



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Housing Element Update Status Report

RECOMMENDED ACTION

For information only, no action is required

SUMMARY

This report reviews progress on the Housing Element update process and schedule. On September 13, 2011 the City Council received a status report on the Housing Element Update. At that meeting the Council authorized the City Manager to execute a professional services agreement with Metropolitan Planning Group (M-Group) for the update of the Housing Element. Since that time the Housing Element Task Force (Task Force) has held four meetings and is currently in the process of selecting a strategy to meet the Regional Housing Needs Allocation (RHNA) and preparing for a third community workshop on December 3, 2011. Upon the recommendation of M-Group, staff will begin a concurrent process to develop Accessory Dwelling Unit (ADU) regulations to allow future ADUs and an amnesty program to legalize unpermitted ADUs.

HOUSING ELEMENT COMMITTEE ACTIVITIES

From September 26, 2011 to October 25, 2011 the Task Force has held three regular meetings and one site visit tour. A summary of the Task Force's activities since the last status report is as follows:

- On **September 26, 2011** the Task Force held a public meeting to discuss the draft meeting schedule, liveaboard assumptions, and a draft notice to neighbors and property owners of candidate sites.
- On **October 8, 2011** the Task Force conducted a public site tour of each of the candidate sites.
- On **October 10, 2011** Staff, M-Group, and two representatives from the Task Force met with the State of California, Department of Housing and Community Development (HCD) to allow HCD representative to observe first-hand the challenges the City faces in meeting the Housing Element "sites" requirement.
- On **October 10, 2011** the Task Force held a public meeting to the meeting with HCD, liveaboards and the candidate sites visited at the October 8th site tour. The Task Force removed three of the nine candidate sites from the list of candidate sites (sites removed: the Valhalla, Sausalito Blvd., Ebbitide).
- On **October 25, 2011** the Task Force held a public meeting to discuss M-Group's recommended strategy in meeting the RHNA. A memo from M-Group regarding this strategy is presented in the **Attachment**.

COMMUNITY WORKSHOP AND ADDITIONAL TASK FORCE MEETINGS

Community Workshop. The revised housing element update schedule Staff presented to the City Council on April 6, 2010 included three community workshops divided into different topic areas associated with the required housing element components.

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- The first workshop, conducted on February 26, 2011, focused on the housing needs analysis, housing constraints and an overview of state-mandated housing element requirements, existing demographic housing characteristics and the constraints to housing construction in Sausalito.
- The second workshop, conducted on July 16, 2011, focused on components that are required to be included/analyzed in the Housing Element Update and the "Menu of Options," a document that described all of the various options (including Accessory Dwelling Unit, liveaboard and rezoning scenarios) that could be considered.
- The third workshop, which will present the draft goals, policies and programs, will be conducted at 9:30am on December 3, 2011 at the Bay Model.
- On November 10, 2011 postcards were be mailed to each resident and property owner in Sausalito announcing the third community workshop and inviting attendance. Additionally, the workshop will be advertised by:
 - Putting flyers in the *Marinscope* editions of November 23rd and November 30th
 - Sending out an email to the Task Force email distribution list and Sausalito Currents
 - Sending flyers to local community groups and harbormasters
 - Posting flyers on the City's website and at City Hall

Additional Task Force Meetings. There are four scheduled Task Force meetings remaining before the Task Force is anticipated to forward a recommended draft Housing Element to the City Council. The Task Force is scheduled to review draft goals, policies and programs at its November 21, 2011 meeting. Subsequently, the Task Force will meet on December 5 and December 12, 2011 to discuss the comments received at the workshop and discuss the Goals, Policies, Programs document. On January 9, 2012 the Task Force is scheduled to have its final meeting to review and forward a recommended draft Housing Element to the City Council.

Following receipt of the recommended draft Housing Element, the City Council will hold a joint meeting with the Planning Commission in January 2012 to review the draft Element. Subsequently the City will forward the draft Housing Element to HCD for comments by February 2, 2012. Following a 60-day review period, the State will return comments on the draft Element to the City by April 2, 2012.

ADU REGULATIONS AND AMNESTY PROGRAM

A significant component of the Task Force's strategy in meeting the RHNA is the development of regulations which would allow the permitting of new ADUs in specific residential Zoning Districts in Sausalito and an amnesty program which would legalize unpermitted ADUs (if the property owner applied to legalize the unit) within a certain time period. M-Group has opined that it would significantly enhance the City's ability to count future and existing ADUs in the Housing Element if the City could move forward on development of the new ADU regulations and an amnesty program as soon as possible. M-Group has expressed concern that if the City waits for adoption of the Housing Element, at best case the ADU regulations and amnesty program would be in place by the end of 2012. This would leave only 18 months before the end of the planning period in June 2014 and making the Task Force goal for 54 new ADUs and legalization of 38 existing ADUs extremely unlikely. Due to an annual monitoring requirement to HCD on ADU progress, significant underperformance could result in the City having to amend the adopted Element to identify additional sites (which could include rezoning). Therefore, M-Group recommends that the City adopt ADU regulations and an amnesty program in the same time frame as the adoption of the Housing Element. Staff will be initiating the development of an ADU regulations and amnesty program and is in the process of preparing a schedule.

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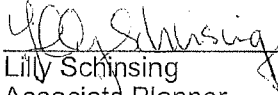
STAFF RECOMMENDATION

For information only, no action is required

ATTACHMENT

M-Group Memo, date stamped October 25, 2011

PREPARED BY:



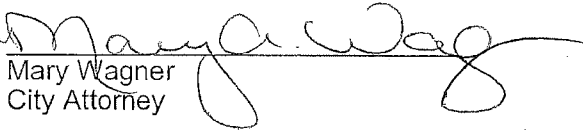
Lily Schinsing
Associate Planner

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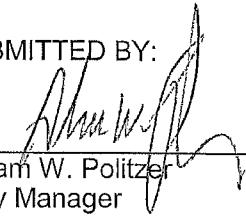
Jeremy Graves, AICP
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REVIEWED BY:



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SUBMITTED BY:



Adam W. Politzer
City Manager

cc: Housing Element Task Force *without attachment*
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