DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, June 14, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. **Call to Order**— *5:30pm*
All present, except as noted

Chair Linda Pfeifer (City Council Rep) (arrived at 5:50 p.m.)
Mike Kelly (City Council Rep)*
Steve Flahive (City Resident)
Kim Stoddard (City Resident)
Carolyn Kiernat (City Resident)*
Vice-Chair Joan Cox (Planning Commission Rep)
Stan Bair (Planning Commission Rep) (arrived at 5:34 p.m.)
Chris Visher (City Resident)
Joel Paul (City Resident)*

**Absent*

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

3. **Approval of Minutes** – *None.*

4. **Review and Approve Housing Constraints Section:** *Staff will add the following to paragraph 4.2.3: Underground and seasonal springs/creeks can limit the accessibility to available land. Chris Visher will provide input to staff regarding building cost listed in paragraph 4.2.4.*

Public Comment: Land in the Marinship is subsiding at the rate of 1 foot per 10 years.

Vice-Chair Cox moved and Commissioner Bair seconded a motion to approve the housing constraints section as modified. The motion passed unanimously

5. **HEC Schedule/Subcommittee Discussion.** *The committee welcomed Kim Stoddard who owns property in San Jose and has worked in Sausalito as a realtor.*

a. **Discussion of HEC Schedule and June 8, 2010 City Council discussion.** *Chair Pfeifer and Vice-Chair Cox provided an update to the City Council on June 8, 2010. Chair Pfeifer will be updating the City Council at each meeting regarding HEC progress. Chair Pfeifer and Vice-Chair Cox will provide a further report to the City Council on the HEC calendar at its July 27, 2010 meeting.*

b. **Discussion of Subcommittee Roles.**
Second dwelling units can be in multi-family as well as single-family dwelling units, i.e., a single family home on an R2 lot. There are a lot of nonconforming units, i.e., duplexes that are actually triplexes. Staff has access to lots of helpful data, i.e., FAR, parking, building coverage, etc. Steve Flahive requests staff provide him with a current list of businesses being taxed as a source of data for identifying second dwelling units. Sausalito contracts with "Municipal Services" to administer the City's business tax.

6. **Second Dwelling Unit Questionnaire**: *Staff circulated and requested feedback on a second dwelling unit questionnaire. Not all illegal units built since 1984 have been counted, probably because not counted by the census. The committee discussed the possibility of an amnesty program for 2nd units.*

Public Comment: PG&E or garbage collection agency has information from meters. Perhaps a cross check of survey data against meter data could be performed. In certain areas, second units were prohibited because of parking constraints. This needs to be addressed in the housing element.

Item 3
(4 PAGES)

Vice-Chair Cox moved and Steve Flahive seconded a motion to approve the second dwelling unit questionnaire. The motion passed unanimously

7. **Communications**
   a. Staff: The City Attorney wants the committee to be squeaky clean on Brown Act issues. Henceforth, Jeremy Graves is the point of contact and all HEC-related e-mails should be directed to him. He will pass along any communications directed to him within hours. The process of this procedure is to make the process transparent. Staff circulated a roster update. A library of HEC meeting recordings is available for review at the Community Development Department.
   b. HEC Members: None

8. **Agenda Topics for Next Meeting:** There was no additional feedback.

9. **Adjourn** – Vice-*Chair Cox moved and Stan Bair seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:35 p.m.*

DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, August 23, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

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)*	(arrived at 5:40 p.m.)
Steve Flahive (City Resident)*	Stan Bair (Planning Commission Rep)*
Kim Stoddard (City Resident)	Chris Visher (City Resident)
Carolyn Kiernat (City Resident)	Joel Paul (City Resident) (arrived at 6:05 p.m.)

**Absent*

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

3. **Approval of Minutes** – July 12, 2010 and August 9, 2010
Vice-Chair Cox moved and Chris Visher seconded a motion to approve the minutes as amended. The motion passed unanimously.

4. **Subcommittee Reports**

   a. **Liveaboards** (Cox): Chair Pfeifer and Vice Chair Cox met with Bob Batha of BCDC. The 10% liveaboard cap is fairly firm absent exceptional circumstances. BCDC is willing to make certain other accommodations, however, including permitting a contract with a "honey boat" instead of requiring sewer hookups at each pier. Chair Pfeifer and Vice Chair Cox will visit various marina owners to update them on the information learned from BCDC. Any housing element will need to include provision for liveaboard parking, which is presently constrained.
   b. **Accessory Dwelling Units** (Schinsing): The City will be prepared to share a report at the next meeting on September 13, 2010.
   c. **Vacant Land** (Kiernat): Resident Kiernat will not make a report for her subcommittee this evening; she prefers to wait until she has an opportunity to meet with her other team member, Councilmember Mike Kelly.
   d. **Underdeveloped Parcels/Multi-Unit Parcel Opportunities** (Stoddard): The questionnaire has been finalized with input from Chair Pfeifer and is ready for production and mailing. Resident Stoddard suggests perhaps doing a press release before sending the survey. Joel Paul will assist. Various members of the HEC committee will assist staff in folding surveys and stuffing envelopes in an effort to get the survey mailed to residents promptly.

Public Comment: (1) Boats are on public trust tidelands. Many of the boats do not appear to qualify as affordable housing units. (2) Lots of boats would fall within affordable housing.

5. **Review Draft Evaluation of 1995 Housing Element**: Staff circulated and requested feedback on a draft evaluation of the 1995 Housing Element. Chair Pfeifer and Vice-Chair Cox have substantial comments. Kim Stoddard moved and Joel Paul seconded a motion to appoint a subcommittee consisting of Joan Cox and Chris Visher to review and edit the draft. Committee member feedback to staff is due by August 30. Cox and Visher will meet with City staff to incorporate feedback.

6. **Scheduling First Public Workshop.** Joel Paul will draft an informative notice that will (1) explain the housing element requirement and our process; (2) contain statistics; (3) review

options with a request for input, and (4) share our goals of meeting the housing requirement within an appropriate scale. The first public workshop will be held on October 16, 2010 at 9 a.m.

7. **RHNA Credits.** Staff circulated and discussed a report containing data regarding the RHNA requirements and credits to date.

8. **Housing Element Progress Report.** Linda attended an HCD meeting with staff member Lilly Schinsing.

9. **Communications**
   a. Staff: None
   b. HEC Members: None

10. **Agenda Topics for Next Meeting:** It was agreed to add the following agenda item for the next meeting:
   - *Public Workshop goals, agenda, outreach*

11. **Adjourn** – *Vice-Chair Cox moved and Chris Visher seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 7:10 p.m.*
