CHAPTER II – HOUSING PLAN

The Housing Plan contains the goals, policies and implementing programs of the Housing Element. The 1999-2014 Housing Plan, which has been with community and decision-maker input, identifies housing needs, resources and constraints and is based upon experience gained from implementation of the former Housing Element adopted in 1995. The first section of the Housing Plan sets forth the Element's goals and policies, followed by the second section, which establishes the implementing programs. Each of these two sections is organized around the following seven goals of the Housing Element:

- **Goal 1.0: Preserving housing and neighborhood assets.**
  Maintaining the condition and affordability of existing housing and ensuring development is consistent with Sausalito's small town and neighborhood context.

- **Goal 2.0: Ensuring diversity in housing.**
  Providing a variety of housing types affordable to all income levels to address the community's regional housing growth needs.

- **Goal 3.0: Enhancing housing affordability.**
  Providing assistance so that households of all income levels can remain an integral part of the Sausalito community.

- **Goal 4.0: Reducing governmental constraints.**
  Facilitating the provision of housing, and encouraging innovation in design, ownership and living arrangements.

- **Goal 5.0: Promoting equal housing opportunities.**
  Ensuring residents can reside in the housing of their choice, including Sausalito's special needs populations.

- **Goal 6.0: Ensuring environmental sustainability.**
  Ensuring Sausalito grows in a responsible manner, in line with resource limitations.

- **Goal 7.0: Promoting community involvement.**
  Promoting active community participation in housing and community development activities.

A. Goals and Policies

The following Housing Element goals and policies will guide the City's actions pertaining to housing during the planning period.

Preserving Housing and Neighborhood Assets

GOAL 1.0: Maintain and enhance the quality of existing housing and ensure that new residential development is compatible with Sausalito's small town character.

Policies

Policy 1.1 Housing Design. Review proposed new housing and accessory dwelling units to achieve excellence in development design. Encourage design that enhances neighborhood identity with sensitive transition of scale and building bulk, is compatible to the surrounding neighborhood, and uses quality building materials.

Policy 1.2 Historic Preservation. Support efforts to identify and preserve historic structures. Ensure the compatibility of infill development in the context of Sausalito's historic resources.

Policy 1.3 Maintenance and Management of Quality Housing. Support good management practices and the long-term maintenance and improvement of existing housing through code enforcement and housing rehabilitation programs.

Policy 1.4 Rental Housing Conservation. Continue to conserve the existing rental housing stock by limiting the conversion of rental units to ownership or non-residential uses.

Policy 1.5 Protection of Existing Affordable Housing. Ensure the continued affordability of income-restricted housing for lower and moderate income households.

Policy 1.6 Neighborhood Services. Promote neighborhood vitality and reduced reliance on the automobile by supporting the provision of neighborhood serving uses, such as grocery stores.





~~Housing~~ Ensuring Diversity in Housing

GOAL 2.0: Provide opportunities for a range of housing types in a variety of locations and densities to meet the diverse needs of the Sausalito community.

Policies

Policy 2.1 Variety of Housing Choices. Encourage diversity in the type, size, price and tenure of residential development in Sausalito, while maintaining quality of life goals.

Policy 2.2 Adequate Sites. Provide adequate housing sites through appropriate land use and zoning designations, consistent with Sausalito's regional housing growth needs.

Policy 2.3 Adaptive Reuse. Support innovative strategies for the adaptive reuse of commercial and other structures to provide for a wide range of housing types and residential uses.

Policy 2.4 Live/Work Opportunities. Consider appropriate locations for live/work opportunities for working and living space for artists and marine workers.

Policy 2.5 Legalization of Existing Accessory Dwelling Units. Establish an amnesty program for existing accessory dwelling units by establishing a period of time for owners of un-permitted units to register their units and make them legal.

Policy 2.6 Creation of New Accessory Dwelling Units. Enable the construction and/or creation of new accessory dwelling units in residential zoning districts to increase the supply of affordable housing and address a portion of Sausalito's regional housing needs. Ensure accessory dwelling units are designed to be compatible with the surrounding neighborhood.

Policy 2.7 Liveaboard Housing. Protect liveaboards as a source of affordable housing and officially recognize as part of the community's housing stock. Work with residents, marine operators and owners, agencies and non-profit groups to identify ways to assist in the long-term affordability and maintenance of this unique form of housing in Sausalito.

Enhancing Housing Affordability

GOAL 3.0: Expand and protect opportunities for households to find housing in Sausalito and afford a greater choice of rental and homeownership opportunities.

Policies

Policy 3.1 Incentives. Facilitate the development of affordable housing through site assembly, financial assistance, and regulatory incentives. Proactively seek out new models and approaches in the provision of affordable housing.

Policy 3.2 Partnerships. Explore collaborative partnerships with nonprofit organizations, developers, governmental agencies and the business community to develop, rehabilitate and preserve affordable housing.

Policy 3.3 Homeownership Assistance. Encourage the provision of financial assistance to low and moderate income first-time homebuyers through County and State programs.

Policy 3.4 Rental Assistance. Support and publicize available rental assistance programs for lower income and special needs households.

Policy 3.5 Inclusionary Housing. Require new residential developments and residential land divisions to provide a percentage of affordable units, or contribute proportionately to the development of affordable units.





~~Remove~~ Reducing Governmental Constraints

GOAL 4.0: Reduce governmental constraints on the maintenance, improvement and development of housing while maintaining community character.

Policies

Policy 4.1 Regulatory Incentives for Affordable Housing. Support the use of density bonuses and other incentives, such as fee deferrals, fee waivers and parking reductions, to offset the costs of affordable housing while ensuring that potential impacts are addressed.

Policy 4.2 Flexible Development Standards. Provide flexibility in development standards to accommodate new models and approaches to providing housing, such as transit-oriented development, mixed use, co-housing and live/work housing.

Policy 4.3 Efficient Use of Multi-Family Zoning. Encourage the sustainable use of land and promote affordability by encouraging development of two-family and multi-family housing within the City's multi-family zoning districts (R-2-5, R-2-2.5, R-3).

Policy 4.4 Development Review. Explore continued improvements to the entitlement process to streamline and coordinate the processing of development permits, design review and environmental clearance.

Policy 4.5 Zoning for Special Needs. Provide for transitional and supportive housing, emergency shelters, and single room occupancy uses, consistent with State law.

Promoting Equal Housing Opportunities ~~and Special Needs~~

GOAL 5.0: Promote equal housing opportunities for all residents, including Sausalito's special needs populations, so that residents can reside in the housing of their choice.

Policies

Policy 5.1 Fair Housing. Seek to ensure that individuals and families pursuing housing in Sausalito do not experience discrimination on the basis of race, color, religion, marital status, disability, age, sex, familial status, national origin, sexual preference or other arbitrary factors, identified in the Fair Housing Act.

Policy 5.2 Senior Housing. Support development and maintenance of affordable senior rental and ownership housing and supportive services to facilitate maximum independence and the ability of seniors to remain in their homes and/or in the community.

Policy 5.3 Family Housing. Support families by encouraging the development of larger rental and ownership housing units for families with children, and the provision of family support services such as childcare and after-school care.

Policy 5.4 Housing for Persons with Disabilities. Address the special housing needs of persons with disabilities through provision of supportive housing, homeowner accessibility grants, zoning for group housing, and adoption of reasonable accommodation procedures.

Policy 5.5 Housing for Marine Workers. Support affordable housing options for persons employed in Sausalito's waterfront to allow them to live in the community in which they work.

Policy 5.6 Homeless Housing and Services. Work cooperatively with Marin County and other applicable agencies to provide a continuum of care for the homeless, including emergency shelter, transitional housing, supportive housing and permanent affordable housing.

Ensuring Environmental Sustainability

GOAL 6.0: Promote environmental sustainability through support of existing and new development which minimizes reliance on natural resources.

Policies

Policy 6.1 Green Building. Develop a local Green Building Program to implement practices focused on reducing Sausalito's greenhouse gas emissions and consumption of natural resources.

Policy 6.2 Sustainable Construction. Promote the use of sustainable construction techniques and environmentally sensitive design for housing.

Policy 6.3 Alternative Energy. Promote the use of alternative energy sources such as solar energy, cogeneration, and non-fossil fuels.

Policy 6.4 Transportation Alternatives. Incorporate transit and other transportation alternatives such as walking and bicycling into the design of new development.

Policy 6.5 Jobs/Housing Balance. Encourage a closer link between housing and jobs in the community, including housing opportunities for Sausalito workers and public service employees.

Promoting Community Involvement

GOAL 7.0: Promote the active participation of citizens, community groups, and governmental agencies in housing and community development activities.

Policies

Policy 7.1 Community Participation. Take an active role in fostering community participation from all economic segments and special needs groups in the formulation and review of housing needs, issues and programs.

Policy 7.2 Public Review of Development. Encourage public awareness and involvement in housing development proposals to facilitate the design of new housing that fits within the neighborhood context.

Policy 7.3 Implementation. Ensure the timely follow through of actions identified in the Housing Element.

B. Implementing Programs

The goals and policies contained in the Housing Element are implemented through a series of housing programs. The housing programs described on the following pages include existing programs, as well as new measures and programs developed to address identified needs. The overall strategy for addressing housing needs is structured around the Element's seven goals, addressing the following themes:

- Preserving housing and neighborhood assets
- Ensuring diversity in housing
- Enhancing housing affordability
- Reducing governmental constraints
- Promoting equal housing opportunities
- ~~Supporting~~ Ensuring environmental sustainability
- ~~Encouraging~~ Promoting community involvement

The Summary Table located at the end of this section specifies the following for each implementing program: 2009-2014 program objective; funding sources; ~~agency~~ entities responsible for implementation; and implementation time frame.

Goal 1.0: Preserving Housing and Neighborhood Assets

1. Code Enforcement and Public Information *(Existing Program – Expanded; Highly recommended)*

The existing code enforcement program seeks to protect and preserve the existing housing stock and the overall quality of neighborhoods. Enforcement of regulatory codes is fundamental to the protection of life safety within the community. Coordination of housing, building and fire code compliance can streamline compliance and improve living conditions. The opportunity exists to move beyond a pure compliance approach and begin to offer information on how qualifying property owners can utilize existing resources for improving housing conditions.

Coordination with Marin Housing Authority and PG&E would be increased under this program. The purpose of this implementation measure is to expand the City's current Code Enforcement program to include the offering of useful referral information. The City will provide information to property owners on rehabilitation assistance available through the Marin County Housing Authority for lower income homeowners. This will also include information about community service clubs and other organizations that provide volunteer labor assistance housing improvement programs for homeowners physically or financially unable to maintain their homes. The City will support such programs through public outreach and coordination.

> ***2009-2014 Objectives**: Within one year of Housing Element adoption, develop informational handouts that may be distributed as part of the normal code enforcement process. Provide information about volunteer labor organizations on the City's website with six months of Housing Element adoption.*

2. Residential Rehabilitation Loan and Energy Retrofit Programs *(Existing Program – Expanded; Highly recommended)*

As a participating city in Marin County's Community Development Block Grant (CDBG) program, very low income Sausalito residents are eligible to participate in the Residential Rehabilitation Loan Program administered by *Marin Housing*. This program provides technical assistance to homeowners and makes low interest property improvement loans of up to $35,000 for correction of substandard conditions, elimination of health and safety hazards, energy conservation measures, and accessibility improvements. Loans are available for owner-occupied single-family homes, accessory dwelling units, and houseboats and liveaboards in approved berths. Applicants apply directly through *Marin Housing*.

Sausalito homeowners and renters are eligible for a variety of financial incentives through PG&E for making energy efficiency improvements to their homes. The Energy Savings Assistance Program provides free minor home improvements and replacement of old space and water heating systems for income-qualified residents. PG&E also offers rebates on hundreds of energy efficient appliances and products.

> ***2009-2014 Objectives:*** *Pro-actively ~~advertise~~ publicize the Marin Housing Residential Rehabilitation Loan Program and PG&E energy retrofit programs on the City's website and through brochures at City Hall and other community locations, and strive to assist five households during the planning period. Specifically promote available rehabilitation assistance among the liveaboard community in permitted marinas.*

3. Historic Design Guidelines and Preservation Incentives *(Existing Program – Expanded; Optional)*

The City places a strong emphasis on preserving its historic resources and maintaining a unique sense of place and community. Preservation of historic buildings contributes to the high standards of the community's housing and neighborhoods. The City staff, Historic Landmarks Board, Planning Commission and City Council all work closely with property owners to preserve historic buildings. The City's Historic Overlay Zoning District provides the following incentives for preservation:

- Design Review application fees may be waived;
- The City utilizes the State of California Historic Building Code;
- Exceptions to development standards including setbacks, height, parking, coverage and FAR may be granted; and
- Uses otherwise not allowed may be approved through a conditional use permit.

The City will update the Historic Preservation regulations based on the recently adopted Historic Design Guidelines. The City will utilize the recently obtained Certified Local Government status to pursue funds for historic preservation, including funding for preservation of historic wooden boats being used as housing.

> ***2009-2014 Objectives:*** *Update the Historic Preservation regulations contained within the Municipal Code and Zoning Ordinance within one year of adoption of the Housing*

Element. Provide a brochure on available sources of funds including loans and grants for historic preservation within six months of Housing Element adoption.

4. Residential Design Review *(New Program – Existing Practice; Optional)*
The City is committed to maintain its small-town character The Design Review process ensures proposed projects and modifications to existing buildings are consistent with the General Plan, Zoning Ordinance, and design guidelines. The Design Review process also checks whether the proposed development is compatible with its surroundings and the neighborhood.

> ***2009-2014 Objectives:*** *Continue to provide design review to ensure that new projects and modifications of existing buildings are consistent with the small-town character of Sausalito.*

5. Condominium Conversion Regulations *(Existing Program – Expanded; Recommended)*
As a means of maintaining the supply of rental units and preserving the affordable housing stock, multi-family rental units proposed for conversion to condominium ownership are subject to Condominium Conversion regulations (Zoning Ordinance Chapter 10.66). These regulations set forth a series of tenant protections including tenant noticing, relocation compensation and right of first purchase, and prohibit the eviction of senior citizen tenants and conversion of low and moderate income rentals. The regulations limit the number of conversions to no greater than 5% of the City's potentially convertible rental stock in any given year. Conversions involving five or more units are subject to a 15% low and moderate income inclusionary requirement (with not less than one affordable unit provided), with resale restrictions to assure ~~permanent~~ long-term affordability.

In recent years, the primary requests for condominium conversions have involved small projects (e.g., projects with four or fewer units). In order to mitigate the loss of rentals from these smaller projects, the City will evaluate strengthening its current regulations to extend the low and moderate income inclusionary requirement to projects with ~~2 –~~ 3 and 4 units, providing smaller projects an option to pay an in-lieu housing fee as supported by a nexus study. In order to assure that long-term homeowners of small projects are not adversely affected, relief may be provided to projects which are primarily homeowner occupied. The City will also evaluate prohibiting conversions when the rental vacancy rate falls below a certain level (e.g., 5%).

> ***2009-2014 Objectives:*** *Continue to assure that the requirements of the Condominium Conversion regulations are met. Evaluate strengthening the current regulations by extending inclusionary requirements to ~~smaller~~ projects with 3 or 4 units and prohibiting conversions during periods of low rental vacancy rates. Examine options for providing relief for condominium conversion projects with 3 or 4 units which are primarily occupied by long-term homeowners.*

6. Preservation of Existing Affordable Rental Housing *(Existing Program; Recommended)*
Currently three income-restricted affordable rental projects are located in the City: Bee Street Housing (6 very low income units); Rotary Place (10 very low income units); and Sausalito Rotary

Senior Housing (22 very low income units). In addition, of the 38 berths in Galilee Harbor, a minimum of 70% are provided to low income households and 20% to moderate income houseboat and liveaboard tenants at affordable rents. In total, 71 rent-restricted affordable housing opportunities are available, none of which are at risk of conversion to market rate.

> ***2009-2014 Objectives:*** *Ensure the preservation of 38 very low income, 26 low income and 7 moderate income housing opportunities. Require long-term affordability controls on all future affordable housing projects.*



Goal 2.0: Ensuring ~~Housing~~ Diversity in Housing

7. Residential and Mixed-Use Sites Inventory *(New Program; Required)*

As part of this Housing Element, a detailed analysis of all vacant and underutilized residential and commercial parcels in Sausalito is provided. The analysis used the Marin Map GIS system and was confirmed by review of aerial photographs and site visits. A number of filters were applied in order to identify only those parcels that truly have realistic development potential. The analysis determined that under existing zoning designations, approximately 100 additional units can be accommodated within the City's residential zones and approximately 50 units within the City's commercial zones. Only limited vacant sites remain, with the majority of future residential development opportunities on underutilized parcels that are more challenging to develop.

> ***2009-2014 Objectives:*** *Maintain a current inventory of vacant and underutilized residential sites, and mixed-use sites within the City's commercial districts. Provide the site inventory ~~in conjunction with information on~~and available development incentives information to interested developers.*

8. Mixed Use Zoning in Commercial Districts *(Existing Program – Expanded; Highly Recommended)*

With approximately one-third of the City's residential infill potential occurring within its commercial districts, it will be important that the City's standards facilitate residential mixed use. The following provisions currently encourage the integration of residential use within the CC, CR and CN commercial zoning districts:

- Requirements for residential housing on upper stories, up to the City's height restriction of 32 feet, with commercial uses at ground level;
- Prohibition against conversion of existing residential uses to commercial
- Allowances for commercial and residential users to share their parking with a conditional use permit (CUP); and
- Allowances for tandem parking with a CUP

The current zoning regulations require a CUP for upper story residential of four or more units. Review of the residential sites inventory identifies several underutilized commercial parcels with capacity for four residential units; increasing the CUP threshold to five or more units would serve to better facilitate residential infill on these parcels. Similarly, replacing the current CUP requirement for shared/joint use parking and tandem parking with a Minor Use Permit would better encourage mixed use development.

> ***2009-2014 Objectives:*** *Initiate zoning text amendments to raise the Conditional Use Permit threshold for residential in commercial districts to five or more units, and to allow shared and tandem parking through approval of a Minor Use Permit. Evaluate the use of compact parking spaces.*

9. Non-Traditional Housing Types *(Existing Program – Expanded; Optional)*

The community recognizes the changing housing needs of its population, including a growing number of non-family households, aging seniors in need of supportive services, and single-parent families in need of childcare and other services. To address such needs, the City can support the provision of non-traditional and innovative housing types to meet the unique needs of residents, including co-housing, shared housing, and assisted living for seniors, among others.

Co-housing is an innovative type of collaborative housing originated in Denmark in the 1960s. Co-housing communities consist of individually owned, private homes clustered around common facilities and amenities in a walkable, sustainable environment. Common features may include a community garden, recreational areas, and a common house where day care and meals can be shared. The communities are managed by the residents who have chosen to live in a close-knit neighborhood. Hundreds of co-housing communities currently exist throughout the country in a variety of settings, including communities in Berkeley, Oakland, Pleasant Hills, Cotati, Grass Valley, Davis and Santa Barbara.

Given the economic downturn, shared housing living situations are becoming more common. Homeowners are taking in renters, and renters are advertising for roommates to share in housing costs. Bringing in a tenant can be particularly helpful to the community's elderly homeowners to provide the necessary support to allow them to remain in their homes. The City supports these types of shared living situations.

Assisted living facilities are designed for elderly individuals needing assistance with certain activities of daily living - such as eating, bathing, and transportation - but desiring to live as independently as possible. Such facilities bridge the gap between independent living and nursing homes. With 7% of Sausalito's population over the age of 75, assisted living can help meet the housing and supportive service needs of the community's more frail senior residents. The Zoning Ordinance currently provides reduced parking standards for senior housing facilities.

> ***2009-2014 Objectives:*** *Facilitate the development of alternative housing models suited to the community's housing needs ~~through the provision of flexible zoning regulations~~by modifying zoning regulations to allow for such additional housing types.*

10. Accessory Dwelling Units

An accessory dwelling unit (ADU) is a self-contained living unit with cooking, eating, sleeping, and full sanitation facilities, either attached to or detached from the primary residential unit on a single lot. ADUs offer several benefits. First, they typically rent for less than apartments of comparable size, and can offer affordable rental options for seniors and single persons. Second, the primary homeowner receives supplementary income by renting out the ADU, which can help many modest income and elderly homeowners afford to remain in their homes. ADUs can offer an important opportunity to help Sausalito address its regional housing needs while maintaining the community's small town character.

The City adopted regulations in 1984 prohibiting the development of ADUs in all residential zoning districts. As part of the current Housing Element update, the City conducted a survey of residential property owners which indicated 15% of the 700+ survey respondents had an ADU on their property, and another 16% of respondents would be inclined to build an ADU if the

City's regulations permitted. The community has come to recognize ADUs as a low impact approach to addressing a portion of the community's very low and low income housing needs, and the Housing Element thus establishes the following programs to both allow new ADUs and legalize existing ADUs built without permits.

10a. Adoption of Zoning Regulations to Encourage New ADUs *(New Program; Required)*
In compliance with AB 1866 adopted by the State in 2002, the City will establish a ministerial approval process for accessory dwelling units (ADUs) within residential districts. The City will use an advisory body to recommend development standards, which both facilitate the provision of ADUs and promote quality design and neighborhood compatibility. The advisory body will specifically evaluate the following ADU incentives:

- Flexible development standards including exemption of ADUs from floor area and/or building coverage limits; Discounted building permit fees; and
- Parking reductions if near transit.

The City will work with architects and residents to prepare stock ADU building plans appropriate for local neighborhoods, and will develop a brochure to provide information on the City's ADU standards, and promote their development. Public education on ADUs will also be provided via the ADU amnesty program, described in Program 10b.

> ***2009-2014 Objectives:*** *Adopt accessory dwelling unit (ADU) regulations in 2012 to facilitate the provision of ADUs for seniors, caregivers, and other lower and extremely low income households. Develop a brochure and make information available to the public on the City's website, at the City Hall public counter, and through other community resources. Seek to ~~achieve the~~ creat~~ion~~e ~~of~~ ~~54~~ 48 ADUs during the remaining 2012-2014 planning period, taking guidance from the projected number of ADUs in the development potential analysis. Monitor the City's progress in conjunction with the Annual Housing Element Report.*

10b. ADU Registration and Amnesty Program *(New Program; Required)*
The City recognizes the existence of numerous ADUs in the community built illegally which may or may not meet basic health and safety guidelines. The City's goal is to legalize these units, bring them into the City's official housing stock to contribute towards meeting regional housing needs allocation (RHNA), and make them safe and sanitary for current and future tenants. To achieve this goal, the City will implement an ADU amnesty program to allow property owners with ADUs not currently recognized as "units" in the US Census the opportunity to register these units with the City without facing fines for non-permitted construction. As an incentive to property owners to apply for an amnesty permit, the City will offer certain modified standards to accommodate existing buildings; property owners will not be penalized for ADUs which do not meet certain amnesty requirements, with the exception of basic defined health and safety requirements. In addition to the standards for new ADUs defined in Program 10a above, the following incentives to legalize existing non-permitted ADUs should be explored:

- Waiver of parking requirements;

- Exemption of ADUs from building coverage and floor area ~~thresholds~~limits; and
- Significant discounts in building permit fees.

To receive an ADU amnesty permit, all health and safety code violations must be corrected based on City building inspections of the unit. For purposes of crediting the ADU towards the RHNA, property owners will be required to demonstrate that the unit did not have an individual address as of the 2000 census and did not have a building permit of record.
~~To receive an ADU amnesty permit, the property owner must first demonstrate the ADU did not have an individual address as of the 2000 Census and does not have a City land use permit of record. All health and safety code violations must also be corrected based on City building inspections of the ADU. Once these units are permitted, they can be credited towards the City's RHNA requirements.~~

Marin County and Mill Valley have had highly successful ADU amnesty programs, which the City and its ADU advisory body will build upon in establishing its program. Both of these jurisdictions received a 50% reduction in water connection fees from the Marin Municipal Water District during the ADU amnesty period; the City will contact the Water District to establish a similar fee reduction.

> ***2009-2014 Objectives:*** *Develop and begin implementation of an ADU registration and amnesty program in 2012. Seek to legalize a minimum of 26 ADUs during the remaining 2012-2014 planning period bringing them into the City's official housing stock and crediting them towards the RHNA. Monitor progress in conjunction with the Annual Housing Element Report and report to HCD in 2013. To the extent there is a shortfall in the number and affordability of legalized ADUs to address the RHNA, the City will amend the Housing Element to identify additional site strategies.*
>
> ~~***2009-2014 Objectives:*** *Develop and begin implementation of an ADU registration and amnesty program in 2012. Seek to legalize a minimum of 38 ADUs during the remaining 2012-2014 planning period, bringing them into the City's official housing stock and crediting them towards the City's RHNA. Monitor the City's progress in conjunction with the Annual Housing Element Report and report to HCD in 2013. To the extent there is a shortfall in the number and affordability of legalized ADUs to address Sausalito's RHNA, the City will amend the Housing Element to identify additional sites strategies.~~

11. Liveaboards and Houseboats *(Existing; Required)*

Sausalito has a well-established and vibrant marine culture that plays an important role in shaping the character of the community. There are eight marinas in the City where many boat owners reside in their boats as permanent housing. The San Francisco Bay Conservation and Development Commission (BCDC) and Sausalito Zoning Ordinance both allow for up to 10% of marina berths to be used as liveaboard housing. Liveaboards provide a valuable source of affordable housing in Sausalito, offering one of the few local housing options for marine workers employed in Sausalito's waterfront. Both the Environmental Protection Agency and the National Oceanic and Atmospheric Administration support the provision of liveaboards in well-managed marinas as an environmentally sustainable housing option.

The Housing Element recognizes liveaboards as a low impact approach to addressing a key segment of the City's affordable housing needs, and establishes the following actions to maintain and enhance liveaboards as a permanent form of housing in the community:

- Maintain zoning provisions which allow up to 10% of berths in recreational marinas in the C-W and W Zoning Districts to be occupied by liveaboards and houseboats subject to a conditional use permit (CUP).
- While six marinas have recorded permits with BCDC authorizing ~~170~~ 152 liveaboards, several of these marinas do not have a CUP on file with the City. The City will contact these marina operators and facilitate any necessary City permitting as a means of bringing liveaboards into the City's official housing stock.
- Zoning Ordinance Section 10.44.170.H regarding liveaboards states: "As vacancies occur, marina operators shall give preference to qualified low and moderate income tenants until such tenants constitute at least 50% of the liveaboard vessels in the marina." The City will establish monitoring and enforcement of these provisions as part of the CUP.
- The majority of the City's liveaboard community was not counted as part of the 2000 census and do not receive mail on-site. The City will coordinate with marine operators to establish a bulletin board at each marina for the posting of public notices, and pursue the establishment of mailboxes for liveaboard tenants.

2009-2014 Objectives: *Contact marina operators and facilitate any local permitting consistent with current BCDC permits for liveaboards. Establish procedures for monitoring and enforcement of local low and moderate income occupancy requirements. Pursue means to improve mail service and public communication with the liveaboard community.*





Goal 3.0: Enhancing Housing Affordability

12. Affordable Housing Development Assistance *(New Program; Highly Recommended)*
The City can play an important role in facilitating the development of quality, affordable housing in the community through provision of regulatory incentives; land assembly and write-downs; and direct financial assistance. By utilizing various tools to facilitate infill development, the City can help to address the housing needs of its extremely low, very low, low and moderate income households. The following are among the types of incentives that may be provided:

- Reduction in development fees
- Flexible development standards (reduced parking requirements, modified setbacks, etc)
- Density bonuses
- City support in affordable housing funding applications
- Write-down in the cost of City-owned land for housing
- Financial assistance through future Affordable Housing ~~Trust~~ Fund resources *(refer to following program)*

2009-2014 Objectives: *Provide financial and regulatory incentives to private developers for the development of high quality affordable housing for families and seniors.*

13. Local Affordable Housing Fund *(New Program; Highly Recommended)*
Because Sausalito does not have a Redevelopment Agency and has limited access to state and federal housing resources, the City faces practical and financial constraints in its ability to facilitate the construction of affordable housing. To create a more viable funding source, the City proposes to establish an Affordable Housing Fund that will be used to construct or help leverage construction of affordable housing. Potential Fund resources include: in-lieu fees from an Inclusionary Housing Program; in-lieu fees on small condominium conversions (2-4 units); in-lieu fees for development of single-family units in multi-family zones; and commercial in-lieu fees Implementing regulations will be established to manage the Fund and establish parameters for allocation of funds towards projects. This program will move forward once a funding source has been identified, and will coincide with the collection of fees.

2009-2014 Objectives: *Upon adoption of a program that generates in-lieu housing fees, establish a dedicated Affordable Housing ~~Trust~~ Fund for deposit of in-lieu fee revenues. Consult with Marin County on their Housing ~~Trust~~ Fund, and establish implementing regulations to govern Fund oversight and expenditures.*

14. Partnerships for Affordable Housing *(Existing Program – Expanded; Optional)*
The Bay Area is home to numerous nonprofit housing developers who have produced thousands of high-quality affordable housing projects over the past 40 years. In Sausalito, two non-profits have a track record of developing and managing successful affordable housing projects – Rotary Housing and the Ecumenical Association for Housing (EAH). The key to the success of non-profits lies in three areas: 1) their ability to access a diversity of funding sources; 2) their commitment to working cooperatively with the local community; and 3) their long-term dedication to their

projects. The Nonprofit Housing Association of Northern California serves as a resource organization for affordable housing developers in the Bay Area.

> ***2009-2014 Objectives:*** *Explore partnerships with a variety of affordable housing providers, utilizing Nonprofit Housing Association of Northern California as a resource to identify nonprofits with experience in developing small scale infill projects consistent with Sausalito's character.*

15. Homebuyer Assistance *(Existing Program – Promote)*
First-time homebuyers in Sausalito have access to several homebuyer assistance programs offered through Marin Housing.

The Mortgage Credit Certificate (MCC) program administered by Marin Housing provides qualified first time homebuyers with a federal income tax credit of up to 15% of the annual interest paid on the homebuyer's mortgage. This enables homebuyers to have more disposable income available to qualify for a mortgage loan and make the monthly mortgage payments. Eligibility includes maximum household incomes of approximately $100,000 (for 2 person household), and sales price limits of approximately $400,000.

Marin Housing also administers a Below Market Rate (BMR) first-time homebuyer program on behalf of jurisdictions in the County with inclusionary housing requirements. The BMR program includes over 300 affordable ownership units within the unincorporated County and seven participating cities. Any inclusionary units generated through the City's condominium conversion regulations or potential future inclusionary housing regulations could also be administered by Marin Housing, thereby reducing the administrative burden to the City.

> ***2009-2014 Objectives:*** *Contact Marin Housing regarding participation in the Mortgage Credit Certificate (MCC) program and potential future participation in the Below Market Rate program. As MCCs become available on an annual basis, actively ~~advertize~~ publicize availability through local media and on the City's website.*

16. Section 8 Rental Assistance (Existing Program)
The Section 8 Rental Assistance Program extends rental subsidies to very low-income households (50% area median income or AMI[2]), including families, seniors, and the disabled. The Section 8 Program offers a voucher that pays the difference between the current fair market rent (FMR) and what a tenant can afford to pay (i.e. 30% of household income). The voucher allows a tenant to choose housing that cost above the payment standard, provided the tenant pays the extra cost. Given the significant gap between market rents and what very low income households can afford to pay for housing, Section 8 plays a critical role in allowing such households to remain in the community, and is a key program to address the needs of extremely low and very low income households. The City will offer tenants information regarding Section 8 rental subsidies and referrals to Marin Housing for assistance. The City will also encourage

[2] Freddie Mac, Glossary of Finance and Economic Terms, http://www.freddiemac.com/smm/a_f.htm

landlords to register units with the Housing Authority by providing informational brochures to rental property owners.

> ***2009-2014 Objectives:*** *The City will continue to provide information regarding Section 8 to extremely low to very low-income tenants and refer ~~them~~ inquiring parties to Marin Housing for assistance, and encourage landlords to register their units with the Housing Authority by providing informational brochures to rental property owners,*

17. Inclusionary Housing Regulations *(New Program; Recommended)*

Inclusionary zoning is a tool used by cities to integrate affordable units within market rate developments. One-third of cities in California have adopted some form of inclusionary zoning, requiring a stated percentage (typically 10 to 20%) of affordable units to be provided within newly constructed housing projects. The majority of these regulations allow for payment of a housing in-lieu fee as an alternative to providing the required affordable units on-site. Within Marin, seven cities and the county have adopted inclusionary zoning requirements to help address local affordable housing needs and contribute towards housing element production requirements.

The City will pursue adoption of inclusionary housing regulations to require a minimum percentage of units within new residential development to be price-restricted as affordable to lower and moderate income households.[1] The City will conduct an Inclusionary Housing Nexus Study to document the relationship between residential development and demand for affordable housing, and to determine both the maximum supportable and recommended in-lieu fee amount. In-lieu fees generated from the program will be placed in an Affordable Housing Fund to support affordable housing activities.

> ***2009-2014 Objectives:*** *Conduct an Inclusionary Housing Nexus and In-Lieu Fee Study including an analysis of alternative strategies to address inclusionary requirements, such as the provision of an ADU ~~or carriage house~~ above a detached garage. Based on the Study's findings, develop and adopt inclusionary housing regulations structured to offer incentives to help offset the cost of providing affordable units.*

[1] Current case law *(Palmer/Sixth Street Properties v. City of Los Angeles)* limits the application of inclusionary requirements to: 1) rental projects receiving financial or regulatory assistance from the City subject to a written development agreement; and 2) for-sale housing projects.

Goal 4.0: Reducing Governmental Constraints

18. Fee Deferrals and/or Waivers for Affordable Housing *(Existing Program; Recommended)*
The City collects various fees from development projects to cover the costs of processing permits and providing services and facilities. While these fees are assessed on a pro rata share basis, they are an element in the cost of housing and could potentially constrain the provision of affordable housing. The deferral, reduction or waiver of City fees can lower the production costs of affordable housing.

The City will continue to offer a reduction in City fees as an incentive for affordable housing.

In addition, the California legislature passed AB 641 in 2007, which helps to address the cash flow challenges inherent in many affordable housing projects during the construction phase. For affordable housing developments in which at least 49 percent of the units are affordable to low or very low-income households, AB 641 prohibits local governments from requiring the payment of local developer fees prior to receiving a certificate of occupancy.

> ***2009-2014 Objectives:*** *Provide information to the affordable housing community that fee deferrals, reductions and waivers may be requested for affordable housing projects.*

19. Density Bonus and Other Incentives for Affordable Housing *(Existing Program - Expanded; State Housing Element Mandate)*
Under Government Code section 65915-65918, for housing projects of at least five units cities must grant density bonuses ranging from 5% to 35% (depending on the affordability provided by the housing project) when requested by the project sponsor, and provide up to three incentives or concessions unless specific findings can be made. Local jurisdictions are required to adopt regulations that specify how compliance with the State's density bonus law will be implemented. The City is also required to establish procedures for waiving or modifying development and zoning standards that would otherwise inhibit the utilization of the density bonus on specific sites. These procedures must include, but not be limited to, such items as minimum lot size, side yard setbacks, and placement of public works improvements.

> ***2009-2014 Objectives:*** *Amend the Zoning Ordinance text to comply with current State requirements, including permit processing procedures as well as regulatory concessions and incentives.*

20. Evaluate Modifications to Parking to Promote Sustainability *(New Program; Optional)*
Evaluate and establish modified parking standards for projects in proximity to transit and/or services, for special needs housing, and allowances for reduced parking space size and tandem parking. Reduced parking standards should only be used when it has been determined that public safety can be maintained and that on-street parking of vehicles will not cause obstructions for vehicular traffic including emergency vehicles.

2009-2014 Objectives: *Develop zoning standards that allow for modified parking standards for specific types of housing projects such as:*

- *Mixed Use developments within existing commercial areas;*
- *Senior housing where it can be demonstrated that there will be little or no spill over parking;*
- *Allow tandem and joint use parking subject to site plan review (currently requires a Conditional Use Permit); and*
- *Evaluate establishing allowances for compact spaces.*

21. Multi-family Development in Multi-family Zones *(New Program – In Progress; Highly Recommended)*

Encourage two-family and multi-family development on R-2-5, R-2-2.5 and R-3 residentially-zoned sites by evaluating the establishment of minimum density thresholds and/or varied development standards for multiple units on a sliding scale (e.g., reduced Floor Area Ratio or Lot Coverage Ratio for projects with a lower density). These would apply except where there are physical or environmental constraints, or significant incompatibility with neighborhood character. Evaluate options for provision of an ADU or payment of an in-lieu housing fee as an alternative to developing multi-family units. *(This measure is currently under study by a Planning Commission subcommittee)*

2009-2014 Objectives: *Develop standards within the Zoning Ordinance that promote and incentivize the development of two-family and multi-family developments within the multi-family zoning districts.*

22. CEQA Exemptions for Infill Projects *(New Program – Existing Practice; Optional)*

Continue to use allowable California Environmental Quality Act (CEQA) exemptions for qualified urban infill projects where site characteristics and an absence of environmental impacts allow. Use of this exemption must be consistent with the environmental review of individual projects and does not modify existing state law.

2009-2014 Objectives: *Continue to utilize the Urban Infill (Class 32) CEQA exemption on a case by case basis as appropriate based on the facts and circumstances of individual residential or mixed-use infill development projects.*

23. Zoning Text Amendments for Special Needs Housing *(New Program; State Housing Element Mandate)*

Consistent with Senate Bill 2 (Government Code sections 65582, 65583 and 65589.5) the City will specify transitional and supportive housing to be treated as a residential use under the Zoning Ordinance, identify a zoning district where emergency shelters will be permitted by right, and specify provisions for Single-Room Occupancy buildings. The City will establish procedures to encourage and facilitate the creation of emergency shelters and transitional housing, by:

- Add transitional housing and supportive housing to the Zoning Ordinance's definition section, and regulate a as permitted use within residential zoning districts;
- Add single room occupancy (SRO) facilities within the Zoning Ordinance's definition section, and conditionally allow within the CC, CR and CN-1 commercial zoning districts; and
- Identify emergency shelters as a permitted use in the Marinship Industrial Zoning District.

Emergency shelters will be subject to the same development and operational standards as other permitted uses in the Marinship Industrial Zoning District. However, the City will develop written, objective standards to regulate the following, as permitted under SB 2:

- The maximum number of beds or persons permitted to be served nightly by the facility;
- Off-street parking based on demonstrated need, but not to exceed parking requirements for other residential or commercial uses in the same zone;
- The size and location of exterior and interior onsite waiting and client intake areas;
- The provision of onsite management;
- The proximity of other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart;
- The length of stay;
- Lighting; and
- Security during hours that the emergency shelter is in operation.

2009-2014 Objectives: *Adopt text amendments to the Zoning Ordinance to make explicit provisions for a variety of special needs housing. Develop objective standards to regulate emergency shelters as provided for under SB 2.*

Goal 5.0: Promoting Equal Housing Opportunities ~~and Special Needs~~

24. Fair Housing Program *(Existing Program, Federal Mandate)*
Fair Housing of Marin (FROM) is the designated provider of fair housing and tenant-landlord information in Marin County. FROM provides fair housing investigation and coordinates referral services to assist individuals who may have been the victims of discrimination. Many of the people who contact FROM have basic questions about landlord and tenant rights and responsibilities; FROM's housing counselors provide clients with comprehensive information to help resolve tenant/landlord issues. FROM conducts extensive fair housing education and outreach throughout Marin County, and is a certified HUD Foreclosure Counseling agency.

> ***2009-2014 Objectives:*** *Continue to promote fair housing practices, and refer fair housing complaints to Fair Housing of Marin. As a means of furthering fair housing education and outreach in the local community, the City will ~~advertize~~ publicize the fair housing program through placement of fair housing services brochures at the public counter, on the City's website and in other community locations.*

25. Sausalito Village Senior Services *(Existing Program)*
Sausalito Village, and its parent Marin Village, is a non-profit membership organization dedicated to providing resources and assistance to enable seniors to remain in their own homes as they age. Since its establishment in October 2010, Sausalito Village has been recruiting a growing team of Sausalito volunteers to help members with occasional transportation assistance, household tasks, home visits and phone check-ins. In addition to home support services, Sausalito Village hosts social events, cultural programs, and educational and fitness classes to support seniors in remaining active and connected to their community. The organization publishes a weekly on-line newsletter and maintains a community calendar of meetings and events which can be accessed at http://www.marinvillage.org/sausalito.

> ***2009-2014 Objectives:*** *Support the efforts of Sausalito Village to allow seniors to age in place and utilize as a resource to help promote available housing assistance programs for seniors.*

26. Home Sharing and Tenant Matching Opportunities *(Existing Program – Expanded; Optional)*

"Home Connection of Marin" is a free shared housing program which matches very low income home seekers with home providers interested in sharing their homes. Housing counselors interview each potential roommate and obtain references and background checks, leaving the decision to the potential roommates whether to make a match. Sharing a home promotes independent living, provides additional income for the provider, an affordable rent for the seeker, and the potential for deeper relationships for both. The average age of community members in Sausalito is growing older, and over 330 seniors currently live alone in single-family homes in the City. Shared housing promotes the efficient use of the housing stock, and can help address the housing needs of seniors in our community.

2009-2014 Objectives: *Implement a homesharing/matching program for homeseekers and single-family homeowners with excess space. Collaborate with Marin Housing and Sausalito Village Senior Services to actively promote "Home Connection of Marin" within Sausalito.*

27. Reasonable Accommodation Procedures *(New Program, Federal Mandate)*

It is the policy of the City to provide reasonable accommodation for persons with disabilities seeking fair access to housing in the application of its zoning and building regulations. Depending on the nature and extent of a requested accessibility modification, the City would accommodate such requests either through a building permit, an administrative adjustment, or a zoning permit. While Sausalito has not identified any constraints on the development, maintenance or improvement of housing for persons with disabilities, the City does not have in place specific procedures for requesting and granting a reasonable accommodation. As a means of facilitating such requests and removing constraints for persons with disabilities, the City will develop specific written reasonable accommodation procedures.

2009-2014 Objectives: *Amend the Zoning Ordinance and d~~D~~evelop written procedures ~~and amend the Zoning Ordinance such that~~ to allow the Community Development Director ~~may allow~~ to authorize reasonable accessibility accommodations with respect to zoning, permit processing, and building regulations. Procedures will specify who may request an accommodation, time frame for decision-making and modification provisions.*

28. Universal Design/Visitability *(New Program; Optional)*

As the community's population continues to age, providing housing that is accessible to people of all abilities becomes increasingly important. The majority the City's housing stock was built prior to 1991 when current ADA accessibility standards took effect, and thus it is important for the City to facilitate the retrofit of existing housing to provide greater accessibility, as well as to promote accessibility in new construction. The goal of universal design is to accommodate a wide range of abilities including children, aging populations, and persons with disabilities by providing features in residential construction that enhance accessibility. Examples of universal design features include:

- Entrances without steps that make it easier for persons to enter the home;
- Wider doorways that enhance interior circulation and accommodate strollers and wheelchairs;
- Lever door handles that are easier to use, especially by parents with an infant or persons with arthritis; and
- Light switches and electrical outlets that are located at a height more convenient and accessible to the elderly.

Housing that is "visitable" is accessible at a basic level, enabling persons with disabilities to visit the homes of their friends, relatives, and neighbors. Visitability can be achieved at little cost by utilizing two simple design standards: (1) providing a 32-inch clear opening in all interior and

bathroom doorways; and (2) providing at least one accessible means of ingress and egress for each unit.

> ***2009-2014 Objectives:*** *Develop guidelines encouraging principles of universal design and visitability, and provide to residential development applicants.*

29. Housing for Marine Workers *(New Program; Optional)*

Marine workers are an integral part of Sausalito's history and the community's working waterfront. Marine-related occupations including boat builders and boat repair workers, sailmakers, canvas workers, marine surveyors, harbor masters, ship mates, captains and merchant marines, among others. Many of Sausalito's marine workers reside on liveaboards, and the majority are lower income. The Galilee Harbor co-op was specifically established to provide an affordable liveaboard community for Sausalito's artists and maritime workers, and since the opening of its new marina in 2003, has provided 38 rent- and income-restricted berths. Support of similar and other affordable housing options would help workers to live near work opportunities, and showcase the skills of local marine workers.

> ***2009-2014 Objectives:*** *Support liveaboard and other affordable housing options, which address the housing needs of local marine workers and allow them to live in the community in which they work.*

30. Homeless Continuum of Care *(Existing Program; State Housing Element Mandate)*

Support Countywide programs and the Marin Continuum of Care in the provision of resources to address the needs of the homeless and persons at risk of homelessness, including emergency shelter, transitional housing, supportive housing and permanent housing. Provide flyers and information on the City's website about the emergency 211 toll-free call system for information and referral.

> ***2009-2014 Objectives****: Support implementation of the Homeless Countywide Continuum of Care and publicize the emergency 211 call system.*

Goal 6.0: Ensuring Environmental Sustainability

31. Local Green Building Regulations *(New Program; State Mandate)*

Green building is also known as green construction or sustainable building, and refers to using environmentally responsible and resource-efficient processes throughout the life cycle of a building, from its conceptual phases to deconstruction. Local Green Building regulations (e.g., Marin County "Green Building, Energy Retrofit, & Solar Transformation" or BERST) aim to reduce the overall impact of the built environment on human health, the environment, and resources.

Community Development Department staff will be tasked with the development of local Green Building regulations consistent with the State Green Building Code, to require and encourage residents and the development sector to build green.

Examples of green regulations include:

- Incorporating sustainable materials in new construction or remodels;
- Creating healthy indoor environments with minimal pollutants; and
- Landscaping that utilizes native plants to reduce water usage.

The City will include community participation by residents and the construction sector in the preparation of the Green Building regulations, and market the information upon completion.

> ***2009-2014 Objectives:*** *The City will adopt local Green Building regulations, including ~~any~~ appropriate policies and programs. The preparation process will include community input from City residents and the construction sector. The completed documents will be provided to residents, developers, and architects who wish to build in Sausalito.*

32. Climate Action Plan *(Program in Progress, State Mandate)*

As the State of California continues to develop environmental laws (such as Assembly Bill 32 and Senate Bill 375) and increased mandatory reporting requirements of greenhouse gas emissions, the City would benefit from integrating greenhouse gas reduction measures into its General Plan and City infrastructure. The City Council adopted Resolution No. 4935 in 2008, to join ICLEI – Local Governments for Sustainability (International Council for Local Environmental Initiatives) as a full member, and participation in the Cities for Climate Protection Campaign. As a participant, the City pledged to take a leadership role in promoting public awareness about the causes and impacts of climate change.

The City has completed a municipal Greenhouse Gas Emissions Inventory, and aims to complete a baseline Community-wide Greenhouse Gas Emissions Inventory. These inventories give an accounting of greenhouse gases emitted by residents and businesses, as well as the City's municipal operations. It also establishes a baseline for tracking the community's emission trends.

The Climate Action Plan will encourage and require, to the extent required by State law, the City, its residents, and businesses, to reduce greenhouse gas emissions in many sectors and aspects of their daily activities. The Plan would identify emission reduction targets and strategies to accomplish those targets. These areas include building energy use, transportation, land use,

green purchasing, waste and water use. Energy use, in particular, may be significantly reduced in the community by defining emissions reduction strategies related to building construction and operation. The mandatory and encouraged measures would include the local Green Building regulations, to achieve a wider net reduction in emissions.

> ***2009-2014 Objectives:*** *Complete the Community-wide Greenhouse Gas Emissions Inventory, and adopt and implement the Climate Action Plan. Provide community outreach and education to residents and the development sector to include their inputs on sustainability in new and existing building structures.*

33. Contributions Toward Employee Housing (*New Program, Optional)*

Certain types of non-residential development, such as a new commercial building for retail and office uses, would generate new jobs in the community and therefore increase the demand for housing at different affordability levels. The environmental rationale for siting employee housing at or near the place of work is the lower energy usage and pollution potential of such arrangements. Employees have a significantly shorter commute and are also much more likely to use alternative, low-emission modes of transportation to work, including walking or biking. This policy does not imply or encourage housing in the Marinship district, as residential uses are not allowed in the district.

The impact of development will be considered in terms of the additional facilities required to house new residents, or where it is not possible, to pay in-lieu housing fees. The City will evaluate, based on previous studies and examples from other jurisdictions, the types of non-residential developments that would reasonably require the provision of housing on- or off-site. The City will also evaluate the practical implementation of such requirements, and examine the justification and methodology for calculating any provision of housing units or in-lieu housing fees.

> ***2009-2014 Objectives:*** *Evaluate ~~and discuss~~ the justifications and the mechanisms for requiring contributions towards employee housing with non-residential developers. Amend the text of the General Plan and/or the Zoning Ordinance accordingly.*

Goal 7.0: Promoting Community Involvement

34. Ongoing Community Education and Outreach *(Existing Program – Expanded; Optional)*
In late 2009, the City Council appointed the Housing Element Task Force, comprised of City Council and Planning Commission representatives, as well as City residents. The Task Force has held over 45 public meetings, including three publicly noticed Community Workshops to engage residents and property owners in the decision-making process.

In addition to the City's direct efforts, Sausalito residents have also formed grassroots organizations to forward their concerns with regards to the potential impacts of specific strategies proposed in the draft Housing Element.

After the adoption of the Housing Element, several programs would begin implementation through City staff work and initiatives by various agencies. The public meetings held by the Planning Commission and City Council would continue to serve as platforms for residents to comment and provide input on specific items discussed for implementation, and the annual progress report would be presented at City Council meetings as well where public comment may be given.

As part of an effective implementation program, City staff members will post information and assistance programs on affordable housing on the City's website to provide resources for homeowners, renters, and property owners.

> ***2009-2014 Objectives:*** *Continue to include residents and community organizations in the implementation of this Housing Element and the development of the next Housing Element, by publicizing public meetings through the local newspapers, City website, and email lists, and taking public comment and feedback at such meetings. When the Housing Element is adopted, various programs and efforts will be ~~marketed~~ publicized in~~to~~ the community through online information and the direct distribution of educational handouts to relevant parties.*

35. Housing Element Monitoring/Annual Report **(***New Program; State Mandate)*
The Community Development Department will be responsible for establishing the regular monitoring of the Housing Element, and preparing an Annual Progress Report for review by the public, City decision-makers and submittal to State HCD, by April 1 of each year.

The reports need to show:

- A report of Sausalito's annual building activity, including moderate, low, and very low-income units and mixed-income multi-family projects;
- A report summary for above moderate income units;
- Progress on the Regional Housing Needs Allocation; and
- The implementation status of various programs.

2009-2014 Objectives: *The Community Development Department will review the Housing Element annually and provide opportunities for public participation, in conjunction with the submission of the City's Annual Progress Report to the State Department of Housing and Community Development by April 1st of each year.*

36. Association of Bay Area Governments (ABAG) Housing Needs Process *(Existing Program – Expanded; Recommended)*
Actively monitor and participate in ABAG's future Regional Housing Needs Allocation (RHNA) planning process, and provide ongoing reporting to Council.

The City Council has appointed an ABAG delegate, and has participated at the ABAG RHNA planning meetings for the next housing planning cycle to bring perspective and actual data from Sausalito for ABAG's consideration, and will continue to provide reports to the City Council on the projected and confirmed RHNA numbers, until the end of the planning cycle.

2009-2014 Objectives: *The City Council's ABAG delegate ~~should~~ will continue to monitor, participate and provide reports to the City Council on the preparation and confirmation of the RHNA for the next Housing Element planning cycle.*

37. Staff Affordable Housing Training and Education *(New Program; Optional)*
In order to effectively administer available housing programs to residents, designated City staff need to be responsible for providing information, responding to questions, and making referrals to appropriate programs. A budget should also be set aside for the designated staff to receive training. Training could include attendance at relevant sessions held by public agencies, or meetings with local organizations such Marin Housing, to gain familiarity with the implementation of existing and new offered programs.

2009-2014 Objectives: *Designated City staff members shall attend training sessions and provide on-going assistance to homeowners, renters, and developers by posting information on the City's website and taking public queries.*

Table 2.1: Implementing Programs – Summary 2009-2014

Implementing Program	Program Goal	2009-2014 Objective	Funding Source	Responsible Entity	Time Frame
PRESERVING HOUSING AND NEIGHBORHOOD ASSETS					
1. Code Enforcement and Public Information *(Existing – Expanded; highly recommended)*	Provide information on rehabilitation assistance available through the Marin County Housing Authority for lower income homeowners.	Develop and distribute informational handouts. Provide information on volunteer labor organizations on City website.	General Fund	Community Development Department	By end of 2013.
2. Residential Rehabilitation Loan and Energy Retrofit Programs *(Existing – Expanded; highly recommended)*	Provide financial assistance for home repairs to very low income households.	Publicize the Marin Housing Rehab program and PG&E energy retrofit programs on City website and through brochures at City Hall and other community locations. Seek to assist five very low income households.	County CDBG funds; PG&E	Community Development Department; Marin Housing; PG&E	Begin publicizing in 2012.
3. Historic Design Guidelines and Preservation Incentives *(Existing – Expanded; Optional)*	Preserve and maintain historic structures, and revitalize older housing and neighborhoods.	Provide a brochure on funding sources for historic preservation. Update Historic Preservation regulations in Municipal Code and Zoning Ordinance.	General Fund	Community Development Department	Brochure by mid 2013, regulation update by end 2013.
4. Residential Design Review *(New – Existing Practice; Optional)*	Ensure future development projects maintain the small-town character of the community.	Continue to provide design review to ensure that new projects and modifications of existing buildings are consistent with the small-town character of Sausalito.	Fees	Community Development Department; Planning Commission	~~Begin implementing the checklist in mid-2013.~~ Existing practice.

Implementing Program	Program Goal	2009-2014 Objective	Funding Source	Responsible Entity	Time Frame
5. Condominium Conversion Regulations *(Existing – Expanded; recommended)*	Provide protections for tenants in apartments proposed for conversion.	Implement current regulations. Evaluate strengthening to extend inclusionary to smaller projects and prohibit conversions during periods of low rental vacancy rates.	General Fund; Potential In-Lieu Fee revenues	Community Development Department; Planning Commission; City Council	Evaluate Zoning Ordinance text amendments in 2013.
6. Preservation Existing Rental Housing *(Existing – Expanded; recommended)*	Maintain affordability in income-restricted housing for low and moderate income households.	Preserve 38 very low income, 26 low income and 7 moderate income housing opportunities. Require long-term affordability controls in future affordable housing projects.	General Fund	Community Development Department	Within 2009-2014 planning period.
ENSURING DIVERSITY IN HOUSING					
7. Residential and Mixed Use Sites Inventory *(New; required)*	Provide adequate sites to meet Sausalito's share of regional housing needs.	Maintain site inventory. Provide inventory and development incentive information to developers ~~in conjunction with information on available development incentives~~.	General Fund	Community Development Department	Within 2009-2014 planning period.
8. Mixed Use Zoning in Commercial Districts *(Existing – Expanded; highly recommended)*	Protect existing housing and provide opportunities for new housing within commercial districts.	Initiate zoning text amendments to raise the CUP threshold for residential to 5 or more units, and to allow shared and tandem parking through approval of	General Fund	Community Development Department; Planning Commission; City Council	Initiate zoning text amendments in 2013.

Implementing Program	Program Goal	2009-2014 Objective	Funding Source	Responsible Entity	Time Frame
		a Minor Use Permit. Evaluate the use of compact parking spaces.			

9. Non-Traditional Housing Types *(Existing – Expanded; Optional)*	Support the provision of non-traditional, innovative housing types to meet unique needs.	Offer flexible zoning and other incentives to foster alternative housing types.	General Fund	Community Development Department; Planning Commission; City Council	Within 2009-2014 planning period.
10a. Accessory Dwelling Units – Adoption of Regulations to Encourage New ADUs *(New; required)*	Provide additional sites for rental housing within existing neighborhoods.	Adopt regulations to facilitate new ADUs and conduct educational campaign to promote. Seek to achieve 48~~54~~ new ADUs during the remaining 2012-2014 planning period.	General Fund	Community Development Department; Planning Commission; City Council	Adopt new ADU regulations in 2012, prepare educational materials and publicize. Seek to achieve 54 new ADUs during the remaining 2012-2014 planning period.
10b. Accessory Dwelling Units – Registration and Amnesty of Existing ADUs *(New; required)*	Legalize existing, non-permitted second units, making them safe and sanitary, and acknowledge contribution to community's housing needs.	Develop and initiate ADU registration and amnesty program. Seek to legalize at least 26~~38~~ units. Monitor progress and report to HCD. If shortfall, amend Housing Element to identify additional sites.	General Fund	Community Development Department; Planning Commission; City Council	Begin amnesty in 2012. Legalize at least 38 ADUs in remaining planning period 2012-2014. Report to HCD in 2013, and amend the Element as necessary.
11. Liveaboard Housing *(Existing; required)*	Maintain and enhance liveaboards as a permanent form of affordable housing in Sausalito.	Contact marina operators and facilitate necessary local permitting. Establish monitoring procedures for local low/mod income occupancy requirements. Pursue improved mail service and communication with liveaboard residents.	General Fund	Community Development Department	Facilitate local permitting process in 2012.

ENHANCING HOUSING AFFORDABILITY					
12. Affordable Housing Development Assistance *(New; highly recommended)*	Facilitate development of affordable housing consistent with the community's needs.	Provide financial and regulatory incentives to private developers for the development of high quality affordable housing for families and seniors.	Potential Affordable Housing ~~Trust~~ Fund revenues	Community Development Department; City Council	Within 2009-2014 planning period.
13. Local Affordable Housing Fund *(New; highly recommended)*	Establish a local source of funds to support in the provision of affordable housing	Upon adoption of a program that generates in-lieu housing fees, establish a dedicated Affordable Housing Fund. Consult with Marin County in developing Regulations to govern Fund oversight and expenditures.	Potential Affordable Housing ~~Trust~~ Fund revenues	Community Development Department; City Council	Upon adoption of program generating in-lieu housing fees.
14. Partnerships for Affordable Housing *(Existing – Expanded; Optional)*	Partner with affordable housing developers to leverage their expertise and access to funds.	Explore partnerships with a variety of affordable housing providers, utilizing the Nonprofit Housing Association of Northern California as a resource.	Potential Affordable Housing ~~Trust~~ Fund revenues	Community Development Department; City Council	Contact NPH in 2012.
15. Homebuyer Assistance *(Existing – Promote)*	Expand homeownership opportunities to low and moderate income households.	Contact Marin Housing regarding participation in MCC and BMR programs. Publicize MCCs as they become available.	Federal funds	Community Development Department; Marin Housing	Publicize MCCs and BMR programs in 2012.
16. Section 8 Rental Assistance *(Existing)*	Assist extremely low and very low income households with	Provide information and refer tenants to Marin Housing for	HUD Section 8	Community Development Department; Marin	Within 2009-2014 planning period.

	rental payments.	Section 8 assistance. Provide handout for distribution to rental property owners to encourage them to register units with Marin Housing.		Housing Authority	
17. Inclusionary Housing Regulations *(New; recommended)*	Utilize local zoning to incorporate affordable units within market rate development and/or generate in-lieu housing fees.	Prepare an Inclusionary Housing Nexus and In-Lieu Fee Study and develop and adopt incentive-based inclusionary housing regulations.	General Fund; In-Lieu Fee revenues	Community Development Department; Planning Commission; City Council	Initiate Nexus Study in 2013.
REDUCING GOVERNMENTAL CONSTRAINTS					
18. Fee Deferrals and/or Waivers for Affordable Housing *(Existing; recommended)*	Lower production costs of affordable housing.	Provide information to affordable housing community regarding fee deferrals, reductions, and waivers.	Fees	Community Development Department; City Council	By mid 2013.
19. Density Bonus and Other Incentives for Affordable Housing *(New; State Housing Element Mandate)*	Grant density bonuses for projects of at least 5 units, according to State law, and reduce barriers for utilizing the density bonus.	Amend Zoning Ordinance to comply with State Density Bonus law requirements.	General Fund	Community Development Department; Planning Commission; City Council	By end of 2013.
20. Evaluate Modifications to Parking to Promote Sustainability *(New; Optional)*	Evaluate and establish modified parking standards for specific types of projects in proximity to transit and/or services for special needs housing.	Develop zoning standards that allow for modified parking standards for specific types of housing projects.	General Fund	Community Development Department; Planning Commission; City Council	By end of 2013.

21. Multi-Family Development in Multi-Family Zones *(New - In Progress; highly recommended)*	Encourage two-family and multi-family development in R-2-5, R-2-2.5 and R-3 zoning districts.	Develop standards in Zoning Ordinance to promote two-family and multi-family developments in two-family and multi-family zoning districts. Evaluate alternatives.	~~Potential In-Lieu Fees revenues~~General Fund	Community Development Department; Planning Commission; City Council	Currently ongoing; to be completed by 2013.
22. CEQA Exemptions for Infill Projects *(New; Existing Practice, Optional)*	Continue to use allowable CEQA exemptions for qualified urban infill projects where site characteristics and compatibility allow.	Continue to utilize the Urban Infill (Class 32) exemption on a case-by-case basis as appropriate.	General Fund	Community Development Department; Planning Commission	Existing practice
23. Zoning Text Amendments for Special Needs Housing *(New; State Housing Element Mandate)*	Achieve consistency with SB 2 by specifying language in the Zoning Ordinance for emergency shelters, transitional and supportive housing and Single-Room Occupancy buildings.	Adopt Zoning Ordinance text amendments specifying provisions for emergency shelters, transitional and supportive housing and Single-Room Occupancy buildings.	General Fund	Community Development Department; Planning Commission; City Council	By end of 2013.
PROMOTING EQUAL HOUSING OPPORTUNITIES					
24. Fair Housing Program *(Existing; Federal Mandate)*	Promote fair housing practices and prevent housing discrimination.	Refer fair housing complaints to Fair Housing of Marin. Publicize the fair housing program.	General Fund; CDBG	Community Development Department; Fair Housing of Marin	2009-2014
25. Sausalito Village Senior Services *(Existing)*	Support seniors in allowing them to age in place in their own homes.	Support the efforts of Sausalito Village and utilize as a resource to help promote available housing assistance programs for	General Fund	Community Development Department	Beginning in 2012.

		seniors.			
26. Home Sharing and Tenant Matching Opportunities *(Existing – Expanded; Optional)*	Promote the efficient use of the housing stock and help address the housing needs of seniors and other single person households.	Collaborate with Marin Housing and Sausalito Village Senior Services to implement and actively promote "Home Connection in Marin" within Sausalito.	General Fund; CDBG	Community Development Department; Fair Housing of Marin; Sausalito Village Senior Services	Beginning in 2012.
27. Reasonable Accommodation Procedures *(New; Federal Mandate)*	Provide accessible housing to persons with disabilities.	Amend Zoning Ordinance and develop procedures to allow reasonable accessibility accommodations.	General Fund	Community Development Department; Planning Commission; City Council	By end of 2013.
28. Universal Design / Visitability *(New; Optional)*	Increase accessibility in housing through Universal Design and Visitability.	Develop Universal Design and Visitability Principals brochure, and provide to residential development applicants.	General Fund	Community Development Department	Develop brochure by 2013.
29. Housing for Marine Workers *(New; Optional)*	Recognize the special housing needs of local marine workers.	Support liveaboard and other affordable housing options which address the housing needs of local marine workers.	General Fund; Potential Affordable Housing ~~Trust~~ Fund revenues	Community Development Department; City Council	2009-2014
30. Homeless Continuum of Care *(Existing; State Housing Element Mandate)*	Support the homeless and persons at risk of homelessness in obtaining shelter and services.	Support implementation of the Homeless Countywide Continuum of Care and publicize the emergency 211 call system.	General Fund	Community Development Department	2009-2014
ENSURING ENVIRONMENTAL SUSTAINABILITY					
31. Local Green Building Regulations	Require and encourage residents and the	Adopt local Green Building regulations,	General Fund	Community Development Department;	By end of 2012.

(New; State Mandate)	development sector to build green.	including ~~any~~ appropriate policies and programs.		City Council	
32. Climate Action Plan *(Program in Progress; State Mandate)*	Track City's greenhouse gas emissions and implement strategies to reduce emissions.	Complete the Community-wide Greenhouse Gas Emissions Inventory, and adopt and implement the Climate Action Plan.	General Fund	Community Development Department; Planning Commission; City Council	Initiate within planning period 2009-2014.
33. Contributions towards Employee Housing *(New; Optional)*	Considered impacts of commercial development in terms of additional facilities required to house new residents, or pay in-lieu housing fees.	Evaluate justifications and mechanisms for requiring contributions towards Employee Housing. Amend text of General Plan and/or Zoning Ordinance accordingly.	General Fund~~Potential Commercial Impact Fees~~	Community Development Department; Planning Commission; City Council	Beginning in 2013.
PROMOTING COMMUNITY INVOLVEMENT					
34. Ongoing Community Education and Outreach *(Existing - Expanded; Optional)*	Invite community involvement through attendance and comments at public meetings, and dissemination of information after the Housing Element is adopted.	Continue to include residents and community organizations in the implementation of this Housing Element and the development of the next Housing Element through multiple means.	General Fund	Community Development Department	Ongoing.
35. Housing Element Monitoring/ Annual Report *(New; State Mandate)*	Provide monitoring and annual reporting of the Housing Element implementation progress, in compliance with State law.	The Community Development Department will review the Housing Element annually, provide opportunities for public participation, and submit an annual report to	General Fund	Community Development Department	Through the end of the planning cycle in 2014.

		the State.			
36. Association of Bay Area Governments (ABAG) Housing Needs Process *(Existing - Expanded; recommended)*	Actively monitor and participate in ABAG's future Regional Housing Needs Allocation (RHNA) planning process, and provide ongoing reporting to Council.	The City Council's Sausalito ABAG delegate will continue to monitor and provide reports to the City Council on the preparation and confirmation of the RHNA for the next Housing Element cycle.	General Fund	City Council	Through the end of the planning cycle in 2014.
37. Staff Affordable Housing Training and Education *(New; Optional)*	To effectively administer available housing programs to residents, the City needs to designate staff members whom the public can go to	Designated City staff members shall begin training sessions and provide on-going assistance to homeowners, renters, and developers.	General Fund	Community Development Department; City Council	Beginning in 2012.

Summary of Quantified Objectives: 2009-2014

The following table summarizes the City's quantified objectives for the 2009-2014 Housing Element planning period. The City's new construction objectives reflect the regional housing needs allocation (RHNA); the rehabilitation objectives reflect Marin Housing's Rehabilitation Loan Program; and the conservation objectives reflect conserving affordable units within the three affordable rental projects and conserving the 35 rent and income-restricted berths in Galilee Harbor. The Area Median Income (AMI) is the midpoint in the family-income range for the metropolitan statistical area and is used as the basis to stratify incomes into very-low, low, moderate and above moderate ranges.

Table 2.2: Quantified Objectives for Sausalito's 2009-2014 Housing Element planning period

Income Level	New Construction Objectives	Rehabilitation Objectives	Conservation Objectives
Extremely Low* (0-30% AMI)	41		5
Very Low (31-50% AMI)	40	5	33
Low (51-80% AMI)	47		26
Moderate (81-120% AMI)	84		7
Above Moderate (>120% AMI)	160		
Totals	**372**	**5**	**71**

*Of the City's total 81 unit very low income RHNA allocation, half is allocated to extremely-low income households, and half to very low income households.

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