

# **AGENDA TITLE**

Housing Element Update — Subcommittee Membership

# RECOMMENDED ACTION

Appoint one additional Councilmember and direct the Planning Commission to nominate one additional Planning Commissioner to the Housing Element Subcommittee to work with staff on preparation of the Zoning Ordinance amendments for implementation of the 2007-2014 Housing Element and Update of the 2015-2002 Housing Element Update.

# **BACKGROUND**

On September 24, 2013 the City Council received an update on the implementation of the 2007-2014 Housing Element and the update of 2015-2022 Housing Element. Acknowledging both the importance and short timeframe to complete the work which includes five major Zoning Ordinance amendments, finalizing the liveaboard work and updating the Housing Element by January 2015, staff recommended the assistance of Metropolitan Planning Group (M-Group). M-Group was the consultant who worked with the City on the update of the 2007-2014 Housing Element. Staff also recommended the formation of a City Council/Planning Commission Housing Element Subcommittee (one City Councilmember appointed by the City Council and one Planning Commissioner nominated by the Planning Commission) to work with staff and the consultant.

The work is being conducted on two tracks. The first track is the Implementation of 2007-2014 Housing Element and includes the review of the required Zoning Ordinance amendments which are required to be completed before the 2015-2022 Housing Element can be adopted. The second track includes the 2015-2022 update of the Housing Element. Each track includes public meetings with the Housing Element Subcommittee, a Community Workshop, City Council review, Planning Commission public hearings and recommendation, and finally City Council public hearings and final action. "Check in" meetings with the Legislative Committee and/or the Housing Element Subcommittee were provided as options.

The Council authorized the City Manager to execute a contract with M-Group for the work and appointed Ray Withy as the City Council representative and the Planning Commission appointed Joan Cox as the Planning Commission representative on the Housing Element Subcommittee. The Council directed the Subcommittee to meet with staff and the consultant to propose an appropriate process for public meetings and frequency of input.

### DISCUSSION

The Housing Element Subcommittee met on November 4 and November 21, 2013 to discuss public meetings and frequency of input for the Housing Element work. The Subcommittee reviewed the scope of work and recommends the following:

 Add additional City Council meetings prior to each Community Workshop. The Subcommittee recommends additional Council meetings prior to the workshops to increase public input into the process. An updated flow chart of the revised process is provided in the Attachment.

- Add three Housing Element Subcommittee meetings. These meetings were outside
  of the original contract and required to discuss the appropriate process for public
  meetings and frequency of input.
- Add VMU/HMU Zoning Ordinance Amendments to scope of work. The VMU/HMU
   (Vertical Mixed Use/Horizontal Mixed Use) program was a critical program in the
   adopted 2007-2014 Housing Element and the consultant has advised that this program
   must be implemented in order to receive certification by HCD in the 2015-2022 Housing
   Element cycle.
- Expand Housing Element Subcommittee by one Councilmember and one Planning Commissioner. The Subcommittee recommends an expanded Subcommittee to provide more oversight in the review of the Zoning Ordinance Amendments and Housing Element Update. In lieu of expanding the Housing Element Subcommittee, the Subcommittee discussed requesting that the Legislative Committee provide review of the draft Zoning Ordinance amendments. However, there was concern regarding Brown Act issues by combining the work of the two committees due to the fact that two Councilmembers sit on the Legislative Committee and another Councilmember sits on the Housing Element Subcommittee. Therefore, the recommendation is additional Councilmember/Planning Commissioner representation on the Housing Element Subcommittee.

## **PUBLIC INPUT PROCESS**

As shown in the **Attachment**, the Subcommittee's recommended scope of work includes the following public meetings:

Program Implementation (from adopted 2007-2014 Housing Element)	2015-2022 Housing Element Update
Two public Housing Element Subcommittee meetings	One public Housing Element Subcommittee meeting
One Community Workshop	Two Community Workshops (one combined with Prgm Implementation Workshop)
Two public Planning Commission meetings	Two public Planning Commission meetings
Four public City Council meetings	Five public City Council meetings

All additional meetings (including those labeled "options" in the **Attachment**) would be billed on a time and materials basis.

#### FISCAL IMPACT

The additional work requested by the Housing Element Subcommittee adds \$8,240 to the existing contract. This is within the budget allocation granted by the Council on September 24, 2013, which included a 10% buffer for the work. The optional Housing Element Subcommittee meetings identified in the **Attachment** would require additional funds. Additional funding needs can be addressed at the mid-year budget review.

#### STAFF RECOMMENDATION

Appoint one additional Councilmember and direct the Planning Commission to nominate one additional Planning Commissioner to the Housing Element Subcommittee to work with staff on preparation of the Zoning Ordinance amendments for implementation of the 2007-2014 Housing Element and Update of the 2015-2002 Housing Element Update.

ATTACHMENT: Flow Chart of Housing Element Implementation and Update Process

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