

## AGENDA

THIS AGENDA IS POSTED IN ACCORDANCE WITH GOVERNMENT CODE SECTION 54950 ET SEQ.

DATE POSTED: 12/09/2011

TIME POSTED: 2:00 p.m  
*Stephen Ford*

**CITY OF EAST PALO ALTO  
RENT STABILIZATION BOARD MEETING  
WEDNESDAY, December 14, 2011  
REGULAR SESSION – 7:00 PM  
2415 UNIVERSITY AVENUE  
Council Chambers  
EAST PALO ALTO, CA**

To facilitate your business with the Rent Board, all agenda items should be in the Rent Program office no later than 5:00 p.m. on Tuesday, one week preceding this scheduled meeting.

**RENT STABILIZATION BOARD MEMBERS -- PLEASE INFORM RENT BOARD STAFF IF YOU WILL NOT BE ATTENDING THE MEETING 72 HOURS PRIOR TO THE SCHEDULED MEETING AT (650) 853-3114 OR [sford@cityofepa.org](mailto:sford@cityofepa.org)**

### **RENT STABILIZATION BOARD**

#### **BOARD MEMBERS:**

Matthew Fremont, Chair  
Vice Chair, Midge Dorn  
Shryee D. Randolph  
William B. Webster  
Arnold Hart  
Goolrukh Vakil  
Christopher Peter  
Robert Allen

#### **BOARD ALTERNATE:**

**NOTICE:** The East Palo Alto Rent Stabilization Board welcomes public input. Anyone desiring to address the Board is required to fill in the request form available from staff. However, because of the Brown Act, the Board cannot discuss or vote on any item raised by the 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. During the Community Forum portion of the meeting, comment is restricted to not more than two minutes for any individual and shall not exceed 20 minutes in total time.

The Americans with Disabilities Act (ADA) requires reasonable accommodation and access for the physically challenged. Those requesting such accommodation should contact the Rent Stabilization Program office at (650) 853-3114 three days before the hearing date. 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 of East Palo Alto Rent Stabilization Program, or call (650) 853-3114.

**7:00 P.M. December 14, 2011**

**REGULAR RENT STABILIZATION BOARD MEETING**

**1. CALL TO ORDER**

**2. Introduction and Oath of Office by Newly Appointed Rent Stabilization Board Members**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**5. 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).

**6. CONSENT CALENDAR  
APPROVAL OF MINUTES**

- Minutes for the October 26, 2011 Regular Rent Stabilization Board meeting (Attached is an unofficial addendum with meeting notes submitted by Rent Board Member Dorn)
- Minutes for the November 9, 2011 Regular Rent Stabilization Board meeting (Attached is an unofficial addendum with meeting notes submitted by Rent Board Member Dorn)

**7. WRITTEN COMMUNICATIONS**

Letter to the City Council from Matthew Fremont announcing his resignation from the Rent Board

**8. PUBLIC HEARINGS**

- 8.1 Continued Public Hearing: 1095 Beech Street – Petition contesting Rent Stabilization Board Administrator’s determination of Exempt status
- 8.2 Continued Public Hearing: 480 Larkspur Drive – Petition contesting Rent Stabilization Board Administrator’s determination of Exempt status
- 8.3 First reading for Amendments to Registration Regulations
- 8.4 First reading for Amendments to Individual Rent Adjustment and Rent Withholding Petitions
- 8.5 First reading for Fair Return Regulations

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

- 9.1 Discussion of Administrative Formulas for Calculation of Maximum Allowable Rents

9.2 Presentation by Matthew Fremont of Rent Stabilization Program domain diagram and Q & A

9.3 Discussion and possible action on letter of commendation for staff

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

10.1 Report out from RS Board Members and Committees:

- a. Operational Excellence (**Allen** & Fremont)
- b. Outreach/Education (**Hart** & Dorn)
- c. Rules and Regulations (**Webster**, Fremont & Randolph)
- d. Ad Hoc Budget Committee (**Dorn** & Allen)

10.2 Report out from Staff

- a. 2011 Initial Registration progress
- b. 2012 Annual Registration
- c. Status report on petitions filed with the Rent Board
- d. Other updates

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

**12. ADJOURNMENT**

Future Meetings	
January 11, 2012	Roles and responsibilities of Board and staff members – City Manager, M L Gordon
January 11, 2012	Parking restrictions at rental properties subject to the RSO
January 11, 2012	Discussion and possible action on the effect of the addition or legalization of units on exempt status of single family homes
January 11, 2012	Discussion and possible action on regulations for exemption claims, increases and decreases in space and services, optional service contracts, and possibly other amendments and additions
January 11, 2012	Second Reading – fair return petition regulations, amendments to individual rent adjustment and rent withholding petitions, and amendments to registration regulations
Jan 25, 2012	Hearing Examiner presentation on conducting hearings / overview of the process and procedures
February 2012	Discuss RSP budget needs in FY 2013
July 2012	Set annual registration fee for FY 12-13.
TBD	Proposed Condo Conversion Ordinance
TBD	Presentation and discussion on database for the Rent Stabilization Program
TBD	Additional topics for training and discussion Clarification on owner move-in evictions Exemptions
TBD	Report from Brent Butler, Planning Division Manager re: matrix of departments responsible for specific areas, and responsibility for redevelopment areas