



# County of El Dorado

2850 Fairlane Court,  
Building C  
Placerville, California  
530-621-5595

## Minutes - Draft Affordable Housing Task Force

*Members:*  
*Vance Jarrard*  
*Meea Kang*  
*Bill Roby*  
*Chris Westlake*

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Wednesday, November 19, 2025

10:00 AM

<https://us06web.zoom.us/j/89785609370>

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### **2850 Fairlane Court, Building C Hearing Room, Placerville CA**

**PUBLIC PARTICIPATION INSTRUCTIONS:** The meeting room will be open to the public. The meeting will be live-streamed via Zoom. By participating in this meeting, you acknowledge that you are being recorded.

Members of the public may address the Task Force in-person or via Zoom to make a public comment. The public should call into 530-621-7603 or 530-621-7610. The Meeting ID is 897 8560 9370. Please note you will not be able to join the live-stream until the posted meeting start time.

To observe the live stream of the meeting go to <https://us06web.zoom.us/j/89785609370>.

If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press \*9 to indicate a desire to make a comment. Speakers will be limited to 3 minutes.

Although the County strives to offer remote participation, be advised that remote Zoom participation is provided for convenience only. In the event of a technological malfunction, the only assurance of live comments being received by the Task Force is to attend in person. Except for a noticed teleconference meeting, the Task Force reserves the right to conduct the meeting without remote access if there is a malfunction.

If you choose not to observe the meeting but wish to make a comment on a specific agenda item, please submit your comment in writing. You are encouraged to submit your comment in writing by 4:00 PM on the day before the meeting to ensure the Task Force has adequate time to review. Please submit your comment to staff at [AHTF@edcgov.us](mailto:AHTF@edcgov.us). Your comment will be placed into the record and forwarded to Task Force members.

**PROTOCOLS FOR PUBLIC COMMENT**

Public comment will be received at designated periods as called by the Task Force Chair.

Individuals will have three minutes to address the Task Force. Except with the consent of the Task Force, individuals shall be allowed to speak to an item only once.

Individual Task Force members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Task Force.

If a person providing input to the Task Force creates a disruption by refusing to follow Task Force guidelines, the Task Force Chair may take the following actions:

Step 1. Request the person adhere to Task Force guidelines. If the person refuses, the Task Force Chair may turn off the speaker’s microphone.

Step 2. If the disruption continues, the Task Force Chair may order a recess of the meeting.

Step 3. If the disruption continues, the Task Force Chair may order the removal of the person from the meeting.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order at approximately 10:08 A.M.

Present: 4 - Jarrard, Kang, Roby and Westlake

**ADOPTION OF THE AGENDA AND APPROVAL OF CONSENT CALENDAR**

*Public Comment: None*

A motion was made by Member Jarrard, seconded by Member Roby, to Adopt the Agenda and Approve the Consent Calendar.

Yes: 4 - Jarrard, Kang, Roby and Westlake

**CONSENT CALENDAR**

- 1. [25-1938](#) Staff recommending the Task Force approve the Affordable Housing Task Force Meeting Minutes from September 17, 2025.

This item was approved on the Consent Calendar.

**END OF CONSENT CALENDAR**

## OPEN FORUM

Open Forum is an opportunity for members of the public to address the Task Force on subject matter that is not on their meeting agenda and within their jurisdiction. Public comments during Open Forum are limited to three minutes per person. The Task Force Chair may limit public comment during Open Forum.

*Public Comment: F. Porter*

## AGENDA ITEMS

2. [25-1939](#) Staff recommending the Task Force elect a Vice-Chair, with the selection becoming effective at the next meeting.

*Public Comment: Member of the Public*

**A motion was made by Member Kang, seconded by Member Roby, to appoint Member Jarrard as Vice-Chair.**

**Yes:** 4 - Jarrard, Kang, Roby and Westlake

3. [25-1940](#) Staff recommending the Task Force receive a brief discussion on the current vacancy.

*Public Comment: None*

**Deputy Director of Planning, Robert Peters, provided a brief update regarding the current vacancy on the Task Force. He stated that staff will begin accepting applications for the vacancy in the near future.**

4. [25-1941](#) Staff recommending the Task Force analyze the Board's direction provided on November 4, 2025, and discuss appropriate next steps for implementation of the Resolution of Intention.

*Public Comment: F. Porter; Member of the Public*

**Deputy Director of Planning, Robert Peters, provided a brief summary of the Board of Supervisors' direction given on November 4, 2025. The Task Force directed staff to:**

- 1. Begin identifying and inviting subject matter experts to present at future meetings;**
- 2. Research practices in other jurisdictions and gather information on the costs and scopes of work associated with affordable housing fee nexus studies;**
- 3. Identify a recent approved housing development that can be utilized as a model to see what a Community Facilities District (CFD) fee would look like; and**
- 4. Develop a strategic plan/timeline to ensure efforts on the development of the Affordable Housing Ordinance progress in a timely and organized manner.**

**NEXT MEETING: January 21, 2026 at 10:00 A.M.**

**ADJOURNED AT 11:18 A.M.**