MEMORANDUM

DATE: January 27, 2011

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner

SUBJECT: First Public Workshop

Discussion

At the January 10, 2011 HEC meeting the Committee decided to schedule the first public workshop for a Saturday in late February (possibly February 19 or 26). Staff is asking for direction of the following:

- Draft agenda; and
- Notice and outreach strategy.

Meeting Goals and Draft Agenda

Staff has drafted a meeting agenda for the HEC's review (see Attachment 1). Staff is requesting that the Committee review and revise the agenda as appropriate and take action on the agenda. Staff will forward the HEC's approved agenda to the City Council for their review and concurrence the February 1, 2011 City Council meeting.

Notice and Outreach Strategy

There are a variety of methods that Staff could use to provide notice and information to the community regarding a public workshop:

- Publish a notice or flyer in the local newspapers (*Marinscope/Marin Independent Journal*)
- Publish a notice In-the-Loop
- Post flyers at City Hall
- Post a notice on the City's website
- Create and distribute a press-release packet for distribution to community groups (e.g., Woman's Club, Rotary, Lion's Club, Sausalito Environmental Action, Friends of Dunphy Park, etc.) and the local newspapers (*Marinscope/Marin Independent Journal*)
- Send letter to those on the Housing Element update email/mailing list

Staff has drafted a notice for the HEC's review (see Attachment 2).

Staff has contacted the *Marinscope* regarding the options for running a notice. Staff provided the paper with the workshop notice and was given the following information:

- A 3"x6" ad with the text and the City's logo (no other graphics) would cost $396;
- A 3"x8" ad with the text and all graphics would cost $528;
- An insert (which would be the flyer itself, printed by the City and inserted into each of the papers) would cost $200.

Attachments:
1. Draft Agenda
2. Draft Notice

***Draft* Public Workshop #1 Agenda**
Housing Element Update
Revised: January 20, 2011

Date: TBD *(late February?)*
Time: TBD *(late morning? 10am-12pm?)*
Place: City Hall *(Council Chambers?)*

Subject	Topics	Presenter	Duration
	• Purpose of Workshop • Intro to HEC and Staff		
Welcome and Introductions	• Reminder- join mailing list • Describe format of workshop *(i.e., questions after each topic? Save questions until end?)*	Staff *(or Facilitator?)*	10 min
The Housing Element and State-Mandated requirements	• Intro to the General Plan • Intro to the Housing Element • Intro to Affordable Housing • Intro to RHNA • State Requirements (HE Law)	Staff	40 min
New Legislation Since Last Update	• 2002: Disabilities (SB 520) • 2003: Accessory Dwelling Units (AB 1866) • 2005: RHNA Carry-over (AB 1233) • 2007: Homeless/Emergency Shelters (SB 2) • 2008: Land Use (SB 375)	Staff	15 min
Sausalito's Housing Needs	• Population Characteristics • Housing Stock Characteristics • Household Characteristics • Special Needs Groups	Staff	15 min
Sausalito's Housing Constraints	• Governmental (e.g., requirements, codes, fees, exactions) • Non-governmental (e.g., geologic, topographic, construction costs)	Staff	15 min
Questions and Answers	• Questions from Community	Staff/HEC	25 min

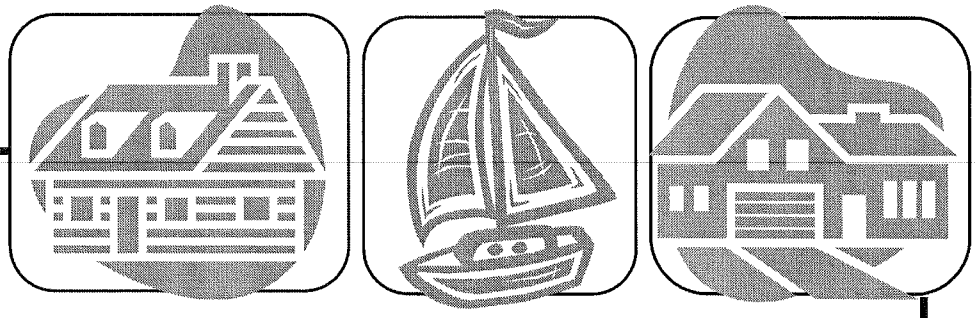
Attachment 1



Sausalito's Housing Element Committee Cordially Invites You

To Attend the First

Community Workshop on the City of Sausalito's Housing Element Update



Saturday, DATE TBD at TIME TBD
City Hall—420 Litho Street

Come to Sausalito's Housing Element Community Workshop and learn about the Housing Element Committee's efforts to meet Sausalito's state-mandated housing requirements. Your participation, input, and suggestions are critical to a successful outcome!

At the workshop you will learn about the housing element, state mandated requirements regarding affordable housing, recent legislation, in addition to Sausalito's unique housing needs and constraints.

Please join us and learn more about the housing element and how you can help Sausalito! Tell your friends, bring your neighbors, and help raise awareness about Sausalito's housing element.

WHEN: TBD
TIME: TBD
WHERE: City Hall- 420 Litho Street, Sausalito
Refreshments will be provided

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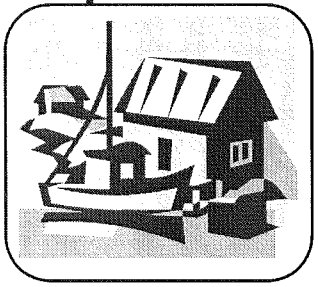



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Attach. 2