

Staff Proposed Housing Element Committee Detailed Work Schedule – Approved by HEC on January 31, 2011

Housing Element Update | Updated: April 2011

Topic	Task	Work Schedule			Status		
		Date	Staff	HEC			
Housing Needs	Research and analysis of existing and projected housing needs; Special needs	April 12, 2010		Reviews draft and provides comments	Completed		
		April 22, 2010		Provides revised draft	Completed		
		April 26, 2010		Reviews and approves	Completed		
Housing Constraints	Analyze housing constraints and energy conservation	May 20, 2010		Provides draft	Completed		
		May 24, 2010		Reviews draft and provides comments	Completed		
		June 10, 2010		Provides revised draft	Completed		
		June 14, 2010		Reviews revised draft and provides comments	Completed		
		June 24, 2010		Provides revised draft	Completed		
		June 28, 2010		Reviews and approves	Completed		
Public Workshop #1	Conduct public workshop on state-mandated Housing Element requirements, RHNA, Housing Needs and Constraints	Jan 31, 2011		Special Meeting: Reviews and approves topics and agenda	Completed		
		Jan-Feb 2011		Arranges workshop logistics and facilitator	Completed		
		Feb 26, 2011		Workshop #1 Held	Completed		
		Feb 28, 2011		Evaluates public input at workshop	Completed		
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveboards, accessory dwelling units)	Liveboards	Apr 10, 2011		Subcommittee provides data	Completed	
			April 22, 2011		Provides draft technical study	Underway	
			April 27, 2011		Reviews draft tech study and provides comments	Underway	
			May 20, 2011		Provides revised tech study		
			May 23, 2011		Reviews revised tech study and approves		
		ADUs- Single Family	Oct 11, 2010		Provides draft technical study		Completed
			Oct-Dec 2010		Reviews draft tech study and provides comments		Completed
			Jan 13, 2011 & Feb 24, 2011, Mar 28, 2011		Provides revised technical study		Completed
			Feb 28, 2011 & Mar 28, 2011		Reviews revised tech study and approves		Completed
		ADUs- Multi-Family	Feb 24, 2011		Provides draft technical study		Completed
			Feb 28, 2011		Reviews draft tech study and provides comments		Completed
			Mar 24, 2011		Provides revised technical study		Completed
			Mar 28, 2011		Reviews revised tech study and approves		Completed
		Vacant Land & Underdev'd Parcels	Feb 24, 2011		Provides draft technical study		Completed
			Feb 28, 2011 & Mar 28, 2011		Reviews draft tech study and provides comments		Completed
			Apr 22, 2011		Provides revised technical study		Underway
			Apr 25, 2011		Reviews revised tech study and approves		

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Topic	Task	Work Schedule			Status	
		Date	Staff	HEC		
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveboards, accessory dwelling units) (cont'd)	Completed Inventory	Apr 22, 2011	Provides draft inventory and analysis (using technical studies)	Completed	
			Apr 25, 2011		Reviews draft inventory and analysis provides comments	Underway
			Early May		Conducts field visit and provides comments	
			May 20, 2011	Provides revised inventory and analysis		
			May 23, 2011		Reviews revised draft and provides comments	
			June 24, 2011	Provides revised draft		
			June 27, 2011		Reviews and approves	
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory	May 23, 2011		Reviews and approves topics and agenda		
		June 2011	Arranges workshop logistics and facilitator			
		Early July, 2011		Workshop #2 Held		
		July 25, 2011		Evaluates public input at workshop		
Goals, Policies and Programs	Review goals, policies and programs (including state-mandated programs and policies, i.e., homeless/emergency shelters required under SB2)	Sept 23, 2011	Provides draft			
		Sept 26, 2011		Reviews draft and provides comments		
		Oct 21, 2011	Provides revised draft			
		Oct 24, 2011		Reviews revised draft and provides comments		
		Nov 25, 2011	Provides revised draft			
		Nov 28, 2011		Reviews and approves		
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs	Nov 28, 2011		Reviews and approves topics and agenda		
		December 2011	Arranges workshop logistics and facilitator			
		Late Jan, 2012		Workshop #3 Held		
		Jan 23, 2012		Evaluates public input at workshop		
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	June 28, 2010 & Aug 23, 2010,	Provides draft		Completed	
		Sept 13, 2010		Reviews draft and provides comments	Completed	
		Oct 11, 2010 & Oct 25, 2010		Alternative draft provided	Underway	
		Feb 28, 2011 Mar 28, 2011 & Apr 25, 2011		Reviews, selects and approves	Underway	
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	Feb 24, 2012	Provides draft			
		Feb 27, 2012		Reviews draft and provides comments		
		Mar 24, 2012	Provides revised draft			
		Mar 26, 2012		Reviews and Approves		
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC for initiation of public hearings	Apr 20, 2012	Provides draft			
		Apr 23, 2012		Reviews draft and provides comments		
		May 25, 2012	Provides revised draft			
		May 28, 2012		Reviews and approves		

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SAUSALITO HOUSING ELEMENT UPDATE WORK PROGRAM – UPDATED APRIL 2011

	2009												2010												2011													
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Tasks:																																						
City Council Status Report																																						
Staff Participation in the Marin Housing Workbook																																						
Staff Background Research																																						
City Council Appoints HEC																																						
HEC reviews Housing Needs																																						
HEC reviews Housing Constraints																																						
Prepare for and conduct Public Workshop #1																																						
HEC reviews Housing Opportunities & Site Inventory																																						
Prepare for and conduct Public Workshop #2																																						
HEC reviews Goals, Policies and Programs																																						
HEC reviews Evaluation of Previous Housing Element																																						
Prepare for and conduct Public Workshop #3																																						
HEC reviews CEQA Initial Environmental Study																																						
HEC Completes review of draft Element and forwards document to PC and CC																																						
PC and CC Public Hearing review of draft Element																																						
Draft Element sent to HCD for 60-Day review																																						
Staff revises draft Element per HCD comments																																						
PC and CC Public Hearings; Adoption of Element; Adopted Element sent to HCD for																																						