MEMORANDUM

DATE: August 23, 2010

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner

SUBJECT: Scheduling First Public Workshop

At the August 9, 2010 HEC meeting Staff was directed to provide the following options for the Committee to consider when scheduling the first public workshop on the Housing Element update:

1. Methods of notice
2. Amount of advance notice

Methods of Notice

There are a variety of methods that Staff could use to provide notice and information to the community regarding a public workshop:

- Publish a notice in the local newspapers (Marinscope/Marin Independent Journal)
- Publish notice In-the-Loop
- Post flyers at City Hall
- Post notice on the City's website
- Create and distribute a press-release packet to distribute to community groups (e.g., Women's Club, Rotary, Lion's Club, Sausalito Environmental Action, Friends of Dunphy Park, etc.) and the local newspapers (Marinscope/Marin Independent Journal)
- Send letter to those on the Housing Element update email/mailing list

Amount of Advance Notice

Staff recommends advance notice of a public meeting/workshop of approximately one month. At a minimum, 10 days notice should be provided.

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