



DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, September 13, 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
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| Chair Linda Pfeifer (City Council Rep) | Vice-Chair Joan Cox (Planning Commission Rep) |
| Mike Kelly (City Council Rep)* | Stan Bair (Planning Commission Rep)* |
| Steve Flahive (City Resident) | Chris Visher (City Resident)* |
| Kim Stoddard (City Resident) | Joel Paul (City Resident) (arrived at 5:50 p.m.; departed at 6:37 p.m.) |
| Carolyn Kiernat (City Resident)* | |

*Absent

2. **Public Comment on Items Not on Agenda-** *Nancy Osborne lives at 2 Kendall Court, a condominium complex with nine single family homes and one duplex. She chairs the Civics Committee.*
3. **Approval of Minutes – June 14, 2010 and August 23, 2010**
There were no comments on the draft minutes. After Joel Paul arrived, the committee unanimously moved to approve the minutes.
4. **Subcommittee Reports**
- a. **Liveboards (Cox):** Chair Pfeifer and Vice Chair Cox have met with some marina owners to advise of the 10% liveboard cap and the accommodations BCDC is willing to make, including permitting a contract with a "honey boat" instead of requiring sewer hookups at each pier.
 - b. **Accessory Dwelling Units (Schinsing):** Joel Paul inquired whether the Housing Element can project numbers based on actual responses received to date.
 - c. **Vacant Land:** Councilmember Mike Kelly was on the site selection committee for vacant land. The state requires a report on vacant land. Chair Pfeifer will reach out to the vacant land subcommittee to obtain a progress report.
 - d. **Underdeveloped Parcels/Multi-Unit Parcel Opportunities (Stoddard):** 2,342 surveys were mailed out. Kim Stoddard will call Jessica at the Marinscope about an article advising the community of the fact of the questionnaire. Kim Stoddard and Steve Flahive will work to get the communication out via In the Loop to the Rotary, Chamber of Commerce, and Lion's Club.

Public Comment: Nancy Osborne recommends meeting with Jessica. It needs to be emphasized every homeowner got a survey. Perhaps an article should be run in the Independent Journal as well.

5. **Evaluation of 1995 Housing Element:** Chair Cox will write a draft HEC evaluation chapter based on the guidelines approved by the committee, i.e., a broad overview rather than a detailed analysis, given the staff turnover and the lack of institutional history on some of the Housing Element programs.
6. **First Public Workshop.** The committee discussed the purpose and objectives of the Housing Element Committee. Some concepts included avoiding high density new housing projects, integrating housing into the community with a minimum of high density development, creating an element that is uniquely Sausalito. Workshop goals will be amended include a background overview, goals of the Housing Element Committee, and frequently asked questions. The committee discussed including a discussion of what the committee is doing to ensure future

RHNA allocation numbers are appropriate. Chair Pfeifer liked the conversational tone of the workshop announcement.

7. **Housing Element Progress Report.** Staff provided a handout containing the Housing Element's progress report.
 8. **Communications**
 - a. Staff: None
 - b. HEC Members: None
 9. **Agenda Topics for Next Meeting**
 10. **Adjourn** – *Vice-Chair Cox moved and Kim Stoddard seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:57 p.m.*
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DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
SPECIAL MEETING
Monday, September 20, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. **Call to Order— 5:35pm**
All present, except as noted
Chair Linda Pfeifer (City Council Rep) Vice-Chair Joan Cox (Planning Commission Rep)
Mike Kelly (City Council Rep)* (*arrived at 5:42 p.m.*)
Steve Flahive (City Resident)* Stan Bair (Planning Commission Rep)
Kim Stoddard (City Resident) Chris Visher (City Resident)
Vacant (City Resident)* Joel Paul (City Resident) (*arrived at 5:37 p.m.*)

*Absent

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

 3. **First Public Workshop**
 - a. **Revised Date and Time-** Chair Pfeifer indicated that the special meeting was scheduled to discuss a potential conflict on Saturday, October 16 with the emergency preparedness meeting scheduled for the same date. It was discovered that the event did not begin until 12pm, so if the workshop was scheduled from 9:30am-11am there would not be a conflict. Bair moved and Visher seconded a motion to set Saturday, October 16 from 9:30am to 11am as the date/time for the public workshop. The motion passed unanimously.
 - b. **Draft Agenda and Draft Goals-** Chair Pfeifer distributed three handouts: (1) a draft HEC goal statement, (2) a draft purpose of the community workshop and (3) a draft HEC workshop agenda. The committee discussed and revised some of the language in the draft goal statement. Stoddard moved and Visher seconded a motion to approve the revisions to the goal statement. The motion passed unanimously. The committee discussed and revised some of the language in the purpose of the community workshop statement. Paul moved and Stoddard seconded a motion to approve the revisions to the purpose of the community workshop. The motion passed unanimously. The committee discussed and revised some of the language in the draft HEC workshop agenda. During discussion of the agenda it was agreed by consensus that a facilitator was not needed at the first workshop. Paul moved and Visher seconded a motion to approve the revisions to draft HEC workshop agenda. The motion passed unanimously.
 - c. **Notice and Outreach-** Associate Planner Schinsing discussed noticing and outreach options for the workshop. It was agreed by consensus that the council chambers would be utilized for the workshop.

 4. **Discussion Of Housing Element Committee Goals-** This item was discussed in Item 3b.

 5. **Adjourn –** Visher moved and Bair seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:37p.m.
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DRAFT
HOUSING ELEMENT COMMITTEE MINUTES
Monday, September 27, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. Call to Order— 5:35pm

All present, except as noted

Chair Linda Pfeifer (City Council Rep)
(left at 6:00 p.m.)

Mike Kelly (City Council Rep)

Steve Flahive (City Resident)*

Kim Stoddard (City Resident)

Vacant (City Resident)*

Vice-Chair Joan Cox (Planning Commission Rep)
(arrived at 5:51 p.m.)

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 (Pfeifer): *No report*

b. Accessory Dwelling Units (Schinsing): *Associate Planner Schinsing reported that the response rate from the single-family ADU survey was 35% and the response rate from the two/multi-family ADU survey is 16%. It is anticipated that a report analyzing the single-family survey and a report showing the results from the two/multi-family survey will be forwarded to the HEC at the next HEC meeting.*

c. Vacant Land (Kelly): *No report*

d. Underdeveloped Parcels/Multi-Unit Parcel Opportunities (Stoddard): *Resident Stoddard indicated that she has been told by members of the Women's Club that they were concerned that by completing the ADU survey they would be liable for penalties. Chair Pfeifer indicated she would follow-up with Nancy Osborn regarding these concerns.*

Public Comment: *None*

5. First Community Workshop.

a. Revised Goal/Purpose/Agenda (Pfeifer): *Chair Pfeifer distributed two versions of a revised HEC Goal to be shared at the first community workshop. Committee Member Kelly indicated that the goal needs to be discussed/approved by the HEC and reviewed by the City Council. As the next Council meeting is October 5 it was decided that HEC would hold a special meeting on October 4 to discuss/approve the goal prior to the City Council meeting.*

b. Workshop Flyer (Schinsing): *Associate Planner Schinsing reported that the flyer was being distributed by Committee Member Stoddard. The Committee requested that staff look into putting an announcement on workshop on the City's website home page and publish the flyer in-the-loop and in the special events section of the website.*

c. Newspaper Ad (Schinsing): *The Committee directed staff to publish an insert printed on bright neon paper rather than a traditional ad in the Marinscope. In the interest of keeping the event local the Committee directed staff to not issue a press release to the Marin Independent Journal.*

Public Comment: *Michael Rex indicated that he would distribute the flyer to the Rotary. He also suggested that the second bullet in the revised goal be reconsidered.*

6. **Evaluation of 1995 Housing Element** (Cox and Stoddard): *Vice-Chair Cox requested that this item be discussed at the October 11 meeting.*

7. **RHNA Credits.** *Associate Planner Schinsing discussed an updated memo containing data regarding the RHNA requirements and credits to date. The memo included an attachment with the addresses of the units that have been constructed/approved since 1999.*

Public Comment: *Michael Rex indicated that 311 Bridgeway and 525 Bridgeway are sites that are not on the list.*

8. **Housing Element Progress Report.** *Associate Planner Schinsing discussed the Housing Element Progress report.*

9. **Communications**

a. Staff:

-Process Review-Update: Associate Planner Schinsing discussed a memo regarding subcommittee work. Committee Member Kelly asked for clarification regarding where comments are sent and how they are incorporated into documents. Associate Planner Schinsing indicated that all comments should be discussed either at a public meeting or sent only to Staff, who will distributed them to the HEC and the public to review at the next HEC meeting.

-RHNA Credit Clarification: Associate Planner Schinsing discussed an updated memo containing data regarding the RHNA requirements and credits to date. The memo included an attachment with the addresses of the units that have been constructed/approved since 1999.

-City Council Staff Report on Workshop: Associate Planner Schinsing distributed a staff report which will be discussed at the 9/28/10 Council meeting.

b. HEC Members:

-Housing Unit Countdown: Associate Planner Schinsing indicated that Chair Pfeifer created a graphic for HEC consideration regarding the RHNA credits.

Public Comment: *Michael Rex indicated that 311 Bridgeway and 525 Bridgeway are sites that are not on the list of constructed/approved units since 1999.*

10. **Agenda Topics for Next Meeting.** *It was agreed to add the following agenda item for the next meeting: Discussion of incentives for property owners to legalize units*

11. **Adjourn** – *Chris Visher moved and Kim Stoddard seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:31 p.m.*