



CITY OF CUPERTINO

AGENDA

CUPERTINO CEP - STRATEGIC ADVISORY COMMITTEE

This will be a teleconference meeting with no physical location

Monday, June 20, 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, June 20 to the Committee at 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. 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 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_1AUeoTViRNG5IKxyDASlhA

Phone

Dial: (669) 900 6833 and enter Webinar ID: 925 3737 0462 (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: 925 3737 0462

SIP: 92537370462@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, June 20, 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 June 6 Community Engagement Plan - Strategic Advisory Committee Special Meeting Minutes
Recommended Action: Approve the June 6 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

2. Subject: Approval of Previous Community Engagement Plan - Strategic Advisory Committee Minutes (continued from May 16, 2022 Special Meeting)
Recommended Action: Approve Minutes from the March 30, April 7, and April 25 Community Engagement Plan - Strategic Advisory Committee Special Meetings
[1 - March 30 Draft Minutes](#)
[2 - April 7 Draft Minutes](#)
[3 - April 25 Draft Minutes](#)

NEW BUSINESS

3. Subject: Report from staff and EMC Planning Group regarding the: 1) Format of upcoming community focus group meetings, 2) Housing Element survey examples, 3) "Meeting in a box" opportunities and 4) Changes to the engagecupertino.org website.
Recommended Action: Receive report and provide input to staff on plans for additional community engagement and for engagement consistent with compliance with State Affirmatively Furthering Fair Housing (AFFH) requirements.

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 24 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

22-11106

Agenda Date: 6/20/2022
Agenda #: 1.

Subject: Approve the June 6 Community Engagement Plan - Strategic Advisory Committee Special Meeting Minutes

Approve the June 6 Community Engagement Plan - Strategic Advisory Committee Special Meeting Minutes

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

**ACTION MINUTES OF THE SPECIAL MEETING OF
THE COMMUNITY ENGAGEMENT PLAN – STRATEGIC ADVISORY COMMITTEE
HELD ON JUNE 6, 2022**

CALL TO ORDER

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

ROLL CALL

Commission 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

Commissioners Members absent: None

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

Outside Panelists: Ande Flower, Principal Planner, EMC Planning Group
 Kylie Clark, Public Policy Coordinator, West Valley Community
 Services

APPROVAL OF MINUTES

1. Subject: Approve the May 16 Community Engagement Plan – Strategic Advisory Committee Special Meeting minutes

Recommended Action: Approve the May 16 Community Engagement Plan – Strategic Advisory Committee Special Meeting minutes

Chao moved and Scharf seconded to amend 4th bullet point in draft minutes under “Committee provided the following feedback” to include “presentation at the Community Meetings to include timeline and information for existing Housing Element .

AYES: Moore, Parish, Chao, Scharf
NOES: None
ABSTAIN: None
ABSENT: None
VOTE: 4-0-0-0

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

WRITTEN COMMUNICATIONS

None

CONSENT CALENDAR

None

PUBLIC HEARINGS

None

OLD BUSINESS

None

NEW BUSINESS

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 to staff on plans for additional community engagement and for engagement consistent with compliance with State Affirmatively Furthering Fair Housing (AFFH) requirements.

Staff Senior Planner Connolly provided brief staff report and introduced Mr. Flower and Ms. Clark to lead discussion of feedback from the Community Meeting held May 23, 2022. Ms. Clark reported out that peaks of 71 attendees participated on Zoom, as well as 20 in-person attendees at Community Hall. The Committee was also informed of outreach efforts conducted by staff, including an upcoming discussion with Project Sentinel's executive director regarding that organizations work on fair housing issues in Santa Clara County.

Written Communications for this item were emails from Liang Chao that were received by the Committee before the meeting.

Upcoming Community Meetings:

- Meeting 2: Focus on De Anza students and older adults, mid-July (weeks of July 12-15 or July 19-22)
- Meeting 3: Current residents who may be "house-wealthy" and otherwise low-income and at risk of possible displacement, and additional ideas brought forth by Committee
- Faith Community outreach

The following members of the public spoke:

Lisa Warren

Shivani Kavuluru

Govind Tatachari

Kalisha Webber, Housing Choices

The Committee provided the following feedback:

- Calendar timeline to be included
- Outreach to Project Sentinel, Parents Helping Parents, Chamber of Commerce
- Recordings of previous meetings available on EngageCupertino.org website and Legistar
- Email list Housing is a Human Right, De Anza flea market, include transportation questions into surveys, parking, including commuting patterns
- Slide deck presentation to be uploaded to EngageCupertino.org

STAFF UPDATES AND COMMISSION REPORTS:

None

Committee Updates

None

FUTURE AGENDA (*limitation, cannot discuss*)

- Next meeting date: Monday, June 20, 2022 at 11:00 a.m.
- Sample Surveys from other Cities (Chao)

ADJOURNMENT:

The meeting was adjourned at 1:26 p.m. to the next special meeting.

Respectfully submitted:

/s/Cyrah Caburian
Cyrah Caburian
Administrative Assistant



CITY OF CUPERTINO

Agenda Item

22-11108

Agenda Date: 6/20/2022
Agenda #: 2.

Subject: Approval of Previous Community Engagement Plan - Strategic Advisory Committee Minutes (continued from May 16, 2022 Special Meeting)

Approve Minutes from the March 30, April 7, and April 25 Community Engagement Plan - Strategic Advisory Committee Special Meetings

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

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

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

**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 23rd 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

22-11107

Agenda Date: 6/20/2022
Agenda #: 3.

Subject: Report from staff and EMC Planning Group regarding the: 1) Format of upcoming community focus group meetings, 2) Housing Element survey examples, 3) “Meeting in a box” opportunities and 4) Changes to the engagecupertino.org website.

Receive report and provide input to staff on plans for additional community engagement and for engagement consistent with compliance with State Affirmatively Furthering Fair Housing (AFFH) requirements.