

**CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
WEDNESDAY, January 26, 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 7:15 p.m.

**2. ROLL CALL**

Board Members Present: Dorn, Hart, Webster  
Board Members Absent: Fremont, Ndegwa, Randolph  
Board Alternates Present: Allen  
Board Alternates Absent:

Staff Present: S. Ford, M. Packard, N. Naidu

Chair Dorn: Board member Allen seated in vacant seat.

**3. APPROVAL OF AGENDA**

Webster/Hart M/S/C (Motion/Second/Carried): Approve agenda with requested amendment (Allen) to move Community Forum to 6a.. Vote: 4-0-0

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

**4.1 Report on and discussion of Rules and Regulations Committee meetings**

Board member Webster reported that the Rules and Regulations Committee met on January 18, 2011. Board member Webster distributed a letter from Board member Fremont which contained the changes that Board member Fremont recommended for inclusion in the initial certification rules and that the Rules and Regulations Committee adopted at its January 18, 2011 meeting. Mr. Webster reported that the consultant, Mr. Baar, will let Mr. Webster know when he is next available to meet with the committee.

Speaker: James Turner of YUCA,

Mr. Turner presented and read a letter from YUCA.

The letter contained questions about how a certificate is determined to be valid. He asked if a process for appeals of certifications been considered by the Board.

Deputy City Attorney Naidu referred the Board members to pages 2 - 3 of the drafted initial certification rules that set forth set for procedure for a landlord or tenant to appeal an initial rent certification.

4.2 Discussion and action (set for public hearing) on proposed changes to Rent Stabilization Program Certification Rules and Regulations

Webster/Allen M/S/C (Motion/Second/Carried): Set a public hearing and first reading of initial certification rules recommended by the Rules and Regulation Committee for February 23, 2011. Vote: 4-0-0

4.3 Update and discussion on 2010 – 2011 Rent Stabilization Program Registration

Interim Rent Stabilization Board Administrator Martha Packard provided an update on the Rent Stabilization Board registration process. She said that the staff could make a presentation on the Rent Stabilization Program electronic data entry system. That presentation will occur at the Rent Stabilization Board's February 9, 2011 meeting.

4.4 Discussion of Rent Stabilization Program brochures

Mr. Webster will deliver the Rent Stabilization Board brochures to Community Legal Services and to Free at Last.

Chair Dorn described "fact sheets," from the San Francisco Rent Stabilization Program. Staff will send electronic copies of brochures developed by Community Legal Services to the Outreach and Education Committee members.

Board member Hart: The staff is planning to develop separate meetings for tenants and for landlords to explain the provisions of the Rent Stabilization Ordinance. The Rent Board members and Building Department staff would also be at those meetings.

## 5. CONSENT CALENDAR

### APPROVAL OF MINUTES

Minutes for the December 8, 2010 and December 22, 2010 regular Rent Stabilization Board meetings

Webster/Hart M/S/C (Motion/Second/Carried): Approve minutes for December 8, 2010 and December 22, 2010 regular Rent Stabilization Board meetings. Vote: 4-0-0

Minutes for the December 13 2010 Special Rent Stabilization Board meeting

Tabled until a quorum of Board members present at that meeting is present to vote.

## 6. PUBLIC HEARING

## 7. RESOLUTIONS or RULES

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

#### 8.1 Report out from RS Board Members and Committees:

##### a. Operational Excellence (**Allen** & Fremont)

No report.

##### b. Outreach/Education (Dorn & **Hart**, Ndegwa)

No additional information reported.

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

Board member Hart said that he spoke with the mayor. The next step is for Council member Abrica to give Board member Hart some dates he is available to meet.

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

No additional information reported.

Interim Rent Stabilization Board Administrator Packard

Rent Board Administrator Interviewing Schedule:

Ms. Packard informed the Board members of the interviewing schedule. The panel interviews for the Rent Board Administrator Position are scheduled for February 22, 2011. Chair Dorn says the Board members on the interviewing subcommittee are Board members Allen, Fremont and Randolph.

Community Meetings:

Staff will work with Outreach and Education Committee to schedule two public information meetings, one for landlords and one for tenants, with code enforcement staff at those meetings.

Creekside Mobile Home Park:

Staff sent a letter to the owners of record of Creekside mobile home park demanding payment of owed Rent Stabilization registration fees and penalties. Staff has not heard back from the owners. Following a public hearing, if fees are still not paid, the Board can vote to have a lien placed on the property. The Board agreed to tentatively set a Special Rent Stabilization Board meeting on February 2, 2011 to set the public hearing date for the Creekside mobile home park matter.

## 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**

Creekside mobile home park (February 2, 2011, tentative)

Presentation on electronic data entry system for rent program registration. (February 9, 2011).

**14. ADJOURNMENT** 8:37 p.m.

Webster/Allen M/S/C (Motion/Second/Carried): Approve adjournment Vote 4-0-0