



MEMORANDUM

DATE: September 26, 2011
TO: Housing Element Task Force
FROM: Lilly Schinsing, Associate Planner
SUBJECT: Proposed Task Force Meeting Schedule

At the September 13, 2011 City Council meeting the Council authorized the City Manager to sign a contract with the M-Group to complete the City's Housing Element Update. An aggressive schedule has been set to reach the City's goal of submitting a draft Housing Element to the State Department of Housing and Community Development (HCD) by February 2, 2012. In order to accomplish this goal, staff has prepared a draft Task Force Meeting Schedule for the Task Force's review and concurrence. Staff recommends the Task Force review the draft meeting schedule, make changes as appropriate and approve the schedule.

Attachment

Draft Task Force Meeting Schedule, dated September 22, 2011

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Task Force Draft Meeting Schedule (October 2011- January 2012)
Updated: September 22, 2011

Date	Topic	Agenda
Week of Oct. 3 rd	HCD Meeting (Staff, Consultant and Task Force Subcommittee)	<ul style="list-style-type: none"> • Review Strategies
10/8/11 9:30am	Task Force Meeting (No Consultant, Staff only)	<ul style="list-style-type: none"> • Field Trip—Candidate Sites
10/10/11 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Report back on HCD Meeting • Discuss Sites for Possible Rezoning
10/25/11 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Overall Sites/Rezone Strategy • Prioritize Rezone Sites
11/21/11 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Discussion of Goals, Policies, Programs and Sites Strategy
12/3/11 9:30am Tentative: Bay Model	Community Workshop – Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Discussion of Goals, Policies, Programs and Sites Strategy
12/5/11 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Discussion of Community Workshop Input
12/12/11 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Presentation and Review of Goals, Policies, Programs and Sites Strategy Document
1/9/12 5:30pm	Task Force Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Approval of Draft Housing Element (including Technical Reports) • Recommend to PC & CC to forward to HCD
January 24, 2012 [Tentative], January 7:00pm	Joint PC and CC Meeting (Staff and Consultant)	<ul style="list-style-type: none"> • Review Public Draft Housing Element • Forward Draft Housing Element to HCD