa)
- c. City Council Liaison (**Hart** & Fremont)

Board member Hart: Council member Abrica will be a City Council liaison to the Rent Stabilization Board.

- d. Rules and Regulations (**Webster**, Fremont & Randolph)

Interim Rent Stabilization Program Board Administrator Packard gave an oral update on the on the schedule of the recruitment of the permanent Rent Board Administrator

Interim Rent Stabilization Board Administrator Packard gave an oral update on the Rent Stabilization Program registration process.

**15. ADMINISTRATIVE ITEMS**

**16. WRITTEN COMMUNICATIONS**

**17. COMMUNITY FORUM (moved to 5 a.)**

At this time, any member of the public may address the Board on any matter that is not on the agenda (2 minutes per person time limit).

**18. RECOMMENDATIONS FOR FUTURE ACTIONS AND AGENDA ITEMS**

Chair Dorn:

Certifications

Feedback on Rent Program brochures

Update on Rent Program registration.

**19. ADJOURNMENT – 8:30 P.M.**

Webster/Hart: Move to adjourn. Vote: 5-0-0.