



MEMORANDUM

DATE: September 13, 2010

TO: Housing Element Committee (HEC)

FROM: Lilly Schinsing, Associate Planner 

SUBJECT: First Public Workshop

Discussion

At the August 23, 2010 HEC meeting the Committee decided to schedule the first public workshop for October 16, 2010 from 9am-12pm. Staff was directed to provide the following for the Committee to consider for the public workshop:

- Suggested location;
- Draft agenda and goals; and
- Notice and outreach strategy.

Location

Staff recommends that the first public workshop be held at City Hall in the City Council Chambers. The Council Chambers have recording abilities and an overhead powerpoint projector/slide for presentations. The Chambers are available for October 16 and Staff has tentatively reserved them for the public workshop. Alternatively, the Edgewater room is available for the public workshop. The room would need to be outfitted with an overhead projector and slide for presentations if the Committee decided to choose that location.

Meeting Goals and Draft Agenda

As directed by the HEC at the August 23, 2010 meeting, Staff has drafted a list of meeting goals (see Attachment 1) and a meeting agenda for the HEC's review (see Attachment 2). Staff is requesting that the Committee provide direction on the goals and agenda and Staff will return with the requested revisions at the September 27, 2010 HEC meeting.

Notice and Outreach Strategy

At the August 23, 2010 HEC meeting there were a variety of suggestions regarding the length of time notice should be given for the public workshop. For a three week notice to be given, the deadline to send the notices would be September 24. However, if the HEC would like another opportunity to review the notice prior to it being sent out, direction could be given to Staff at the September 27 HEC meeting and notices could be sent on September 28, which would provide a 2 ½ week noticing period. The Marinscope requires legal notices be sent to the legal department one week prior to the paper coming out (on a Wednesday), so for the notices to be in the Marinscope on October 6 Staff would need to get the legal notice to the paper on September 29.

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

The HEC suggested that the notice give a sense of the topics to be discussed at the public workshop and that the Committee should discuss the exact language of the public notice. Using the draft goals and agenda provided in Attachments 1 and 2, Staff has drafted a notice for the HEC's review (see Attachment 3).

The Marinscope charges \$10 per square inch of 7 point size text for legal notices.

Attachments:

1. Draft Meeting Goals
2. Draft Agenda
2. Draft Notice

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Draft October 16, 2010 Public Workshop Goals

- A. Provide HEC's vision for Housing Element Update
- B. Discuss RHNA and credits to the RHNA from construction/approvals since 1999
- C. Discuss subcommittee work and options to reduce RHNA (i.e., liveboards, ADUs, etc.)
- D. Invite public input

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**PRELIMINARY
HOUSING ELEMENT UPDATE
PUBLIC WORKSHOP AGENDA**

**Saturday, October 16, 2010
9am-12pm
City Council Chambers
City Hall at 420 Litho Street**

- I. Welcome and Introductions**
- II. Meeting Goals and Objectives**
- III. Housing Element Update Background**
 - a. Housing Element State Law**
 - b. Regional Housing Needs Allocation (RHNA)**
 - c. Existing Sausalito Housing Characteristics and Constraints**
- IV. Housing Element Committee's To-Date Accomplishments**
 - a. Vision for Housing Element Update**
 - b. Credits to the RHNA**
 - c. Liveboard Options**
 - d. Accessory Dwelling Unit Options**
 - e. Apartment Conversion Options**
- V. Community Questions and Input**

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October 16, 2010 Public Workshop Notice

The Housing Element Committee will hold a Public Workshop from **9am to 12pm on Saturday, October 16, 2010** in the City Council Chambers at 420 Litho Street, in order to discuss the Housing Element Update.

The Housing Element is the component of the City's General Plan that provides a vision for housing and is the blueprint for future housing development in the City. It includes goals, policies, and programs that direct residential decision-making. State law requires that local governments periodically update their Housing Element.

The Housing Element Committee (HEC) is currently conducting an analysis and selecting policies and recommendations for inclusion in the draft housing element. Some of the topics that will be discussed during the workshop on the Housing Element Update include Housing Element State Law, Sausalito's existing Housing Characteristics and Constraints, the Housing Element Committee's vision for the Housing Element Update and potential options to address the Regional Housing Needs Allocation (RHNA).

Property owners, residents, and all members of the community are encouraged to attend and participate. For more information, contact Lilly Schinsing, Associate Planner, at (415) 289-4134 or via email at LSchinsing@ci.sausalito.ca.us. For more information on the update and the HEC please visit the City's website at <http://www.ci.sausalito.ca.us/Index.aspx?page=703>.

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