DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, May 24, 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)
Mike Kelly (City Council Rep)
Steve Flahive (City Resident)
Carolyn Kiernat (City Resident)
Vacant (City Resident)*
**Absent*

Vice-Chair Joan Cox (Planning Commission Rep)
Stan Bair (Planning Commission Rep) (arrived at 5:55 p.m.)
Chris Visher (City Resident)
Joel Paul (City Resident)

Joel Paul was introduced as the newest member appointed to the Housing Element Committee. Mr. Paul teaches at UC Hastings and is the Associate Dean there.

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

3. **Approval of Minutes** – April 26, 2010 and May 10, 2010
Chris Visher moved and Steve Flahive seconded a motion to approve the minutes. The motion passed unanimously.

4. **Introduction of Planning Intern Kayla Platt** – *Planning Intern Kayla Platt is researching illegal second units; she has whittled 104 properties down to 30 and will report back the outcome of her research, including rental prices. $1,500-$1,600 per month is the current "very low" price for a studio for purposes of affordable housing.*

5. **Review of Housing Constraints Section** — *Chair Linda Pfeifer presented the first draft of the compiled Housing Constraints Section. During discussion, it was agreed that:*

- *Chair Pfeifer will add additional data to what she has already written (e.g., density, WAM report).*
- *Associate Planner Lilly Schinsing will provide the square footage for a single lot.*
- *Associate Planner Lilly Schinsing will research the construction cost dollar amounts for paragraph 4.2.2.*
- *Associate Planner Lilly Schinsing will add sub-headings to paragraph 4.2.3.*
- *Associate Planner Lilly Schinsing will delete the paragraph on rental development on p. 10*
- *Associate Planner Lilly Schinsing will edit paragraph 4.2.4 as directed by the Committee.*
- *Associate Planner Lilly Schinsing will move paragraphs 4.2.5 and 4.2.6 to the "Opportunities" section of the chapter.*

6. **Subcommittee Reports** – *Each subcommittee with the exception of the Vacant Land subcommittee submitted a work breakdown structure for review by other Committee members. City Council Representative Mike Kelly reported that this subcommittee is making progress. He further raised the possibility of building on R3 property and possibly selling public safety land. Regarding overall process for all subcommittees, Chair Pfeifer and Vice-Chair Cox will utilize the data submitted by the subcommittees to create a revised timeline. City Council Representative Mike Kelly cautioned the committee not to move forward with the tasks outlined in their work breakdown structures without City Council approval. Per Council Member Mike Kelly's assertion, Chair Pfeifer will prepare a status report to the City Council and obtain approval for the subcommittees to move forward with their work.*

ITEM 6
(2 PAGES)

7. **Communications**

a. *Staff reported on its availability in August, 2010. Although staff is available the last week of August, it appears the first public workshop will likely be scheduled in September, 2010.*

b. HEC Members- *None.*

8. **Agenda Topics for Next Meeting:**

- *Final review and approval of the "Housing Constraints" Chapter*
- *Associate Planner Schinsing will prepare the "Evaluation of Previous Housing Element" Chapter next to give the committee members time to compile data pertaining to the "Housing Opportunities" Chapter before she drafts that Chapter.*
- *Discussion regarding Public Workshops*

9. **Adjourn** – *6:55pm*