



DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, July 12, 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)
Kim Stoddard (City Resident)

Vice-Chair Joan Cox (Planning Commission Rep)
Stan Bair (Planning Commission Rep)
Chris Visher (City Resident)*
Joel Paul (City Resident)

**Absent*

2. Public Comment on Items Not on Agenda – None

3. Approval of Minutes – None

4. Subcommittee Reports

- a. **Liveboards** (Cox): Chair Pfeifer and Vice Chair Cox are performing interviews of various marina harbormasters. Upon completion of the interviews, they will compile and share a table of statistics gathered from those meetings. To date, they have gathered useful information regarding how marinas possessing a BCDC license for liveboards have complied with BCDC's requirements. They have learned that certain City requirements (i.e., parking) will also have to be addressed in any plan to legalize existing liveboards.
- b. **Accessory Dwelling Units** (Platt): Staff circulated a report on its work on Accessory Dwelling Units. To date, City staff has visited 30 properties and identified 12 undocumented second units that can be counted toward the RHNA requirement. City staff did not consider units with two mailboxes that were likely already counted in census. Mike Kelly pointed out that some prior 2-unit dwellings have been combined into a single family home. Joel Paul suggested perhaps interviewing homeowners to find out if the census has already counted them. Mike Kelly cautioned against leaving out the State & ABAG.
- c. **Vacant Land** (Kelly): The subcommittee circulated a work breakdown structure for its task indicating a site identification completion date of 9/13/10. Mike Kelly believes their analysis needs to include where vacant lots are and what their zoning is, and pointed out there's a difference between underdeveloped land and accessory dwelling units. For the moment, this subcommittee will focus on identifying vacant land and not underdeveloped land. Zoning issues will be addressed as shortfalls to required once the total number of countable residential units has been tallied.
- d. **Apartment Conversions/Accessory Dwelling Units in Multifamily Districts** (Flahive): The subcommittee will work with Lilly Schinsing to develop a questionnaire similar to the one transmitted in connection with accessory dwelling units.
- e. **Additional Communication:** None.

Public Comment: There are ends of streets that are identified as "Residential." A density bonus is not enough to incentivize affordable housing in existing multi-unit districts; the City should waive fees. The City should talk to property owners ahead of time prior to transmitting a survey. Expanding R2-R3 is a possibility. The City should also look at big lots with little buildings as an opportunity for additional development.

Item 3
(4 Pages)

5. **Accessory Dwelling Unit Questionnaire (for Single Family Zoning Districts)**
 - a. **Revised Cover Letter and Questionnaire:** Staff circulated a revised cover letter and questionnaire that was transmitted to 10 random property owners.
 - b. **“Pilot Test” Results:** Staff spoke with 6 of the 10 residents and received 2 completed surveys. All residents interviewed were receptive to the survey; no negative feedback was received.

Vice Chair Cox moved and Joel Paul seconded a motion to approve and transmit the revised letter and questionnaire to homes in single family zoning districts. The motion carried unanimously (Stan Bair absent).

6. **August and September HEC Calendar**

Staff circulated a memo and calendar regarding its availability in August and September.
 7. **Housing Element Progress Report**

Staff circulated and invited feedback on a Housing Element Update Progress Chart.
 8. **Communications**
 - a. Staff: Staff circulated an editorial from the Marin IJ regarding Novato’s progress on its housing plan. Staff circulated a table of 2010 state income limits and copies of e-mails transmitted to Chair Pfeifer.
 - b. HEC Members: None
 9. **Agenda Topics for Next Meeting:** It was agreed to add the following agenda items for the next meeting:
 - *Schedule public workshops*
 - *Subcommittee reports*
 - *Legal analyst debrief*
 10. **Adjourn** – *Vice Chair Cox moved and Stan Bair seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 7:05 p.m.*
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DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, August 9, 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 5:55 p.m.)

Mike Kelly (City Council Rep)*

Steve Flahive (City Resident)*

Kim Stoddard (City Resident)
(arrived at 5:42 p.m.)

Vice-Chair Joan Cox (Planning Commission Rep)

Stan Bair (Planning Commission Rep)*

Chris Visher (City Resident)

Joel Paul (City Resident)*

Carolyn Kiernat (City Resident) (arrived at 5:37 p.m.)

**Absent*

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

3. **Approval of Minutes** – July 26, 2010 (Special Meeting) and July 26, 2010 (Regular Meeting)
Chair Pfeifer amended the July 26, 2010 Regular Meeting minutes and Chris Visher moved and Carolyn Kiernat seconded a motion to elect approve the amended minutes. The motion passed unanimously.

4. **Subcommittee Reports**

- a. **Liveboards** (Cox): Chair Pfeifer and Vice Chair Cox have concluded the interviews of those marina harbormasters they intend to visit and will compile a table of statistics gathered from those meetings. Chair Pfeifer and Vice Chair Cox will visit BCDC on 8/18/10 to assess BCDC's receptiveness to issuance of additional licenses permitting liveboards and the parameters for such licenses.
- b. **Accessory Dwelling Units** (Schinsing): The City has received responses to 316 of the 941 surveys transmitted. Kayla has set up a database and will be prepared to share a report at the next meeting on August 23, 2010.
- c. **Vacant Land** (Kiernat): Resident Kiernat has obtained a disk listing all vacant lots, some privately owned. She will review the data and be prepared to provide a tally at the August 23, 2010 meeting.
- d. **Underdeveloped Parcels/Multi-Unit Parcel Opportunities** (Stoddard): The subcommittee has worked with Lilly Schinsing to develop a questionnaire similar to the one transmitted in connection with accessory dwelling units. Staff is awaiting comments from Chair Pfeifer and expects to transmit a cover letter and survey this week or next.
- e. **Additional Communication**: Staff should plan to give at least 15 days notice for a public workshop. Staff has availability in September, 2010. Notice of the workshop can be published in the *Sausalito Marinscope* and *In The Loop* newsletter and can be mailed to residents who have specifically requested notification.

Public Comment: 3-4 weeks notice should be given for public workshops so that residents can plan to attend. The workshops should be thorough so that residents are not blindsided about the provision of 372 units of residential housing about which they have had no prior notice.

5. **Housing Element Progress Report**: Staff circulated and requested feedback a Housing Element Update Progress Chart. Staff will provide an updated chart at each HEC meeting. Staff will provide a draft evaluation of the 1995 Housing Element at the August 23, 2010 meeting for review and comment.

6. Communications

- a. Staff: None
- b. HEC Members: None

7. Agenda Topics for Next Meeting: It was agreed to add the following agenda items for the next meeting:

- *Schedule public workshops*
- *Staff to provide requested statistics*

8. Adjourn – *Chair Pfeifer moved and Chris Visher seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:05 p.m.*
