MEMORANDUM

DATE: October 25, 2010

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner

SUBJECT: HEC Next Steps

- On **April 5, 2010** the HEC and Staff discussed the April 6, 2010 staff presentation to the City Council on the status of housing element. Included in the Council's 4/6/10 packet was a Housing Element Update Work Program (see **Attachment 1**) which detailed the HEC's work schedule from April 12, 2010 to April 25, 2011. At the April 5, 2010 HEC meeting the Committee formed a subcommittee to discuss optimization of the HEC schedule with Staff.
- On **April 6, 2010** staff provided an update to the City Council on the status of the housing element, including a detailed HEC work schedule.
- On **April 15, 2010** the subcommittee met with staff to discuss the HEC schedule.
- On **April 26, 2010** HEC meeting the Committee discussed the creation of four subcommittees provide focused research on specific site-inventory topic areas.
- At the **May 10, 2010** HEC meeting HEC committee members assigned themselves to the subcommittees.
- At the **June 8, 2010** City Council meeting staff and members of the HEC presented the subcommittee approach to the City Council.
- On **August 23, 2010** the HEC established Saturday, October 16 as the date for the first community workshop on the Housing Element Update. Topics of discussion at the workshop included the purpose of a Housing Element, the goals of the HEC, and the strategies currently being pursued by HEC to meet state-mandated housing requirements.
- On **September 20, 2010** the HEC reviewed and discussed a draft HEC goal statement a draft purpose of the community workshop statement and a draft HEC workshop agenda.
- On **September 27, 2010** the HEC discussed revised HEC goal statements to be shared at the first community workshop. Due to the lack of a quorum, the HEC decided to hold a special meeting prior to the City Council's October 5 meeting to approve the HEC's goal and forward them to the Council on October 5.
- On **September 28, 2010** the City Council received a Status Report from Staff regarding the workshop and discussed the scheduling of the workshop. The Council continued the discussion of the workshop to the October 5 Council meeting to allow further HEC review of the workshop goals and agenda.
- Due to the scheduling conflicts of HEC members, a special HEC meeting could not be scheduled prior to the October 5 Council meeting.
- On **October 5, 2010** the City Council continued the topic of the HEC goals and Community Workshop without discussion.

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- The community workshop scheduled for October 16 was postponed to a date uncertain.
- On **October 11, 2010** the HEC discussed the postponement of the workshop and scheduled a special meeting for October 18, 2010 to discuss a communication/request to be forwarded to the City Council at the October 19 Council meeting.
- On **October 18, 2010** the HEC, by consensus, approved a HEC goal to be forwarded to the City Council at their October 19, 2010 meeting.
- On **October 19, 2010** the City Council discussed the HEC goal and, with some revisions, approved the HEC goal as follows:

  To accommodate the 372 RHNA through 2014 in a manner that has positive and minimal impacts on Sausalito.

- Attached is an updated HEC work program (see **Attachment 2**) for the HEC's review, discussion and action.

Recommendation: Provide direction to Staff on the subcommittees' general time frame for the submittal of their respective technical reports. Once the time frames have been established, Staff will return with an updated work program with submittal dates for the remaining tasks.

Attachments:
1- Housing Element Committee Detailed Work Schedule, dated March 31, 2010
2- Housing Element Committee Detailed Work Schedule, dated October 21, 2010

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Housing Element Committee Detailed Work Schedule
Housing Element Update
Updated: March 31, 2010

Topic	Task	Work Schedule		
		Date	Staff	HEC
Housing Needs	Research and analysis of existing and projected housing needs; Special needs	April 12, 2010		Reviews draft and provides comments
		April 22, 2010	Provides revised draft	
		April 26, 2010		Reviews and Approves
Housing Constraints	Analyze housing constraints and energy conservation	May 20, 2010	Provides draft	
		May 24, 2010		Reviews draft and provides comments
		June 10, 2010	Provides revised draft	
		June 14, 2010		Reviews revised draft and provides comments
		June 24, 2010	Provides revised draft	
		June 28, 2010		Reviews and Approves
Public Workshop #1	Conduct public workshop on Housing Needs and Housing Constraints	June 14, 2010		Discusses Public Workshop #1
		July 20, 2010	Public Workshop #1 Held	
		July 26, 2010		Provides comments on Public Workshop #1
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, second dwelling units)	July 8, 2010	Provides draft (part 1)	
		July 12, 2010		Reviews draft (part 1) and provides comments
		July 26, 2010		Conducts Field visit
		September 9, 2010	Provides revised draft (part 1) and draft (part 2)	
		September 13, 2010		Reviews revised draft and provides comments
		September 23, 2010	Provides revised complete draft	
		September 27, 2010		Reviews revised draft and provides comments
		October 7, 2010	Provides revised complete draft	
		October 11, 2010		Reviews and Approves
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory	October 11, 2010		Discusses Public Workshop #2
		November 17, 2010	Public Workshop #2 Held	
		November 22, 2010		Provides comments on Public Workshop #2

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Attachment 1

Topic	Task	Work Schedule		
		Date	Staff	HEC
Goals, Policies and Programs	Review goals, policies and programs	October 21, 2010	Provides draft	
		October 25, 2010		Reviews draft and provides comments
		November 4, 2010	Provides revised draft	
		November 8, 2010		Reviews revised draft and provides comments
		November 18, 2010	Provides revised draft	
		November 22, 2010		Reviews revised draft and provides comments
		December 9, 2010	Provides revised draft	
		December 13, 2010		Reviews and Approves
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	January 6, 2010	Provides draft	
		January 10, 2010		Reviews draft and provides comments
		January 20, 2010	Provides revised draft	
		January 24, 2010		Reviews revised draft and provides comments
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs	February 14, 2011		Discusses Public Workshop #3
		March 22, 2011	Public Workshop #3 Held	
		March 28, 2011		Provides comments on Public Workshop #3
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	February 24, 2011	Provides draft	
		February 28, 2011		Reviews draft and provides comments
		March 10, 2011	Provides revised draft	
		March 14, 2011		Reviews and Approves
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC	March 24, 2011	Provides draft	
		March 28, 2011		Reviews draft and provides comments
		April 21, 2011	Provides revised draft	
		April 25, 2011		Reviews and Approves

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Housing Element Committee Detailed Work Schedule
Housing Element Update
Updated: October 21, 2010

Topic	Task	Work Schedule				Status
		Date	Staff	HEC		
Housing Needs	Research and analysis of existing and projected housing needs; Special needs	April 12, 2010		Reviews draft and provides comments		Completed
		April 22, 2010	Provides revised draft			Completed
		April 26, 2010		Reviews and Approves		Completed
Housing Constraints	Analyze housing constraints and energy conservation	May 20, 2010	Provides draft			Completed
		May 24, 2010		Reviews draft and provides comments		Completed
		June 10, 2010	Provides revised draft			Completed
		June 14, 2010		Reviews revised draft and provides comments		Completed
		June 24, 2010	Provides revised draft			Completed
		June 28, 2010		Reviews and Approves		Completed
Public Workshop #1	Conduct public workshop on topics TBD	TBD		Discusses Public Workshop #1		
		TBD	Public Workshop #1 Held			
		TBD		Provides comments on Public Workshop #1		
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, accessory dwelling units)	TBD		Liveaboards	Subcmte provides draft technical study	
		TBD			HEC reviews draft technical study and provides comments	
		TBD			Subcmte provides revised technical study	
		TBD			HEC reviews revised technical study and approves	
		TBD		ADUs-Single Family	Subcmte provides draft technical study	Completed
		TBD			HEC reviews draft technical study and provides comments	Underway
		TBD			Subcmte provides revised technical study	
		TBD			HEC reviews revised technical study and approves	
		TBD		Vacant Land	Subcmte provides draft technical study	
		TBD			HEC reviews draft technical study and provides comments	
		TBD			Subcmte provides revised technical study	
		TBD			HEC reviews revised technical study and approves	
		TBD		Underdev. Parcels/ Multi-Unit	Subcmte provides draft technical study	Underway
		TBD			HEC reviews draft technical study and provides comments	
		TBD			Subcmte provides revised technical study	
		TBD			HEC reviews revised technical study and approves	

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Topic	Task	Work Schedule			Status
		Date	Staff	HEC	
Housing Opportunities & Site Inventory (cont'd)	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, accessory dwelling units) (cont'd)	TBD	Provides draft inventory (using subcmte technical studies)		
		TBD		Reviews draft inventory and provides comments	
		TBD		Conducts Field visit	
		TBD	Provides revised inventory and draft analysis		
		TBD		Reviews revised draft and provides comments	
		TBD	Provides revised complete draft		
		TBD		Reviews revised draft and provides comments	
		TBD	Provides revised complete draft		
		TBD		Reviews and Approves	
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory and other topics TBD	TBD		Discusses Public Workshop #2	
		TBD	Public Workshop #2 Held		
		TBD		Provides comments on Public Workshop #2	
Goals, Policies and Programs	Review goals, policies and programs	TBD	Provides draft		
		TBD		Reviews draft and provides comments	
		TBD	Provides revised draft		
		TBD		Reviews revised draft and provides comments	
		TBD	Provides revised draft		
		TBD		Reviews revised draft and provides comments	
		TBD	Provides revised draft		
		TBD		Reviews and Approves	
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	June 28, 2010 & Aug 23, 2010	Provides draft		Completed
		Sept 13, 2010		Reviews draft and provides comments	Underway
		Oct 11, 2010 & Oct 25, 2010		Provides revised draft; reviews and provides comments	Underway
		TBD		Reviews revised draft and provides comments	

Topic	Task	Work Schedule			Status
		Date	Staff	HEC	
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs and other topics TBD	TBD		Discusses Public Workshop #3	
		TBD	Public Workshop #3 Held		
		TBD		Provides comments on Public Workshop #3	
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	TBD	Provides draft		
		TBD		Reviews draft and provides comments	
		TBD	Provides revised draft		
		TBD		Reviews and Approves	
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC	TBD	Provides draft		
		TBD		Reviews draft and provides comments	
		TBD	Provides revised draft		
		TBD		Reviews and Approves	

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