



**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*

Chair Linda Pfeifer (City Council Rep)  
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)\*  
Chris Visher (City Resident)\*  
Joel Paul (City Resident) (arrived at 5:50 p.m.; departed at 6:37 p.m.)

*\*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% liveaboard 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)

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 5:42 p.m.)*

Stan Bair (Planning Commission Rep)

Chris Visher (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.*



**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.*



**DRAFT**  
**HOUSING ELEMENT COMMITTEE MINUTES**  
**Monday, October 11, 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)

Mike Kelly (City Council Rep)\*

Steve Flahive (City Resident)\*

Kim Stoddard (City Resident)

Vacant (City Resident)\*

\*Absent

Vice-Chair Joan Cox (Planning Commission Rep)\*

Stan Bair (Planning Commission Rep)\*

Chris Visher (City Resident)

Joel Paul (City Resident) (*arrived at 5:45pm*)

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

3. **Approval Of Minutes – Due to the lack of a quorum no action was taken on the minutes from September 13, September 20, September 27, 2010**

4. **Discussion: HEC Goals – Chair Pfeifer indicated that the due to City Council discussion at the September 28 and October 5 Council meetings, the workshop scheduled for October 16, 2010 has been postponed to a date to be determined in the future. City Council is to review the goal of the HEC and the workshop agenda prior to a workshop occurring. The Committee discussed the current HEC strategy, which had been presented to the Council in June 2008. Chair Pfeifer distributed excerpts from the September 28 Council meeting and an October 4 Election debate. It was stated that the HEC goals/agenda for the workshop will be discussed at the October 19 Council meeting. The Committee discussed drafting a letter which could be signed by HEC members which would be forwarded to the Council at the October 19 meeting. The Committee decided that they would hold a special meeting on October 18 at 5:30pm to discuss the letter, in addition to other items.**

*Public Comment: City Manager Adam Politzer urged Committee members to review the recording from the September 28 Council meeting. He also stated that the Committee members and the committee's work was important to the City. Michael Rex stated that he was an affordable housing advocate and thought that the HEC's strategy of looking at liveboards/ADUs first was acceptable.*

5. **Discussion: First Community Workshop – Chair Pfeifer indicated that a workshop date should not be set until feedback is received from the Council on the goal/agenda**

6. **Evaluation of 1995 Housing Element – This item was continued for discussion at the next HEC meeting**

7. **Subcommittee Reports**

a. **Liveboards (Pfeifer, Cox) - No report**

b. **Accessory Dwelling Units In Single Family Districts (Schinsing, Visher) - Associate Planner Schinsing announced that a draft Single-Family ADU report was included for the HEC's review. Schinsing reviewed the highlights of the draft report, which included a 35% response rate from the ADU questionnaire, 43 property owners disclosing that they own an ADU, 18% of property owners indicating that they were interested in creating an ADU, general support for amnesty and other incentives in the future to allow for the disclosure of ADUs and many comments regarding parking problems caused by existing and future ADUs. Due to the lack of a quorum the Committee directed Staff to include the report in the next HEC packet for Committee discussion.**

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

d. **Underdeveloped Parcels/Multi-Unit Parcel Opportunities (Pfeifer, Flahive, Bair, Stoddard) -Associate Planner Schinsing announced that a preliminary Two/Multi-Family ADU report with a tabular summary of the questionnaire results was included for the HEC's review. Schinsing reviewed the highlights of the draft report, which included a 16%**

response rate, and 65 property owners disclosing that they have an ADU. Staff stated that a draft technical study report would be available at a future meeting for the HEC's review.

- e. **Additional Communication- None**
  - 8. **Discussion: RHNA By Income Category** – Associate Planner Schinsing circulated (1) a document demonstrating unit numbers for Sausalito's RHNA for cycles 1999-2006 and 2007-2014 (2) the 2010 Marin County annual income and estimated housing costs by income category for different household sizes and (3) the 2010 State Income Limits for Housing Programs
  - 9. **Housing Element Progress Report** - Staff circulated an updated Housing Element Update Progress Chart
  - 10. **Communications**
    - a. Staff - None
    - b. HEC Members - Chair Pfeifer indicated that she would send Staff a link to the Women's Club debate recording from October 4, 2010 which Staff would distribute to the HEC
  - 11. **Agenda Topics For Next Meeting** – No discussion
  - 12. **Adjourn**—Joel Paul moved and Chris Visher seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 7:03 p.m.
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