DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
January 10, 2011
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

Each agenda item will be considered in the following manner: 1) Staff will provide a presentation/overview; 2) the Housing Element Committee (HEC) will discuss the item; 3) the public may comment on the item; and 4) the HEC will discuss the item and take action.

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The HEC may, at its discretion, consider agenda items out of the order in which they are listed. The public may comment on any item on the agenda that has not previously been subject to public comment. To give everyone an opportunity to be heard and to ensure the presentation of different points of view, the Committee requests that members of the audience who speak: 1) Always address the Chair; 2) State his or her name and address; 3) State views succinctly, and; 4) Limit comments to three minutes.

1. **CALL TO ORDER** – *5:30pm; All present, except as noted*

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)*	

2. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA**

3. **APPROVAL OF MINUTES** – *No quorum, so minutes were not approved*

4. **ADU DISCUSSION** – *The Committee reviewed the following documents presented by Staff: Marin County ADU Standards Comparison Table, Mill Valley Second Unit Ordinance and Fairfax Second Unit Amnesty Program and Implementation Discussion For Second Unit Law Government Code §65852.2. The Committee asked Staff to research if the City can require new ADUs and/or amnesty ADUs to be affordable.*

   Public Comment:
   - *Michael Rex: Mr. Rex suggested a variety of ADU standards that the HEC could consider. He also stated that the vacant HEC seat should be filled.*

   - *Gerry Fait: Ms. Fait stated that having many workshops is a good idea.*

5. **SUBCOMMITTEE REPORTS** (Staff and Committee; 10 minutes, end at 6:10pm)

   a. Liveaboards *(Pfeifer) -None*

   b. Accessory Dwelling Units in Single Family Districts *(Schinsing, Visher) – The Committee directed Staff to bring the report to the HEC at the February HEC meeting.*

   c. Vacant Land *(Cox, Bair, Visher) -None*

   d. Underdeveloped Parcels/Multi-Unit Parcel Opportunities *(Pfeifer, Flahive, Bair, Stoddard) -None*

   e. Homeless/Emergency Shelters (*Cox*) *-None*

6. **EVALUATION OF 1995 HOUSING ELEMENT** – *The Committee asked Staff to return with Staff evaluation and the Committee's evaluation for review at the February HEC meeting.*

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7. **PLANNING FOR FIRST COMMUNITY WORKSHOP** – *The Committee asked Staff to bring a draft agenda for a first workshop on February 19th or 26th to a special meeting on January 31. Committee Member Kelly asked Staff to provide options for a facilitator at the public workshop.*

8. **PROCESS COMMUNICATION**
The Committee decided that the HEC should hold one meeting per week, on the fourth Mondays of every month. The Committee decided directed staff to bring a road map to the next HEC meeting showing the work to be done and how Staff proposes that it is completed.

9. **COMMUNICATIONS**

a. Staff – *Staff distributed and discussed the 1/11/11 City Council Housing Element Status Report. Staff stated that a representative from Novato volunteered to sit on the ABAG Methodology Committee for the RHNA 2014-22. The Committee discussed the Marin IJ Article regarding Novato. The Committee discussed the Marin IJ Article regarding Marin County and HUD*

b. HEC Members - *None*

10. **AGENDA TOPICS FOR NEXT MEETING**

11. **ADJOURN** – *7:00pm*

DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
December 13, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. **CALL TO ORDER** – *5:32pm*

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)- *left at 6:45pm*	Chris Visher (City Resident)
Kim Stoddard (City Resident)- *left at 6:47pm*	Joel Paul (City Resident)- *left at 6:35pm*
Vacant (City Resident)*	

* *Absent*

2. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA** - *None*

3. **APPROVAL OF MINUTES** –October 25, 2010 and November 22, 2010. *Chris Visher moved and Kim Stoddard seconded a motion to approve the October 25 minutes. The motion passed unanimously. Chris Visher moved and Kim Stoddard seconded a motion to elect approve the November 22 minutes. The motion passed unanimously.*

4. **SUBCOMMITTEE REPORTS**
   - **a.** Liveaboards *(Pfeifer) – No update*
   - **b.** Accessory Dwelling Units in Single Family Districts *(Schinsing, Visher) – The Committee discussed the Single Family ADU report. The Committee directed staff to place it on the January 10 HEC agenda for approval and solicit input from Committee members Kelly and Bair. Committee Member Stoddard offered to forward her summary of the comments for inclusion in the report. Associate Planner Schinsing noted that she would make changes to the graphics to make the report more readable.*
   - **c.** Vacant Land *(Cox, Bair, Visher) – Associate Planner Schinsing reviewed the vacant land progress. Committee Member Visher volunteered to contact Vice-Chair Cox and Committee Member Bair to reach out if they needed help on the project.*
   - **d.** Underdeveloped Parcels/Multi-Unit Parcel Opportunities *(Pfeifer, Flahive, Bair, Stoddard) – Associate Planner Schinsing reviewed the underdeveloped parcels progress. The Committee directed Staff to review the process for accounting for parcels with an unknown parcel size.*
   - **e.** Homeless/Emergency Shelters (*Cox*) – *No update*
   - **f.** Additional Communication *(Paul) – No update*

5. **EVALUATION OF 1995 HOUSING ELEMENT** -- *Chair Pfeifer suggested that this item be moved to the January 10 HEC meeting.*

6. **PLANNING FOR FIRST COMMUNITY WORKSHOP** – *Chair Pfeifer stated that the Council indicated that the community workshop should be a joint Council and HEC meeting. Committee Member Stoddard suggested that the ADU reports be completed prior to the public workshop.*

7. **OVERVIEW OF SB 375 –** *Staff reviewed the handouts in the HEC packet on SB 375 as they applied to Housing Elements. Chair Pfeifer distributed a handout on SB 375.*

8. **COMMUNICATIONS**
   - a. Staff
     - i. ABAG- Subregions -- *Staff indicated that the issue was being discussed between the City and the County.*
   - b. HEC Members – *Committee Member Flahive stated that the workshop should be on the next HEC agenda with a discussion of the date, agenda and format of the workshop.*

9. **AGENDA TOPICS FOR NEXT MEETING**

10. **ADJOURN** – *6:50pm*