

Housing Element Update Advisory Committee

AUTHORIZATION: Established by Resolution No. 2020-6 adopted on January 14, 2020.

MEMBERSHIP: Ten (10) total. The Mayor, or a City Council Member designated by the Mayor, shall be an ex officio member without the right to vote. Nine (9) residents of the City of Newport Beach ("City") appointed by the Mayor and confirmed by the City Council.

MEMBERSHIP

TERM: The person elected as Mayor, or the City Council Member designated by the Mayor, shall be a member of the Housing Element Update Advisory Committee ("Committee"). The term of the appointed members of the Committee shall be indefinite pending City Council action, or expiration of the Committee.

MEETINGS: Meetings shall be held as required by the business needs of the Committee in such locations, dates and times as allowed by the Ralph M. Brown Act.

QUALIFICATIONS OF APPOINTED

MEMBERS: Appointed Committee Members shall meet the following qualifications:

A. One (1) member with experience in the development of affordable housing and/or senior housing;

B. One (1) member with knowledge and experience in the application of the California Environmental Quality Act and other related environmental laws;

C. One (1) member with knowledge and experience in transportation analysis and/or circulation planning;

D. One (1) member with architectural and/or land use and planning knowledge and experience;

E. One (1) member with knowledge and experience in stakeholder outreach for the purpose of engaging individuals and/or organizations within the City in the Housing Element Update process;

F. One (1) member with knowledge and experience in real estate financing;

G. One (1) member with knowledge and experience with residential development;

H. One (1) member with a legal background; and

I. One (1) chairperson highly experienced in leading public meetings.

The Committee Chairperson and a Vice Chairperson shall be appointed by the Mayor.

**SELECTION
OF APPOINTED
MEMBERS:**

Selection of Committee Members shall be done as follows:

A. The City Clerk shall prepare a notice letting members of the public know of the opportunity to serve on the Committee and the application process. The notice shall include, but not be limited to, details regarding what information is necessary to be considered for appointment, where to submit an application, and the application deadline.

B. The application notice shall be published at least once in a newspaper of general circulation in the City and posted in the City's normal posting location for agendas, as well as the Newport Beach Public Library located at 1000 Avocado Avenue.

- C. The deadline to submit applications for the Committee shall be one (1) week after the application notice is published in a newspaper of general circulation in the City.
- D. The Mayor shall form an ad-hoc Appointments Committee, which shall be comprised of the Mayor and two (2) Council Members to review the applications, the applicants' answers to any questions, and to conduct any necessary interviews.
- E. In conducting their review of applications and interviews with the individual applicants, if any, the ad-hoc Appointments Committee shall attempt to determine if there exists a potential conflict of interest, which might interfere with the performance of the applicant's duties in an impartial manner free from bias.
- F. After the applications have been reviewed and any necessary interviews conducted, the two (2) Council Members on the ad-hoc Appointment Committee shall make a recommendation to the Mayor regarding who should be appointed to the Committee. In making a recommendation to the Mayor, the two (2) Council Members on the ad-hoc Appointment Committee shall endeavor to avoid recommending appointments of applicants with a substantial conflict of interest, which would require repeated disqualification from voting on issues that are likely to come before the Committee.
- G. The Mayor shall consider the recommendation of the two (2) Council Members on the ad-hoc Appointment Committee and, after consideration of the recommendation, decide, in the Mayor's discretion, whom should be appointed to the Committee.

- H. The Mayor shall inform the City Clerk of the names of the members to be appointed to the Committee and the City Clerk will submit the names of the appointees to the City Council, at an open and noticed meeting, to be considered for confirmation by the City Council.
- I. Except as otherwise required by law, the process for selecting, appointing and confirming members to the Committee shall follow the process set forth herein.

**PURPOSE &
RESPONSIBILITIES:**

- A. Ensure there is sufficient public outreach and stakeholder input regarding the update to the Housing, Land Use, and Circulation Elements of the City of Newport Beach General Plan and any other Elements deemed necessary;
- B. Review responses to the Request for Proposal for services to update the Housing, Land Use, Circulation, and other Elements deemed necessary;
- C. Make a recommendation to the City Council regarding the selection of consultants to assist in the update of the Housing, Land Use, Circulation, and other Elements deemed necessary;
- D. Provide guidance to City staff and the consultant through the outreach process;
- E. Provide guidance to City staff, and the consultant, on goals and policies related to the update of the Housing, Land Use, Circulation Elements, and any other Elements deemed necessary by the Committee or City Council; and
- F. Make other recommendations to the City Council regarding the update of the General Plan, as necessary.

**COMMITTEE
EXPIRATION:**

The Committee shall expire and sunset without further action upon completion and submittal of a certifiable Housing Element to the California Department of Housing and Community Development.