MEMORANDUM

DATE: August 22, 2011

TO: Housing Element Task Force

FROM: Lilly Schinsing, Associate Planner

SUBJECT: Meeting Schedule – September and October

September

The Task Force Work Schedule (last updated in February 2011, see Attachment) indicates that the Task Force would begin reviewing the Goals, Policies and Programs at the Monday, September 26 meeting. However, it is anticipated that at that meeting the Task Force will continue a discussion of the assumptions used in the Menu of Options document, and therefore we are behind schedule. Staff recommends that a special meeting be held **on Monday, September 19, 2011** to discuss the liveaboard assumptions and then the Task Force conduct a site visit meeting on **Monday, September 26, 2011** for the Task Force to go see all of the candidate sites as a group.

October

Staff will be out of the office from October 14-24, 2011. Therefore Staff recommends that the Task Force reschedule the October meeting to **Tuesday, October 25, 2011**.

Attachments

1- Task Force Work Schedule, dated February 1, 2011

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Staff Proposed Housing Element Committee Detailed Work Schedule – Approved by HEC on January 31, 2011

Housing Element Update | Updated: February 1, 2011

Topic	Task		Work Schedule			Status
			Date	Staff	HEC	
Housing Needs	Research and analysis of existing and projected housing needs; Special needs		April 12, 2010		Reviews draft and provides comments	Completed
			April 22, 2010	Provides revised draft		Completed
			April 26, 2010		Reviews and approves	Completed
Housing Constraints	Analyze housing constraints and energy conservation		May 20, 2010	Provides draft		Completed
			May 24, 2010		Reviews draft and provides comments	Completed
			June 10, 2010	Provides revised draft		Completed
			June 14, 2010		Reviews revised draft and provides comments	Completed
			June 24, 2010	Provides revised draft		Completed
			June 28, 2010		Reviews and approves	Completed
Public Workshop #1	Conduct public workshop on state-mandated Housing Element requirements, RHNA, Housing Needs and Constraints		Jan 31, 2011		Special Meeting: Reviews and approves topics and agenda	Underway
			Jan-Feb 2011	Arranges workshop logistics and facilitator		
			Late Feb 2011	Workshop #1 Held		
			Feb 28, 2011		Evaluates public input at workshop	
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, accessory dwelling units)	Liveaboards	Feb 7, 2011		Subcommittee provides data	
			TBD	Provides draft technical study		
			TBD		Reviews draft tech study and provides comments	
			TBD	Provides revised tech study		
			TBD		Reviews revised tech study and approves	
		ADUs-Single Family	Oct 11, 2010	Provides draft technical study		Completed
			Oct-Dec 2010		Reviews draft tech study and provides comments	Completed
			Jan 13, 2011 & Feb 24, 2011	Provides revised technical study		Underway
			Feb 28, 2011		Reviews revised tech study and approves	
		ADUs-Multi-Family	Feb 24, 2011	Provides draft technical study		Underway
			Feb 28, 2011		Reviews draft tech study and provides comments	
			Mar 24, 2011	Provides revised technical study		
			Mar 28, 2011		Reviews revised tech study and approves	
		Vacant Land & Underdev'd Parcels	Feb 24, 2011	Provides draft technical study		Underway
			Feb 28, 2011		Reviews draft tech study and provides comments	
			Mar 24, 2011	Provides revised technical study		
			Mar 28, 2011		Reviews revised tech study and approves	

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Topic	Task	Work Schedule			Status
		Date	Staff	HEC	
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, accessory dwelling units) (cont'd)	Apr 21, 2011	Provides draft inventory and draft analysis (using technical studies)		
	Completed Inventory	Week of Apr 25-29		Reviews draft inventory, conducts field visit and provides comments	
		May 19, 2011	Provides revised inventory and analysis		
		May 23, 2011		Reviews revised draft and provides comments	
		June 23, 2011	Provides revised draft		
		June 27, 2011		Reviews and approves	
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory	May 23, 2011		Reviews and approves topics and agenda	
		June 2011	Arranges workshop logistics and facilitator		
		Early July, 2011	Workshop #2 Held		
		July 25, 2011		Evaluates public input at workshop	
Goals, Policies and Programs	Review goals, policies and programs (including state-mandated programs and policies, i.e., homeless/emergency shelters required under SB2)	Sept 22, 2011	Provides draft		
		Sept 26, 2011		Reviews draft and provides comments	
		Oct 20, 2011	Provides revised draft		
		Oct 24, 2011		Reviews revised draft and provides comments	
		Nov 24, 2011	Provides revised draft		
		Nov 28, 2011		Reviews and approves	
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs	Nov 28, 2011		Reviews and approves topics and agenda	
		December 2011	Arranges workshop logistics and facilitator		
		Late Jan, 2012	Workshop #3 Held		
		Jan 23, 2012		Evaluates public input at workshop	
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	June 28, 2010 & Aug 23, 2010	Provides draft		Underway
		Sept 13, 2010		Reviews draft and provides comments	Underway
		Oct 11, 2010 & Oct 25, 2010		Alternative draft provided	Underway
		Feb 28, 2011		Reviews, selects and approves	
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	Feb 23, 2012	Provides draft		
		Feb 27, 2012		Reviews draft and provides comments	
		Mar 22, 2012	Provides revised draft		
		Mar 26, 2012		Reviews and Approves	
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC for initiation of public hearings	Apr 19, 2012	Provides draft		
		Apr 23, 2012		Reviews draft and provides comments	
		May 24, 2012	Provides revised draft		
		May 28, 2012		Reviews and approves	