DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
October 25, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. **Call To Order** – *5:34 p.m.*

Chair Linda Pfeifer (City Council Rep)
Mike Kelly (City Council Rep)
Steve Flahive (City Resident)
Kim Stoddard (City Resident)
Vacant (City Resident)*
Vice-Chair Joan Cox (Planning Commission Rep)*
Stan Bair (Planning Commission Rep) *(arrived 5:35pm, departed 6:45pm)*
Chris Visher (City Resident)
Joel Paul (City Resident) *(arrived 5:35pm)*

**Absent*

2. **Public Comment On Items Not On Agenda** - *None*

3. **Approval Of Minutes** – September 13, September 20, September 27, and October 11
The Committee amended the September 13 minutes and Stan Bair moved and Steve Flahive seconded a motion to elect approve the minutes. The motion passed unanimously.

4. **Discussion: HEC Next Steps**
   - **a.** HEC Goal Recap – *Chair Pfeifer indicated that the HEC goal as discussed by the HEC at the October 18 meeting was amended by the City Council at the October 19 Council meeting to read:*
     "To accommodate the 372 RHNA through 2014 in a manner that has positive and minimal impact on Sausalito."
     The Committee discussed the HEC goal.
   - **b.** Work Program Update – *Associate Planner Schinsing presented a revised HEC work program which incorporates the subcommittee work. HEC directed staff to establish target dates for the vacant land, underdeveloped land and ADU-Multifamily data and to present that information at the next HEC meeting.*
   - **c.** First Community Workshop – *The Committee directed Staff to add a discussion of the first community workshop to the next HEC agenda.*

5. **Evaluation of 1995 Housing Element** – *Committee Member Stoddard requested that this item be discussed at the next HEC meeting.*

6. **Subcommittee Reports**
   - **a.** Liveaboards *(Pfeifer, Cox) – Chair Pfeifer indicated that the subcommittee's next step is to explore BCDC guidelines and look at the next steps.*
   - **b.** Accessory Dwelling Units in Single Family Districts *(Schinsing, Visher) – Associate Planner Schinsing distributed copies of a report presented to the Committee at the October 11 HEC meeting. Committee Member Stoddard requested that the pie charts be changed to bar graphs for clarity. Committee Member Stoddard and Linda Pfeifer volunteered to look at the comment responses in the report and look for common themes. The Committee directed Staff to explore the number of ADUs counted towards the RHNA in the 1995 Housing Element and how they fit into the current RHNA.*
   - **c.** Vacant Land *(Kelly) – No report*
   - **d.** Underdeveloped Parcels/Multi-Unit Parcel Opportunities *(Pfeifer, Flahive, Bair, Stoddard) – Associate Planner Schinsing indicated that Intern Platt's internship had ended. Committee Member Stoddard offered to work with staff to compile the report.*
   - **e.** Additional Communication – *None*

Public Comment: *Nancy Osborn indicated that members of the women's club may be interested in volunteer opportunities with the Housing Element update. Community Development Director Graves asked Mrs. Osborn to contact him for opportunities in the Community Development Department.*

7. **Housing Element Progress Report** – *No oral report*

8. **Communications**
   a. Staff – *None*
   b. HEC Members – *None*

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9. **Agenda Topics For Next Meeting**

10. **Adjourn** – *Joel Paul moved and Mike Kelly seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:57 p.m.*

DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
November 22, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. **Call To Order** – *5:45 p.m. **No HEC quorum***

Chair Linda Pfeifer (City Council Rep)	Vice-Chair Joan Cox (Planning Commission Rep)*
Mike Kelly (City Council Rep)	Stan Bair (Planning Commission Rep)*
Steve Flahive (City Resident)*	Chris Visher (City Resident)
Kim Stoddard (City Resident)	Joel Paul (City Resident)*
Vacant (City Resident)*	

**Absent*

2. **Public Comment On Items Not On Agenda** - *None*

3. **Approval Of Minutes** – October 25, 2010
No action was taken as the Committee did not have a quorum.

4. **Subcommittee Reports**
   - **a.** Liveaboards *(Pfeifer) – No update*
   - **b.** Accessory Dwelling Units in Single Family Districts *(Schinsing, Visher) – Associate Planner Schinsing indicated that the report had been distributed in the HEC packet and no written comments were received. The Committee directed Staff to distribute the report in the December 13, 2010 HEC packet to elicit additional feedback.*
   - **c.** Vacant Land *(Cox, Bair, Visher) – Associate Planner Schinsing indicated that she met with Vice-Chair Cox and Committee members Bair and Visher to discuss the vacant land task. The group has a tentative deadline of November 29th to return the survey instrument to Associate Planner Schinsing so that she can begin to work with the County to map out the vacant parcels and prepare a table showing the parcel characteristics (size, zoning, etc).*
   - **d.** Underdeveloped Parcels/Multi-Unit Parcel Opportunities *(Pfeifer, Flahive, Bair, Stoddard) – Associate Planner Schinsing reviewed the Underdeveloped Parcels methodology with the Committee.*
   - **e.** Additional Communication – *None*

5. **Date for First Community Workshop** – *Committee Member Kelly suggested that a joint City Council/HEC meeting be scheduled for early 2011. The meeting should be well announced and scripted. The Committee directed staff to include an agenda topic titled: "planning for the first community workshop" on the December 13, 2010 HEC agenda.*

6. **Evaluation of 1995 Housing Element** – *Committee Member Stoddard requested that this item be discussed at the next HEC meeting.*

7. **December HEC Meeting Dates** – *Associate Planner Schinsing indicated that the regularly-schedule December 27 HEC meeting date fell on a date that City Hall would be closed. Staff suggested that the meeting be canceled. The Committee agreed by consensus.*

8. **Communications**
   a. Staff –

   Notes from 11-10-10 Marin County Planner's Meeting – *Associate Planner Schinsing reviewed the Staff memo prepared regarding notes from the 11-10-10 Marin County Planner's Meeting*

   Marin County ADU Standards – *Associate Planner Schinsing distributed and reviewed a comparison of the Marin County ADU Standards prepared by staff.*

ABAG- Subregions – *Associate Planner Schinsing provided an oral update on the letter from ABAG regarding the deadline to form subregions for the 2014-2022 RHNA allocation. Staff indicated that the issue was being discussed between the City and the County. The HEC indicated that they would like an update of this issue at the December 13 HEC meeting.*

Request to HCD regarding 2006 draft Housing Element– *Associate Planner Schinsing indicated that she sent a request to HCD regarding Exhibit A in the 2006 draft Housing Element as directed by the HEC at the November 8, 2010 HEC meeting.*

b. HEC Members – *The HEC held a discussion on the requirements of SB 375. The HEC directed staff to include an agenda item on the December 13, 2010 HEC meeting titled "Overview of SB 375." The HEC requested that staff provide an overview of the basics of SB 375. Associate Planner Schinsing indicated that she would discuss the issue with Community Development Director Jeremy Graves.*

9. Agenda Topics For Next Meeting

10. Adjourn – *Mike Kelly moved and Kim Stoddard seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:56p.m.*

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