

# Housing Conservation District Advisory Group

**Purpose:** The Housing Conservation District Advisory Group has been convened to advise staff on the development of components of phase II of the Housing Conservation District, building on the concepts adopted in the HCD Policy Framework. Input from the Advisory Group and other community stakeholders will help in the formation of Staff's recommendations to the County Manager on Phase II components of the Housing Conservation District.

**Composition:** Members have been invited to this working group to represent a broad set of interests related to the Housing Conservation District:

Name	Representation
Eric Brescia	Housing Commission
Nancy Iacomini	Planning Commission
Richard Woodruff	Historical Affairs and Landmark Review Board
Sherry Frear	Urban Forestry Commission
Bob Bushkoff	Economic Development Commission
Kirit Mookerjee	Tenant Landlord Commission
Ben Stoll	Apartment and Office Building Association
Ralph Johnson	Property Owner
Saul Reyes	Tenant Organization
Eric Brescia	Civic Federation
Michelle Horwitz Cornwell	Lee Highway Alliance
Michele Winters	Alliance for Housing Solutions

**Substitutions:** Continuity and consistency are important elements for building trust and understanding among the group. However, it is recognized that from time to time members may have conflicts and commitments that conflict with participation in Group meetings. If a member elects to send a substitute to a meeting they shall communicate with staff prior to the meeting to make staff aware of the substitution. It is expected that the member will meet with their substitute for a briefing on the missed meeting prior to the next convening of the Group.

**Term:** The Housing Conservation District Advisory Group is a temporary advisory body which will serve for the duration of the development of Housing Conservation District Plan which is anticipated to be completed in November of 2018.

**Meetings:** Staff will convene meetings giving consideration to members' availability. All meetings of the Housing Conservation District Advisory Group will be open to the public and publicized with at least one week's notice. While meetings are open to the public, public comment will not be taken at HCDAG meetings. Opportunities for public input will be solicited through additional venues, to be identified as part of a public engagement plan.

Meeting notices will be posted through the County website.

**Meeting Summary:**

A record of the proceedings of each meeting will be produced in the form of a meeting summary. These summaries are not minutes and do not require formal adoption. The purpose of the meeting summary is to capture the discussion points of the meeting and to serve as a reference and record of the meeting. Meeting summaries will be distributed at the successive meeting and will be posted to the county website.

**Member Responsibilities:** The Housing Conservation District Advisory Group is responsible for providing informed feedback to staff on the development of phase II of the Housing Conservation District. Members are expected to:

- Represent their constituency by providing their best advice on the needs and values of the community;
- Facilitate community engagement through outreach and reporting to constituency, and participating in broad community outreach efforts as needed; and
- Prepare for meetings and other activities by reviewing materials beforehand.

**Staff Responsibilities:**

- Convene and facilitate meetings of the Working Group;
- Ensure that all members have opportunity to voice their viewpoints;
- Provide members with information in a timely manner
- Facilitate Working Group agreements throughout the process, and assure efficiency in analysis and discussion; and
- Manage the overall communications and public engagement plan.