

El Dorado County
Housing Advisory Committee Structure and By-Laws

Overview:

On August 14, 2007, the Board received a presentation by PMC Consultants and Human Services and Development Services staff, and received and filed the Affordable Housing Options and Staff Reports. At the direction of the Board, staff returned on August 28, 2007 to provide further information on constraints and barriers relevant to provision of affordable housing and to receive instruction to continue to develop an Affordable Housing Policy. In accordance with the Board of Supervisors August 14 and August 28, 2007 directive that staff provide information relative to the formation of a housing advisory committee, including the composition (makeup and numbers) and the direction in which the Housing Advisory Committee will proceed, proposed By-Laws, including structure, composition and responsibilities follow.

Article I - Structure

Section 1. Name

The name of this committee is the El Dorado County Housing Advisory Committee (hereafter referred to as "Committee").

Section 2. Authority

The Committee is formed pursuant to, and derives its authority from, the Board of Supervisors of the County of El Dorado, by action taken on October 16, 2007, including adoption of these by-laws.

Section 3. Purpose

The purpose of the Committee is to act in an advisory capacity and perform the following functions:

- Act in an advisory capacity to the Board of Supervisors and to the Development and Human Services directors in regard to existing housing needs and problems of the residents of the County;
- Develop a set of criteria for evaluating affordable housing strategies identified by the Committee;
- Formulate and recommend to the Board of Supervisors general policies or standards related to the administration of County regulations that have an impact, direct or indirect, on the development of affordable housing;

- Formulate, and recommend to the Board of Supervisors, new programs or procedures that will provide increased opportunities for affordable housing for the residents of the County;
- Provide assistance, and serve in an advisory capacity, to the Planning staff, Planning Commission, and Board of Supervisors during all reviews and updates to the County Housing Element, or portions thereof; and
- Act in an advisory capacity to the Board of Supervisors and to the Development and Human Services directors in regard to implementing programs contained in the Housing Element, including the establishment of priorities.

Section 4. Committee Contact Information

The Committee office shall be physically located at 550 Main Street, Suite C, Placerville, CA. The mailing address for the Committee shall be c/o Department of Human Services, Housing Advisory Committee, 550 Main Street, Suite C, Placerville, CA, 95667. The Committee phone number staffed by the Department of Human Services shall be 530-642-7307.

Section 5. Compensation

The appointed members of the Housing Advisory Committee shall serve without compensation and shall not be entitled to reimbursement of mileage or any other expenses by the County.

Section 6. Committee Members

The El Dorado County Housing Advisory Committee shall be composed of eleven (11) members and shall be appointed by the Board of Supervisors and may consist of members from the following areas:

- Affordable Housing Advocates
- Affordable Housing Developer
- Large and Small Residential Developers
- Consumers of Affordable Housing (current or recent past)
- Building Industry Representative
- Real Estate Representative
- Representative from the residential finance/loan industry
- Architectural and/or Engineering Firm Representative
- Employer Representative

County Counsel representative, Housing Authority Manager, Senior Planner and other appropriate staff shall serve as ex-officio members.

Committee members shall serve two year terms. Members initially appointed by the Board of Supervisors shall be assigned one or two-year terms by lottery at the their first regular meeting. Five members will be selected to serve one-year and six members selected to serve two-year terms. All members shall serve at the pleasure of the Board of Supervisors and may be removed by the Board of Supervisors for any reason. Members who are still seated when their term expires may continue to serve on the Committee-until affirmatively re-appointed, removed or replaced by the Board of Supervisors.

Section 7. Absences

Any appointee who misses four meetings within a twelve (12) month period without approval of the Committee shall be deemed to have resigned from the Committee.

Section 8. Vacancies

In the event a vacancy occurs, a successor shall be appointed by the Board of Supervisors consistent with category of the vacating member. When a vacancy occurs for any reason other than the expiration of a term, the member appointed to fill such vacancy shall hold office for the remainder of the term of his or her predecessor.

Article II – Officers

Section 1. Officers

There shall be a Chair and a Vice Chair of the Committee.

Section 2. Duties of the Chair

The Chair shall preside at all meetings of the Committee, shall preserve order and decorum and shall chair all public hearings called by the Committee. In addition, the Chair shall receive, review and approve a draft of the upcoming agenda approximately two weeks in advance of the next scheduled meeting.

Unless the Committee specifies otherwise, the Chair is empowered to appoint members to subcommittees formed by the Committee. In addition, as stated in Article III, Section 2, the Chair is empowered to call special meetings of the Committee.

In the event the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting. At the next regular meeting, the Committee shall elect a new Chair to fill the vacancy for the remainder of the unexpired term. In the event the Vice Chair is elected as Chair, there shall be an election for a new Vice Chair at that meeting.

Section 3. Duties of the Vice Chair

In the absence of the Chair, the Vice Chair shall preside at meetings of the Committee. In addition, as stated in Article II, Section 2, if the Chair is unable to complete his or her term of office, the Vice Chair shall serve as Chair until the next regular meeting. In addition, the Vice Chair shall receive and review a draft of the upcoming agenda approximately two weeks in advance of the next scheduled meeting.

In the absence of both the Chair and Vice Chair, the members present shall select by motion a member to preside over the meeting.

Article III – Meetings

Section 1. Regular Meetings

Regular meetings of the Committee shall be held monthly, the second Tuesday of each month from 5:30 p.m. to 7:30 p.m. Meetings shall be held at 550 Main Street, Suite C, Placerville, Ca.

Section 2. Special Meetings

The Chair or a majority of the members of the Committee may call special meetings at any time by distributing written notice to each member of the Committee and to individuals who have requested such notice in writing.

Section 3. Notice of Meetings and Posting of Agendas

Agendas of all regular and special meetings shall be posted at least 72 hours prior to the meeting at the meeting site, at the Committee's office, and on the Development Services and Human Services websites. If a special meeting will be at a site other than 550 Main Street, Suite C, Placerville, notice of the special meeting place shall be given at least 72 hours prior to said special meeting. Agendas and notices shall be distributed to each Committee member and to individuals who have requested such agendas and notices in writing, 72 hours prior to the meeting.

Section 4. Cancellation of Meetings

The Chair may cancel a meeting if he or she is aware that a quorum of the body will not be present or if the meeting date conflicts with a holiday or other responsibilities of the Committee members. Notices of cancellations shall be posted at the meeting site, at the Committee's office, and on the County website. If time permits, notice of meeting cancellations shall be distributed to all members of the public who have requested in writing to receive notice of and agendas for Committee meetings.

If a regular meeting is cancelled, the Chair shall reschedule the regular meeting at a date and time that is reasonably close to the originally scheduled date and time and that is

calculated to result in the greatest number of Committee members in attendance at the rescheduled meeting. In determining a rescheduled meeting date and time, the Chair may also take into account logistical factors such as room and presenter availability.

Section 5. Quorum

Five members of the seated Committee shall constitute a quorum for all purposes. Three members of the seated Committee and two ex officio members may also constitute a quorum for the transaction of business.

Section 6. Voting and Abstention

Each member present at a Committee or subcommittee meeting shall vote “yes” or “no” when a question is put, unless the member has a conflict of interest that legally precludes participation in the vote. Whether a Committee member has a conflict of interest shall be determined by the individual member in consultation with staff and/or County Counsel’s office.

The Committee shall take action on items on the agenda by roll call vote, voice vote, or show of hands, as determined by the Chair.

Section 7. Public Comment

All Committee and subcommittees meetings shall be open to the public. Every agenda for a public meeting of the Committee shall provide an opportunity for members of the public to directly address the Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee. While the Committee is in public session, the Chair may limit the time period for public comment to three minutes per member of the public. If a significant number of members of the public wish to speak, the Chair may reduce this time limit to two minutes, as long as the time limit is equally enforced for all speakers.

Article IV – Subcommittees

Section 1. Subcommittees

Upon approval of a quorum, the Committee may form subcommittees. Subcommittees shall be formed for a specific purpose and cease to exist after completion of a designated task. The Chair shall name each subcommittee’s members. A subcommittee shall consist of at least two members.

Section 2. Conduct of Subcommittee Meetings

All subcommittee meetings shall be held in compliance with all applicable Committee guidelines.

Section 3. Abolishing Subcommittees

Any subcommittee formed by the Committee may be abolished upon approval of a quorum of the Committee, or by failure to meet during any six-month period.

Section 4. Initial Subcommittees to be Formed

1. Second Dwelling Units
2. Land Dedication
3. Fee Program - Affordable Housing Trust Fund
4. On/Offsite Construction
5. Mixed Use Development
6. Density Bonus Ordinance
7. Housing Element Update
8. "Fast-Tracking" Affordable Housing and Employment Generating projects
9. Exemption for Oak Woodland Management Plan (OWMP)
10. Amendment to Policy 2.2.3.1 - 30% Open Space Requirement

Article V

Maintenance of Committee Records and Report Requirement

Section 1. Meeting Minutes

Minutes shall be taken by Human Services staff at every regular and special meeting. Minutes shall be approved by the Committee and be made available at the Committee's office and on the County Human Services Department website.

Section 2. Reports

The Committee shall approve an Annual Report which shall be filed by the Human Services Department with the Board of Supervisors during the quarter following the effective date of adoption of the Committee Structure and By-Laws.

Article VI – By-Laws

Section 1. Amendment to By-Laws

After presentation of a proposed amendment to the By-Laws as a scheduled agenda item at a meeting of the Committee and approval by County Counsel, the By-Laws may be amended by a vote of a majority of the members.

Section 2. Public Notice of By-Laws

Current By-Laws shall be available to the public at the Committee's office, and on the County website.