

## APPROVED HOUSING ELEMENT COMMITTEE MINUTES Monday, June 14, 2010 5:30 p.m. City Council Conference Room City Hall at 420 Litho Street

Call to Order— 5:30pm
 All present, except as noted
 Chair Linda Pfeifer (City Council Rep)
 (arrived at 5:50 p.m.)
 Mike Kelly (City Council Rep)\*
 Steve Flahive (City Resident)
 Kim Stoddard (City Resident)
 Carolyn Kiernat (City Resident)\*

Vice-Chair Joan Cox (Planning Commission Rep)
Stan Bair (Planning Commission Rep)
(arrived at 5:34 p.m.)
Chris Visher (City Resident)
Joel Paul (City Resident)\*

\*Absent

- 2. Public Comment on Items Not on Agenda- None
- 3. Approval of Minutes *None.*
- **4.** Review and Approve Housing Constraints Section: Staff will add the following to paragraph 4.2.3: Underground and seasonal springs/creeks can limit the accessibility to available land. Chris Visher will provide input to staff regarding building cost listed in paragraph 4.2.4.

Public Comment: Land in the Marinship is subsiding at the rate of 1 foot per 10 years.

Vice-Chair Cox moved and Commissioner Bair seconded a motion to approve the housing constraints section as modified. The motion passed unanimously

- **5. HEC Schedule/Subcommittee Discussion.** The committee welcomed Kim Stoddard who owns property in San Jose and has worked in Sausalito as a realtor.
  - a. Discussion of HEC Schedule and June 8, 2010 City Council discussion. Chair Pfeifer and Vice-Chair Cox provided an update to the City Council on June 8, 2010. Chair Pfeifer will be updating the City Council at each meeting regarding HEC progress. Chair Pfeifer and Vice-Chair Cox will provide a further report to the City Council on the HEC calendar at its July 27, 2010 meeting.

## b. Discussion of Subcommittee Roles.

Second dwelling units can be in multi-family as well as single-family dwelling units, i.e., a single family home on an R2 lot. There are a lot of nonconforming units, i.e., duplexes that are actually triplexes. Staff has access to lots of helpful data, i.e., FAR, parking, building coverage, etc. Steve Flahive requests staff provide him with a current list of businesses being taxed as a source of data for identifying second dwelling units. Sausalito contracts with "Municipal Services" to administer the City's business tax.

**6. Second Dwelling Unit Questionnaire**: Staff circulated and requested feedback on a second dwelling unit questionnaire. Not all illegal units built since 1984 have been counted, probably because not counted by the census. The committee discussed the possibility of an amnesty program for 2<sup>nd</sup> units.

Public Comment: PG&E or garbage collection agency has information from meters. Perhaps a cross check of survey data against meter data could be performed. In certain areas, second units were prohibited because of parking constraints. This needs to be addressed in the housing element.

Vice-Chair Cox moved and Steve Flahive seconded a motion to approve the second dwelling unit questionnaire. The motion passed unanimously

## 7. Communications

- a. Staff: The City Attorney wants the committee to be squeaky clean on Brown Act issues. Henceforth, Jeremy Graves is the point of contact and all HEC-related e-mails should be directed to him. He will pass along any communications directed to him within hours. The process of this procedure is to make the process transparent. Staff circulated a roster update. A library of HEC meeting recordings is available for review at the Community Development Department.
- b. HEC Members: None
- 8. Agenda Topics for Next Meeting: There was no additional feedback.
- **9. Adjourn** Vice-Chair Cox moved and Stan Bair seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:35 p.m.