




# MEMORANDUM

## CITY OF SAUSALITO

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TO: Housing Element Task Force

FROM: Lilly Schinsing, Associate Planner 

DATE: April 30, 2012

SUBJECT: Strategy and Schedule for Addressing HCD Comments on Draft Housing Element

On February 2, 2012 staff sent the draft Housing Element to the California State Department of Housing and Community Development (HCD) for the mandated 60-day HCD review (the draft Element is available online at <http://ci.sausalito.ca.us/Index.aspx?page=889>). On February 28, 2012 and March 21, 2012 Staff and M-Group (the City's Housing Element consultant) held telephone conference calls with HCD Housing Policy Specialist Melinda Coy to provide clarifying information. HCD received several comment letters regarding the City's draft Housing Element (available online at <http://ci.sausalito.ca.us/Index.aspx?page=889>). On April 6, 2012, staff received HCD comments regarding the draft element (see **Exhibit 1**). The HCD comment letter indicates revisions are necessary to comply with State housing element law provisions, including a more detailed analysis of adequate sites and potential governmental constraints.

Staff and the M-Group subsequently assembled a strategy for addressing HCD's comments (see **Exhibit 3**). Following review of the strategy at meetings on April 30 and May 7, staff recommends the Task Force make a recommendation to the City Council. The Planning Commission and City Council will review the revised draft Element at separate meetings. Following the City Council's review, the revised draft Element will be forwarded to HCD for an expedited second review. The Planning Commission will commence hearings on amending the General Plan to incorporate the revised Element prior to receipt of HCD's comments on the revised Element. However the Commission's hearings will not be concluded until after HCD's comments have been received. This will allow the Commission to consider HCD's comments in its recommendations to the City Council. Subsequently, the City Council will hold hearings on amending the General Plan to incorporate the revised Element. Following City Council approval of the Element it will be forwarded to HCD for a mandated 90-day HCD review for certification consideration. Staff has prepared the following tentative schedule. The schedule anticipates that the Council will wrap up its work prior to the August recess. See **Exhibit 2** for a schedule for adoption of the Housing Element.

#### Exhibits:

- 1- HCD Comment Letter, date stamped April 3, 2012
- 2- Schedule for Adoption of Housing Element
- 3- Memorandum from M-Group, dated April 30, 2012