



SAN DIEGO  
HOUSING  
COMMISSION

## REPORT

**DATE ISSUED:** February 4, 2016

**REPORT NO:** HCR16-004

**ATTENTION:** Chair and Members of the Housing Commission  
For the Agenda of February 12, 2016

**SUBJECT:** Mobile Home Community Issues Committee Membership

**COUNCIL DISTRICT:** Citywide

**REQUESTED ACTION:**

Approve two new alternate members to the Mobile Home Community Issues Committee (MHCIC) and reappoint current members.

**STAFF RECOMMENDATION:**

That the San Diego Housing Commission (“Housing Commission”) approve the following actions:

1. Appoint two new alternate members to the Mobile Home Community Issues Committee (MHCIC); and
2. Reappoint current committee members and alternates.

**SUMMARY:**

MHCIC serves as an advisory committee to the City of San Diego (City) and provides a platform for mobile home owners and mobile home park owners in the City to discuss issues concerning mobile home parks. The responsibility to oversee the activities and any resulting mediation of the MHCIC was delegated to the Housing Commission in 1991. The Housing Commission contracts with the National Conflict Resolution Center (NCRC) to convene quarterly MHCIC meetings and to provide mediation services for mobile home owners and mobile home park owners, on an as needed basis.

In accordance with Housing Commission Mobile Home Mediation/Communication policy (Attachment 1), the Housing Commission appoints members to the standing committee. Membership of the MHCIC standing committee consists of nine members and seven alternates: four mobile home owners and three alternates, four mobile home park owners and three alternates, one neutral party, and one neutral alternate. Committee membership terms are two years with no term limits.

Potential new committee members may submit applications to the MHCIC either as a mobile home owner or a mobile home park owner in the City. After publicly noticing the membership vote, the MHCIC votes to nominate an applicant for membership. Nominations are forwarded to the Housing Commission for appointment to the MHCIC.

The MHCIC received applications from Pam Blackwill and Amy Epsten Magness (Attachment 2). and the public noticing requirement was properly conducted. During the December 9, 2015, meeting, the MHCIC unanimously voted to approve the membership applications of Blackwill and Epsten Magness

to fill alternate seats representing mobile home park owners. The membership requests were formally submitted by the mediating agency, the NCRC, to the Housing Commission for Board approval (Attachment 3).

**FISCAL CONSIDERATIONS:**

This action does not impact the Housing Commission budget. MHCIC members and alternates volunteer their time serving on the MHCIC.

**PREVIOUS COUNCIL and/or COMMITTEE ACTION:**

In 1985, the City of San Diego (City) established a Meet and Confer process for issues that arose between mobile home park owners (park owners) and their tenants (mobile home owners). On September 24, 1991, the Housing Authority of the City of San Diego passed Resolution No. 00578, establishing the MHCIC and the mediation process based on the results of a Mobile Home Needs Survey conducted by the Housing Commission in conjunction with the City's Planning Department and the San Diego Association of Governments (SANDAG). On July 2, 2012, the Housing Commission approved MHCIC members and alternates. The MHCIC reports its activity annually via informational reports to the Housing Commission Board.

**COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:**

The MHCIC notices the City's mobile home parks and their homeowner associations of its quarterly meetings. Mobile home parks have been notified of the availability of mediation services.

**ENVIRONMENTAL REVIEW**

This activity is not a project as defined by the California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. Processing under the National Environmental Policy Act is not required as no federal funds are involved in this action.

Respectfully submitted,

*Julia Sauer*

Director  
Special Programs & Compliance  
San Diego Housing Commission

Approved by,

*Jeff Davis*

Executive Vice President & Chief Operating Officer  
San Diego Housing Commission

Attachment 1: Mobile Home Mediation/Communication Policy

Attachment 2: New Member Applications (Ms. Pam Blackwill and Ms. Amy Epsten Magness)

Attachment 3: Membership Nomination Request from NCRC

Attachment 4: Recommended Slate of Committee Members

Hard copies are available for review during business hours in the main lobby of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials on the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org).

## ATTACHMENT 1

### HOUSING COMMISSION MOBILE HOME MEDIATION/COMMUNICATION POLICY

(revised December, 2006)

#### 1. PURPOSE

- 1.1 Mobile home owners generally have a substantial investment in a residence for which space is rented or leased. Alternate sites for relocation are often difficult to find due to the shortage of vacant spaces, the restrictions of age, size, or style of mobile homes permitted in many parks, and problems related to the installation of mobile homes, including permits, landscaping and site preparation. Additionally, the cost of moving a mobile home is substantial, the risk of damage in moving is significant, and any surrounding improvements are usually sacrificed in the process. This lack of mobility creates a unique relationship between mobile home owners and mobile home park owners.
- 1.2 The Housing Commission desires to help resolve and harmonize disputes that may occur between residents and owners of mobile home parks which may arise from the failure of either party to recognize the property rights of the other or to engage in acts or practices which may jeopardize the public health, safety or interest of one another.
- 1.3 The purpose of this policy is: 1) to establish a mediation process for the resolution of disputes between mobile home owners and mobile home park owners, and 2) to establish a standing committee to advise on unresolved disputes and to address mobile home issues.

#### 2. ADMINISTRATION

- 2.1 Administration of the provisions of this policy shall be under the general direction of the Executive Director of the San Diego Housing Commission.

#### 3. DEFINITIONS

- 3.1 The Housing Commission shall select a mediation entity to conduct mediation services.
- 3.2 Mediation shall mean a voluntary process whereby disputing parties come together with a professionally trained mediator(s) who help(s) them clarify their differences and work to design their own agreement.

- 3.3 Mobile Home shall mean a structure transportable in one or more sections, designed and equipped to contain not more than two dwelling units to be used with or without a foundation system. Mobile home does not include a recreational vehicle, travel trailer or commercial coach. Nothing contained in this policy is meant to give retroactive effect to any of the definitions contained herein. If a coach was a mobile home at the time as defined by statute, said coach continues to be a mobile home notwithstanding the changed definition.
- 3.4 Mobile Home Owner or Home Owner shall mean a person who has a tenancy in a mobile home park.
- 3.5 Mobile Home Park owner shall mean the owner of a mobile home park or an agent or representative authorized to act on his or her behalf in connection with matters relating to a tenancy in a mobile home park.
- 3.6 Mobile Home Community Issues Committee shall mean a board of nine members and seven alternates appointed by the Housing Commission to conduct meetings on disputes unresolved by mediation and to address mobile home issues in general.
- 3.7 Mobile Home officer shall mean the Housing Commission staff member assigned the responsibility of coordinating with mediation consultant scheduling meetings, preparing agendas and reports, and other related activities as required by the Committee.

#### 4. INITIATION OF MEDIATION PROCESS

- 4.1 Any Mobile Home Owner and any Mobile Home Park Owner may initiate the mediation process by telephoning or by Filing a "Request for Mediation" form with the mediation entity. Both parties shall attempt to resolve disputes prior to seeking mediation.

#### 5. MEDIATION

- 5.1 The mediation entity shall schedule mediation within a reasonable number of days of receipt of a mediation request.
- 5.2 Mediation shall be conducted in accordance with standard mediation procedures.
- 5.3 Only the appointed mediator (s) and no more than six representatives each chosen by the Mobile Home Owners and the Mobile Home Park owners may attend the

mediation. The representatives for each party shall attend the scheduled mediation and present any applicable information.

- 5.4 Mediation is to be completed no later than 60 days after the first meeting, as scheduled in 5.1.
- 5.5 If no agreement is reached through mediation, a meeting will be scheduled before the Mobile Home Community Issues Committee upon the request of one or both parties.

## 6. COST OF MEDIATION

- 6.1 Funding for mediation services shall be provided by the Housing Commission for the first year of operation with subsequent funding to be determined by the Commission on an annual basis. Donations to defray the cost of mediation will be accepted.

## 7. MOBILE HOME COMMUNITY ISSUES COMMITTEE

- 7.1 The Committee shall consist of nine members and seven alternate members: four Mobile Home Owners and three alternates, four Mobile Home Park Owners and three alternates and one other person with no vested interest in mobile home parks, or owning or managing a mobile home park within the City of San Diego, and one alternate.
- 7.2 For issues requiring a vote of the Committee, such as an unresolved issue referred from mediation, an alternate will vote only in the absence of a regular member.
- 7.3 The Committee members shall be appointed by the Housing Commission for a term of two years except that for the first Committee one Mobile Home Owner and one Mobile Home Park Owner shall serve for three years.
- 7.4 Any Committee member with more than three consecutive unexcused absences will be replaced.
- 7.5 The Committee shall hold regular, public, monthly meetings at a time and place to be determined by the Committee. After six months, meetings may be held quarterly, if that level of frequency is found by the Committee to be sufficient. All meetings of the Committee shall be conducted in accordance with the provisions of the Ralph M. Brown Act.

- 7.6 Scheduling and notices of meetings, record keeping and related activities, shall be the responsibility of the Mobile Home officer.
- 7.7 It shall be the responsibility of the Committee to conduct meetings: (i) at the request of any Mobile Home owner or any Mobile Home Park Owner on issues unresolved by the mediation entity mentioned in Paragraphs 3.1 and all of Paragraph 5 of this policy; (ii), on issues where either party chooses not to use the mediation entity; and, (iii) to address mobile home issues in general.
- 7.8 The presence of Committee members, with at least two Mobile Home Owners and two Mobile Home Park Owners, shall constitute a quorum. The affirmative vote of five members of the Committee is required for Committee recommendation on an issue or dispute.
- 7.9 At the conclusion of a meeting on a dispute, the Committee shall make a nonbinding recommendation to the parties and shall notify both parties of said recommendation by certified mail or by personal delivery.

## 8. ANNUAL REVIEW

- 8.1 An annual report summarizing the results of this policy will be prepared by the Mobile Home Officer and submitted to the Housing commission at the end of each fiscal year.



Board, Executive &amp; Policy Department

**Mobile Home Community Issues Committee (MHCIC)****Application for the City of San Diego**

Mail Back To: San Diego Housing Commission  
Attn: Policy Department  
1122 Broadway Street, Suite 300, San Diego, CA 92101

Name: <u>Pam Blackwell</u>		
Home Address (Include Name of Mobile Home Park): [REDACTED]		Home Phone: [REDACTED] Work Phone: [REDACTED] Email Address: [REDACTED]
Business Affiliation: <u>Keith Rhodes - Rhodes Properties - Morena Mobile Village</u>		Occupation: <u>Rhodes Bus Associate - Properties</u>
Business Address: <u>4495 Point Loma Ave. San Diego, CA 92107</u>		Financial Interest in: Mobile Home [ ] Mobile Home Park [ <input checked="" type="checkbox"/> ]
Years of Residence in City of San Diego: <u>8 years</u>	Registered City of San Diego Voter: <input checked="" type="radio"/> Yes <input type="radio"/> No	City Council District (If Known): 1 2 3 4 5 <u>6</u> 7 8 9
Educational Background: <u>Bachelor's in Business Administration</u> <u>Teaching Credentials - University of Redlands</u>		
Occupational Experience: <u>Banking; office mgt/Business - general;</u> <u>Teaching - 5th &amp; 7th; Associate/Assistant - Rhodes Properties</u>		
Professional or Technical Organization Memberships:		
Public, Civic or Community Experience / Memberships (Current or Past): <u>Frequently attend Rancho PG Planning Board meetings; occasionally attend City Council Meeting, Tecate Rec. Council meetings</u>		
Experience or Special Knowledge of Mobile Home Issues: <u>Family owns San Diego M.H. Park - including Morena Mobile Village; have worked in family business for 8 yrs - have attended MHCIC meetings; keep up to date with Mobile Home Residence, Cal</u>		
Signature: <u>Pamela M. Blackwell</u>		Date: <u>8/25/14</u>

**For SDHC Use Only (Do Not Write in Spaces Below)**

Date Application Received by MHCIC:				
Date Vote Held:				
Vote Results:				

Mail back to:

City of San Diego  
 Tony Hill, San Diego Housing Commission  
 1625 Newton Avenue, San Diego, CA 92113

Application: Mobile Home Community Issues Committee

Name: <u>Amy Epstein Magness</u>		
Home Address (include name of mobilehome park): [REDACTED]		Telephone No. (Home): [REDACTED] (Work): [REDACTED]
Business Affiliation: <u>Property Manager</u>		Occupation: <u>Property manager</u>
Business Address: <u>1143 E. main street, El Cajon, CA 92021</u>		Financial Interest in: Mobilehome <input type="checkbox"/> Mobilehome Park <input checked="" type="checkbox"/>
Years of Residence in City of San Diego: Years <u>27</u>	Qualified Voter of San Diego City <input checked="" type="radio"/> Yes <input type="radio"/> No	City Council District (if know) 1 2 3 4 5 6 7 8
Educational Background: <u>Bachelor's in Accountancy - University of San Diego</u>		
Occupational Experience: <u>Property Management - 5 years</u>		
Professional or Technical Organization Memberships:		
Public, Civic or Community Experience Memberships (current or past): <u>current</u> <u>Chula Vista Mobilehome Rent Review Commission</u>		
Experience or Special Knowledge of Mobilehome Issues: <u>4<sup>th</sup> Generation in a family of mobile home park owners</u>		
Signature <u>Amy Epstein</u>		Date <u>10/9/13</u>

For Office Use Only (do not write in spaces below)				
Date Application Received:				
MHCIC Subcommittee Review Date:				
Reviewing Subcommittee Members:				



January 15, 2016

Ms. Julia Sauer  
Director, Special Programs & Compliance  
San Diego Housing Commission  
1122 Broadway, Suite 300  
San Diego, CA 92101

Re: MHCIC membership nomination request

Dear Ms. Sauer:

On December 9, 2015 the Mobile Home Community Issues Committee (MHCIC) members voted and recommend that Ms. Pam Blackwill and Ms. Amy Epsten Magnes be mobile home park owner members to the MHCIC. The MHCIC received the application from Ms. Blackwill and Ms. Epsten Magnes and they are included with this letter. The motion made by Mr. Ken Batson to approve both Ms. Blackwill and Ms. Epsten Magnes was seconded by Mr. Steve Epsten and carried by a vote of 5 members with 1 member absent.

The MHCIC is requesting that the San Diego Housing Commission approve this nomination. Please feel free to contact me should you have any questions or concerns regarding this matter.

Sincerely,  
Veronica Mikho  
National Conflict Resolution Center/Mediator  
Neutral Alternate #1

**MOBILE HOME COMMUNITY ISSUES COMMITTEE**  
**2016 ROSTER**

**MOBILE HOME OWNERS**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>	<b>Council District</b>
John Shannon Leisureland	[REDACTED]	[REDACTED]	[REDACTED]	4
Charles Gregan The Woods	[REDACTED]	[REDACTED]	[REDACTED]	5
Kenneth Batson Bayview (Alternate #1)	[REDACTED]	[REDACTED]	[REDACTED]	8
Vacant (Standing #4)				
Vacant (Alternate #1)				
Vacant (Alternate #2)				
Vacant (Alternate #3)				

**MOBILE HOME PARK OWNERS**

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>E-mail</b>	<b>Council District</b>
Keith Rhodes (Committee Chair) Morena Mobile Village	[REDACTED]	[REDACTED]	[REDACTED]	6
John Baldwin Ocean Bluffs	[REDACTED]	[REDACTED]	[REDACTED]	8
Steve Epsten El Rey Trailer Plaza	[REDACTED]	[REDACTED]	[REDACTED]	4
Vacant				

(Standing #4)				
Pam Blackwell Morena Mobile Village (Alternate #1)				6
Amy Epsten Magness El Rey Trailer Plaza (Alternate #2)				4
Vacant (Alternate #3)				

### NEUTRAL

Steve Dinkin NCRC, Mediator			
Veronica Mikho NCRC, Mediator (Alternate)			

### SAN DIEGO HOUSING COMMISSION

Julia Sauer Director, Special Programs & Compliance	San Diego Housing Commission 1122 Broadway, Suite 300 San Diego, CA 92101	619-578-7593	<a href="mailto:julias@sdhc.org">julias@sdhc.org</a>
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