



# CITY OF CUPERTINO

## AGENDA

### **CUPERTINO CEP - STRATEGIC ADVISORY COMMITTEE**

**This will be a teleconference meeting with no physical location**

**Monday, May 16, 2022**

**11:00 AM**

**Special Meeting - Community Engagement Plan (CEP) - Strategic Advisory Committee**

### **TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19**

**In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.**

**Members of the public wishing comment on an item on the agenda may do so in the following ways:**

**1) E-mail comments by 10:00 a.m. on Monday, May 16 to the Committee at [planning@cupertino.org](mailto:planning@cupertino.org). These e-mail comments will be received by the Committee members before the meeting and posted to the City's website after the meeting.**

**2) E-mail comments during the times for public comment during the meeting to the Committee at [planning@cupertino.org](mailto:planning@cupertino.org). The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email [planning@cupertino.org](mailto:planning@cupertino.org) prior to speaking.**

#### **3) Teleconferencing Instructions**

**Members of the public may observe the teleconference meeting or provide oral public comments as follows:**

**Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.**

**To address the Committee, click on the link below to register in advance and access the meeting:**

### Online

Please click the link below to join the webinar:

[https://cityofcupertino.zoom.us/webinar/register/WN\\_I1PWXxScS5a2QLIqqH16Ng](https://cityofcupertino.zoom.us/webinar/register/WN_I1PWXxScS5a2QLIqqH16Ng)

### Phone

Dial: (669) 900 6833 and enter Webinar ID: 949 4576 0442 (Type \*9 to raise hand to speak)

Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

Meeting ID: 949 4576 0442

SIP: 94945760442@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic.

### NOTICE AND CALL FOR A SPECIAL MEETING OF THE CUPERTINO COMMUNITY ENGAGEMENT PLAN - STRATEGIC ADVISORY COMMITTEE

NOTICE IS HEREBY GIVEN that a special meeting of the Cupertino Community Engagement Plan - Strategic Advisory Committee is hereby called for Monday, May 16, 2022 commencing at 11:00 a.m. In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Said special meeting shall be for the purpose of conducting business on the subject matters listed below under the heading, "Special Meeting."

### SPECIAL MEETING

#### ROLL CALL

#### APPROVAL OF MINUTES

1. Subject: Approve the March 30 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
Recommended Action: Approve the March 30 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
[1 - Draft Minutes](#)
2. Subject: Approve the April 7 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
Recommended Action: Approve the April 7 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
[1 - Draft Minutes](#)
3. Subject: Approve the April 25 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
Recommended Action: Approve the April 25 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes  
[1 - Draft Minutes](#)

#### POSTPONEMENTS

#### ORAL COMMUNICATIONS

*This portion of the meeting is reserved for persons wishing to address the Committee on any matter within the jurisdiction of the Committee and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.*

#### PUBLIC HEARINGS

#### OLD BUSINESS

#### NEW BUSINESS

4. Subject: Community Meeting on Cupertino Housing Element Update

Recommended Action: Discussion regarding Community Meeting on Cupertino Housing Element Update, to be held in-person on Monday, May 23, 2022 from 6:30 to 8 p.m. at Community Hall, 10350 Torre Avenue, Cupertino, CA 95014 and virtually.

[1 - Housing Element Update Flyer](#)

[2 - Cupertino AFFH Community Meeting Proposed Agenda](#)

## STAFF AND COMMITTEE REPORTS

## FUTURE AGENDA SETTING

## ADJOURNMENT

*In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 6 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.*

*Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.*

*IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.*

*Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.*





# CITY OF CUPERTINO

## Agenda Item

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**22-10778**

**Agenda Date: 5/16/2022**  
**Agenda #: 1.**

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Subject: Approve the March 30 Community Engagement Plan - Strategic Advisory Committee  
Special Meeting minutes

Approve the March 30 Community Engagement Plan - Strategic Advisory Committee Special Meeting  
minutes

City of Cupertino  
10300 Torre Avenue  
Cupertino, CA 95014  
(408) 777-3308

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**ACTION MINUTES OF THE SPECIAL MEETING OF  
THE COMMUNITY ENGAGEMENT PLAN – STRATEGIC ADVISORY COMMITTEE  
HELD ON MARCH 30, 2022**

**CALL TO ORDER**

Senior Planner Luke Connolly opened the meeting at 11:00 a.m.

**ROLL CALL**

Committee Members present:      Liang Chao, Vice Mayor  
   Kitty Moore, City Councilmember  
   Steven Scharf, Chair, Planning Commission  
   Tessa Parish, Chair, Housing Commission

Committee Members absent:      None

Staff present:                        Luke Connolly, Senior Planner  
   Piu Ghosh, Planning Manager  
   Chris Jensen, City Attorney

Outside Panelists:                Ande Flower, Principal Planner, EMC Planning Group

**APPROVAL OF MINUTES**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Member of the public, Jennifer Griffin, spoke regarding Plan Bay Area Regional Housing Needs Allocation (RHNA) numbers.

Member of the public, Lisa Warren, spoke regarding the mission of the Strategic Advisory Committee.

**WRITTEN COMMUNICATIONS**

None

**CONSENT CALENDAR**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

## NEW BUSINESS

1. Subject: Report from staff and EMC Planning Group regarding the proposed community engagement and Affirmatively Furthering Fair Housing (AFFH) plans for the Housing Element update process.

Recommended Action: Receive report and provide guidance on plans for community engagement and an engagement plan for ensuring compliance with State Affirmatively Furthering Fair Housing (AFFH) requirements.

Mr. Flower introduced team, consisting of the following sub-consultants and their roles:

- Lea/Lee Robinson (they/them), diversity and equity education
- Kirsten Masters (she/they), non-violent communication
- Kylie Clark, West Valley Community Services (WVCS)

Mr. Flower and team gave presentation focusing on the purpose and requirements of AFFH and how to approach engaging the community in an inclusive and equitable manner. Discussion followed how to best reach out to several special needs populations in Cupertino as part of the Housing Element Update community engagement plan.

The following members of the public spoke:

Jennifer Griffin

Brooke Ezzat

Kalisha Webster

Govind Tatachari

Lisa Warren

John Zhao

Neil Park-McClintick

## STAFF UPDATES AND COMMISSION REPORTS:

None

## FUTURE AGENDA *(limitation, cannot discuss)*

- Election of Chair and Vice Chair (Jensen)

## ADJOURNMENT:

The meeting was adjourned at 1:00 p.m. to the next special meeting, scheduled for Thursday, April 7, 2022 at 11:00 am.

Respectfully submitted:

/s/Cyrah Caburian

Cyrah Caburian

Administrative Assistant



# CITY OF CUPERTINO

## Agenda Item

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**22-10760**

**Agenda Date: 5/16/2022**  
**Agenda #: 2.**

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**Subject:** Approve the April 7 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes

Approve the April 7 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes

City of Cupertino  
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**ACTION MINUTES OF THE SPECIAL MEETING OF  
THE COMMUNITY ENGAGEMENT PLAN – STRATEGIC ADVISORY COMMITTEE  
HELD ON APRIL 7, 2022**

**CALL TO ORDER**

Councilmember Moore opened the meeting at 11:00 a.m.

**ROLL CALL**

Committee Members present:      Liang Chao, Vice Mayor  
   Kitty Moore, City Councilmember  
   Steven Scharf, Chair, Planning Commission  
   Tessa Parish, Chair, Housing Commission

Committee Members absent:      None

Staff present:                        Luke Connolly, Senior Planner  
   Piu Ghosh, Planning Manager  
   Chris Jensen, City Attorney

Outside Panelists:                Ande Flower, Principal Planner, EMC Planning Group  
   Anastazia Aziz, Principal Planner, EMC Planning Group

**APPROVAL OF MINUTES**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

Member of the public, Jennifer Griffin, spoke regarding San Jose rezoning.

Member of the public, Liana Crabtree, spoke regarding the responsibilities of the Strategic Advisory Committee.

Member of the public, Brooke Ezzat, spoke about equitable distribution of housing sites in Cupertino.

**WRITTEN COMMUNICATIONS**

None

**CONSENT CALENDAR**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

## NEW BUSINESS

1. Subject: Election of Chair and Vice Chair

Recommended Action: Elect a Chair and Vice Chair of the Community Engagement Plan - Strategic Advisory Committee

Chao moved and Scharf seconded for Councilmember Moore and Housing Commission Chair Parish to serve as Chair and Vice Chair, respectively.

AYES: Moore, Parish, Scharf, Chao

NOES: None

ABSTAIN: None

ABSENT: None

VOTE: 4-0-0-0

2. Subject: Report from staff and EMC Planning Group regarding the proposed community engagement and Affirmatively Furthering Fair Housing (AFFH) plans for the Housing Element update process.

Recommended Action: Receive report and provide guidance on plans for community engagement and an engagement plan for ensuring compliance with State Affirmatively Furthering Fair Housing (AFFH) requirements.

Mr. Flower and Ms. Aziz gave presentations on outreach efforts regarding the Housing Element Update and how to efficiently prepare the Housing Element update to meet State Department of Housing and Community Development (HCD) certification.

The following requests were discussed:

- Naming of initial community meeting
- How to increase inclusiveness at community meetings
- Questions to raise at panelist meetings
- Information the Committee would like to see be made available on the refreshed Housing Element Update webpage

The following members of the public spoke:

Jennifer Griffin

Govind Tatachari

Liana Crabtree

Neil Park-McClintick

Jennifer Shearin

Lisa Warren

Jean Bedord

## STAFF UPDATES AND COMMISSION REPORTS

None

**FUTURE AGENDA** (*limitation, cannot discuss*)

- Next meeting date: Monday, April 25, 2022 at 11:00 a.m.

**ADJOURNMENT:**

The meeting was adjourned at 1:08 p.m. to the next special meeting.

Respectfully submitted:

/s/Cyrah Caburian

Cyrah Caburian  
Administrative Assistant



# CITY OF CUPERTINO

## Agenda Item

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**22-10832**

**Agenda Date: 5/16/2022**  
**Agenda #: 3.**

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**Subject:** Approve the April 25 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes

Approve the April 25 Community Engagement Plan - Strategic Advisory Committee Special Meeting minutes



City of Cupertino  
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(408) 777-3308

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**ACTION MINUTES OF THE SPECIAL MEETING OF  
THE COMMUNITY ENGAGEMENT PLAN – STRATEGIC ADVISORY COMMITTEE  
HELD ON APRIL 25, 2022**

**CALL TO ORDER**

Chair Moore opened the meeting at 11:00 a.m.

**ROLL CALL**

Committee Members present:      Kitty Moore, Chair and City Councilmember  
   Tessa Parish, Vice Chair and Chair, Housing Commission  
   Liang Chao, Vice Mayor  
   Steven Scharf, Chair, Planning Commission

Committee Members absent:      None

Staff present:                        Luke Connolly, Senior Planner  
   Piu Ghosh, Planning Manager  
   Chris Jensen, City Attorney

Outside Panelists:                Ande Flower, Principal Planner, EMC Planning Group

**APPROVAL OF MINUTES**

None

**POSTPONEMENTS**

None

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**CONSENT CALENDAR**

None

**PUBLIC HEARINGS**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

1. Subject: Report from staff and EMC Planning Group describing next steps for Affirmatively Furthering Fair Housing (AFFH) and outreach efforts for Cupertino's Housing Element Update process and presents recent housing survey results from West Valley Community Services (WVCS) clients.

Recommended Action: Receive updates and survey report

Mr. Flower gave presentation updating Committee on outreach efforts regarding the Housing Element Update and shared results from survey conducted by WVCS. Discussion held on various forms of community outreach that can be done and was done by City Staff.

A date was established for EMC and WVCS to host a Community Engagement meeting at Community Hall, 10350 Torre Avenue, on Monday, May 23<sup>rd</sup> at 6:30 p.m. This meeting is intended to be hybrid with in-person and zoom functionality.

The following members of the public spoke:

Janet Van Zoeren

Lisa Warren

Jennifer Griffin

Lauren Hoerr, EMC

#### **STAFF UPDATES AND COMMISSION REPORTS**

None

#### **FUTURE AGENDA** (*limitation, cannot discuss*)

- Informational update on organization of Housing Element Update process (Parish)
- Next meeting date: Monday, May 16, 2022 at 11:00 a.m.

#### **ADJOURNMENT:**

The meeting was adjourned at 12:36 p.m. to the next special meeting.

Respectfully submitted:

/s/Cyrah Caburian

Cyrah Caburian

Administrative Assistant



# CITY OF CUPERTINO

## Agenda Item

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**22-10831**

**Agenda Date: 5/16/2022**  
**Agenda #: 4.**

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Subject: Community Meeting on Cupertino Housing Element Update

Discussion regarding Community Meeting on Cupertino Housing Element Update, to be held in-person on Monday, May 23, 2022 from 6:30 to 8 p.m. at Community Hall, 10350 Torre Avenue, Cupertino, CA 95014 and virtually.



# Community Meeting on Cupertino Housing Element

Explore what affordable housing is, what it looks like, and how to improve the community for everyone to ensure an inclusive, diverse, affordable, and thriving environment.

The meeting will include a panel of individuals representing a variety of experiences, including neurodivergence and developmental disabilities, homelessness and affordable housing, and racial and ethnic discrimination.

You will have multiple opportunities to speak with fellow community members about inclusive housing in Cupertino.

**Monday, May 23  
6:30 to 8 p.m.**

**Community Hall**

10350 Torre Avenue,  
Cupertino, CA 95014

and  
**Zoom**

To register, visit **[bit.ly/3w9b6cv](https://bit.ly/3w9b6cv)**  
or scan the QR code.



Questions? Contact Kylie Clark at [kyliec@wvcommunityservices.org](mailto:kyliec@wvcommunityservices.org).





## COMMUNITY DEVELOPMENT DEPARTMENT

CITY HALL  
10300 TORRE AVENUE • CUPERTINO, CA  
95014-3255 TELEPHONE: (408) 777-3308 • FAX: (408) 777-3333  
CUPERTINO.ORG

### MEMORANDUM

**Date:** 5/13/2022  
**To:** Luke Connolly, City of Cupertino  
**From:** Kylie Clark, West Valley Community Services  
**RE:** Cupertino AFFH Community Meeting proposed agenda

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Here is an agenda with a couple of changes. I'd like to let the SAC choose one other identity to be represented on the panel.

1. Welcome
2. Presentation on the Housing Element and AFFH
3. Breakout Rooms 1 (Zoom and in person)
4. Panel
  - a. 4-5 panelists representing: Neurodivergence/developmental disabilities, homelessness/affordable housing, veterans, and racial discrimination, another area identified by SAC?
  - b. 1 panelist with Housing Element/AFFH expertise
5. Questions for Panelists from Audience
6. Breakout Rooms 2 (Zoom and in person)
7. How to Stay Involved/ Thank You/ Goodnight

Regards,

Kylie