



STAFF REPORT SAUSALITO CITY COUNCIL

AGENDA TITLE

Implementation of 2007-2014 Housing Element and Update of 2015-2022 Housing Element

RECOMMENDED ACTION

1. Appoint one Councilmember to a City Council/Planning Commission subcommittee to work with staff on preparation of the Zoning Ordinance amendments and Housing Element Update and;
2. Re-allocate funding in the FY 2013-14 Budget to the Housing Element Implementation and Update project from the following projects:
 - \$75,000 from the Downtown Historic District National Register Nomination; and
 - \$22,000 from Other Planning Projects.
3. Authorize the City Manager to Execute a Professional Services Agreement with M-Group in the amount of \$88,150 for the Implementation of 2007-2014 Housing Element and Update of 2015-2022 Housing Element with an approximate 10% contingency for an approved budget of \$97,000.

BACKGROUND

The City's 2007-2014 Housing Element was adopted on October 9, 2012 and certified to be in conditional compliance with Housing Element Law by the California Department of Housing and Community Development (HCD) on November 7, 2012. The adopted Housing Element reflects the unique character of Sausalito while also being responsive to the State's legal requirements by using a multi-faceted approach that has a low impact on the community.

The update of the 2007-2014 Housing Element was a three-year effort (beginning in late 2009 and ending in late 2012) where 45 public Housing Element Task Force meetings, three community workshops and numerous Planning Commission and City Council meetings were held to discuss the update. Compounding the effort was the need to address two housing element cycles: the 1999-2006 and the 2007-2014 cycle, which totaled 372 housing units. In late 2011 the City contracted with Metropolitan Planning Group (M-Group) to assist in the update effort. The compensation to M-Group totaled \$173,469.

DISCUSSION

The Government Code requires jurisdictions to update their housing element every planning period and obtain certification from the HCD that the element complies with Housing Element law. The current planning period is from 2014-2022 (an eight year cycle), provided that the City receives certification from HCD by January 31, 2015. ***If the City does not gain certification from HCD by the statutory deadline, the eight year cycle reverts to a four year cycle*** (see discussion below in the "Penalty for Non-Compliance" section).

2014-2022 RHNA

The Regional Housing Need Allocation (RHNA) is the process by which each community is assigned its share of the regional housing need for an eight-year period. The allocation process consists of two steps. First, HCD determines the total housing need for each region in the state. Second, the Association of Bay Area Governments (ABAG) is assigned the responsibility to distribute this housing need to local governments within the Bay Area. The following actions have occurred regarding the 2014-2022 RHNA:

- On February 24, 2012, HCD provided ABAG with its determination of total regional housing need.
- On May 17, 2012, the ABAG Executive Board approved the draft RHNA methodology and a draft share of the region's total housing need for each of the subregions.
- On April 25, 2012, Sausalito sent a comment letter to ABAG regarding the proposed methodology.
- On June 19, 2012, the ABAG Executive Board adopted the final RHNA methodology and approved release of the draft allocations.
- On June 28, 2012, Sausalito sent a comment letter to ABAG regarding the methodology.
- On July 18, 2013, the ABAG Executive Board adopted the Final RHNA.
- See http://www.abag.ca.gov/planning/housingneeds/pdfs/2014-22_RHNA_Plan.pdf for the *Regional Housing Need Plan for the San Francisco Bay Area: 2014-2022*.

Sausalito's RHNA for the 2014-2022 Housing Element cycle is a total of **79 units**, which is substantially less than the 207 units from the 1999-2006 RHNA and the 165 units from the 2007-2014 RHNA. See the table below, from ABAG's *Regional Housing Need Plan for the San Francisco Bay Area: 2014-2022*, which divides Sausalito's 2014-2022 RHNA into Very Low, Low, Moderate, and Above Moderate Income categories.

Appendix C: FINAL REGIONAL HOUSING NEED ALLOCATION (2014-2022)					
	Very Low 0-50%	Low 51-80%	Moderate 81-120%	Above Moderate 120%+	Total
Marin County					
Belvedere	4	3	4	5	16
Corte Madera	22	13	13	24	72
Fairfax	16	11	11	23	61
Larkspur	40	20	21	51	132
Mill Valley	41	24	26	38	129
Novato	111	65	72	167	415
Ross	6	4	4	4	18
San Anselmo	33	17	19	37	106
San Rafael	240	148	181	438	1,007
Sausalito	26	14	16	23	79
Tiburon	24	16	19	19	78
Marin County Unincorporated	55	32	37	61	185
	618	367	423	890	2,298

STREAMLINED REVIEW

For the first time, HCD is offering a streamlined review for the upcoming Housing Element cycle. While all local governments are still required to adopt a housing element update, the streamlined review is designed to reduce the number and scope of housing element submittals per jurisdiction and to focus resources on providing assistance to jurisdictions to ensure compliance and effectively addressing housing needs. *Jurisdictions that do not adopt a Housing Element by January 31, 2015 will not be eligible for the streamlined review.* The benefits to opting with a streamlined review with HCD include:

- Priority review status (less than the typical 60 day review);
- Ability to use a template to show changes made to Housing Element, which shortens the HCD review period and focuses the HCD questions to those relevant portions of the Element;
- Flexibility in having to only minimally update, or not update at all, certain sections of the Element;

- Permission to show changes to the Housing Element in a strikeout, underline, redline, or highlighting format.

In order to qualify for the streamlined review, the following requirements apply:

Streamlined Review Requirements	Status
<input type="checkbox"/> A housing element for the previous planning was adopted and found to be in compliance with State housing element law	<input checked="" type="checkbox"/> The 2007-2014 Housing Element was adopted and found to be in conditional compliance with State housing element law
<input type="checkbox"/> Any programs which the City was given conditional certification for need to be completed (Housing Element Programs 10a, 10b and 11)	<input checked="" type="checkbox"/> The ordinance regarding new and amnesty ADUs was adopted in late 2012 <input type="checkbox"/> Work needs to be completed for the liveboard commitment
<input type="checkbox"/> Zoning Ordinance Amendment completed to permit emergency shelters without discretionary action (Housing Element Program 21)	<input type="checkbox"/> Needs to be done
<input type="checkbox"/> Zoning Ordinance Amendment completed to permit transitional and supportive housing as a residential use and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone (Housing Element Program 21)	<input type="checkbox"/> Needs to be done
<input type="checkbox"/> Zoning Ordinance Amendment completed to authorize reasonable accessibility accommodations with respect the zoning, permit processing and building regulations(Housing Element Program 25)	<input type="checkbox"/> Needs to be done
<input type="checkbox"/> Zoning Ordinance Amendment completed to update the current density bonus provisions in the Zoning Ordinance (Housing Element Program 19)	<input type="checkbox"/> Needs to be done

It should be noted that a significant part of the Housing Element Update will include requirement to "Review and Revise." This will require the City to review the status of and demonstrate compliance with implementing programs (such as the VMU/HMU and Multi-family Standards) which were committed to being implemented by 2014.

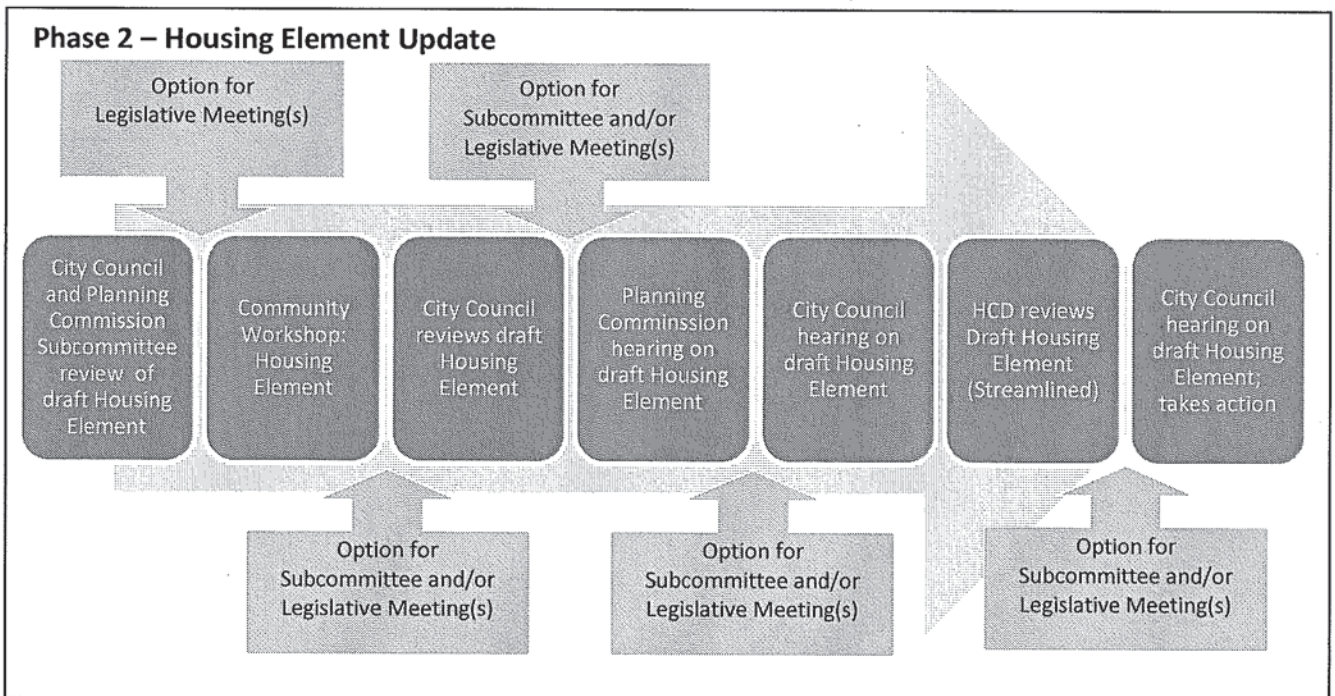
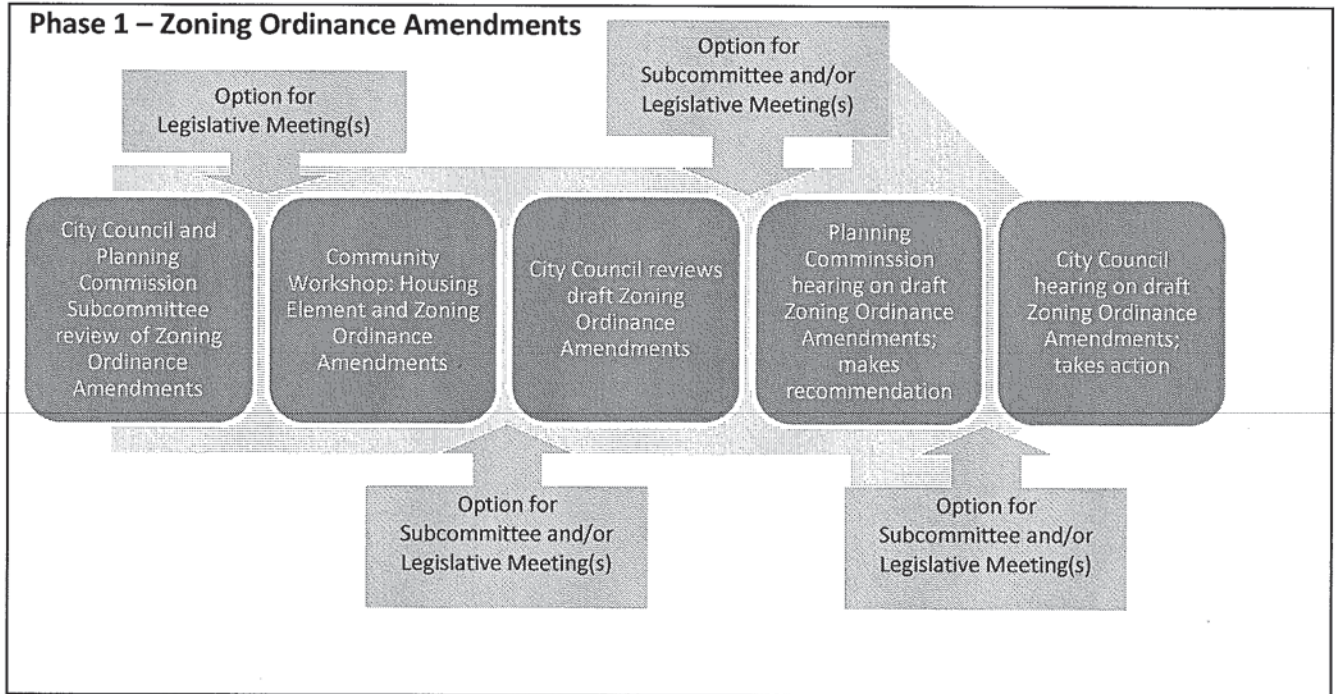
PENALTY FOR NON-COMPLIANCE

Senate Bill 375 (SB 375) changed the RHNA process from a five-year cycle to an eight-year cycle. However, the penalty for not adopting an updated Housing Element within 120 days of the statutory deadline (for the upcoming cycle: January 31, 2015) is that the Housing Element update cycle would be transformed from an eight-year cycle to a four-year cycle. This would mean that a city that does not adopt an updated Housing Element within 120 days of the statutory deadline would now have **two** required updates in the eight-year period: once by January 31, 2019 and another by January 31, 2023.

CONSULTANT ASSISTANCE

Acknowledging the importance to complete the work and the short timeframe (16 months) to complete the work by the statutory deadline which includes four major Zoning Ordinance amendments, finalizing the liveboard work and updating the Housing Element, staff is recommending the assistance of a consultant. Staff received a proposal from M-Group (who has recent experience working with Sausalito on updating the prior Housing Element) to assist with both the Zoning Ordinance amendments and the Housing Element Update. M-Group's proposal is attached (see **Attachment**). The work is proposed in two phases. The Phase 1 would include the review of the required Zoning Ordinance amendments and the Phase 2 would include the

update of the Housing Element. Each phase would include public meetings with a City Council/Planning Commission subcommittee (one City Councilmember appointed by the City Council and one Planning Commissioner appointed by the Planning Commission), a Community Workshop, City Council review prior to Planning Commission 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 subcommittee are options at Council direction. A diagram of the major components of public review for each phase is provided below:



FISCAL IMPACT

The total contract amount for M-Group is \$88,150. This fee includes fixed costs for both Phases (which include two subcommittee meetings, two community workshops, four Planning Commission meetings, and seven City Council meetings). Additional meetings with Consultant participation would be billed on a Time and Materials basis. Staff recommends approximately 10% of the contract amount (\$8,850) be budgeted to serve as a buffer should additional meetings or expenses be needed above and beyond those identified in the proposal. The total budgeted amount would be \$97,000 (\$88,150+ \$8,850 = \$97,000). In order to accommodate funding for this work, funding currently allocated for the following projects in the FY 2013-14 Budget needs to be reallocated to the Housing Element Implementation and Update project:

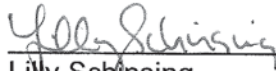
- 4. \$75,000 allocated for the Downtown Historic District National Register Nomination; and
- 5. \$22,000 allocated for Other Planning Projects.

STAFF RECOMMENDATION

1. Appoint one Councilmember to a City Council/Planning Commission subcommittee to work with staff on preparation of the Zoning Ordinance amendments and Housing Element Update and;
2. Re-allocate funding in the FY 2013-14 Budget to the Housing Element Implementation and Update project from the following projects:
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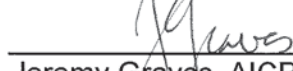
ATTACHMENT: M-Group Proposal, dated September 18, 2013

PREPARED BY:



Lilly Schinsing
Administrative Analyst

REVIEWED BY:



Jeremy Graves, AICP
Community Development Director

REVIEWED BY:



Charlie Francis
Administrative Services Director

REVIEWED BY:



Mary Wagner
City Attorney

SUBMITTED BY:

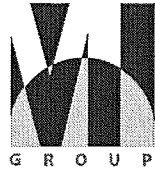


Adam W. Politzer
City Manager

6B
ATTACH 1

METROPOLITAN PLANNING GROUP

a new design on urban planning



September 18, 2013

Ms. Lilly Schinsing
Administrative Analyst
City of Sausalito
420 Litho Street
Sausalito, CA 94965

RE: Proposal for Implementation of 2009-2014 Sausalito Housing Element and Update of 2015-2023 Housing Element

Dear Ms. Schinsing,

Thank you for this opportunity to submit our proposal to assist the City of Sausalito in updating its Housing Element for the 2015-2023 planning period, and achieve certification by HCD by January 31, 2015.


Since its creation, M-Group has brought high-caliber planning services to many Bay Area communities. Our mission is to create *a new design on urban planning*. We work closely with city staff, the community and the decision makers to formulate forward-looking planning documents that align with community values. Our staff of 28 planners brings a wealth of experience in developing innovative and effective planning solutions.

In the current 2009-2014 Housing Element cycle, M-Group and Karen Warner Associates (KWA) prepared the Housing Element updates for the Cities of Sausalito, Mill Valley and Belvedere in Marin County. We customized our approaches to satisfy State law, while working with the City's desired direction and each community's unique character.

For this project, M-Group proposes the same team of qualified planners to conduct community outreach and update Sausalito's Housing Element for the 2015-2023 planning period utilizing HCDs new streamlining guidelines.

Please do not hesitate to request any changes to our proposal, as we are committed to finding the best solution for the City, and will consider any City requested modifications. I can be reached at (650) 938-1111 or (408) 603-0072 (cell).

Sincerely,


Geoff I. Bradley, AICP
Principal
geoff@mplanninggroup.com

Attachments:
Project Scope, Resumes, Budget and Schedule.

ATTACHMENT
(8 PAGES)

PROJECT TEAM

M-Group and KWA are proposing the following staff to assist the City of Sausalito in updating its Housing Element:

Geoff I. Bradley, AICP, Principal-in-Charge, M-Group

Geoff is an experienced planner recognized among Bay Area planners as a highly motivated and results-oriented professional. Geoff's focus is on building strong relationships with clients through a thorough understanding of their needs and constant open communication. Recently, Geoff oversaw the completion of the General Plan Update and Housing Element Update for the City of Belvedere, as well as the Housing Element Updates for the Cities of Sonoma, Sausalito and Mill Valley. The Belvedere Housing Element in Marin County was the first to be certified by HCD in the current cycle.

Karen Warner, AICP, Principal, Karen Warner & Associates

Karen Warner has been working with communities for over 20 years in developing Housing Elements and offers a breadth of housing experience. Karen has worked with over 100 jurisdictions in crafting housing strategies to address their unique needs and circumstances, including programs to facilitate infill and mixed use development. She is familiar with the recent legislative requirements that impact the Housing Element, and with opportunities for Element streamlining.

Karen Hong, Associate Planner + Urban Designer (Project Manager), M-Group

Karen Hong recently worked on the Mill Valley and Sausalito Housing Elements in the North Bay, and is currently working on a Comprehensive Zoning Ordinance Update for Coalinga (Fresno County) which included Zoning amendments to include a Density Bonus Ordinance, Reasonable Accommodation Procedure, and amendments pursuant to SB2. Karen is also working on Residential Design Guidelines for Redwood City. She enjoys facilitating discussions and workshops. Her strengths include dependable project management and open communication with clients.

Team members, M-Group

Blaze Syka, Assistant Planner, will be on the team to assist with data updates and document writing. Blaze is a graduate of Cal Poly and has brought solid graphic skills and writing abilities to M-Group and produces user-friendly layouts.

Olivia Ervin, Environmental Planner, will be available to answer any CEQA questions pertaining to the 2014-2022 Housing Element Update. Olivia is experienced in the CEQA/NEPA process as well as all aspects of environmental review and compliance.

Both Olivia and Blaze demonstrate strong attention to detail, excellent organization and communication skills, and provide M-Group clients with timely service.

PROJECT APPROACH

We understand that the City of Sausalito is seeking an experienced consultant to assist with the completion of Zoning Amendments pursuant to its 2009-2014 Housing Element, and obtain HCD certification for the 2015-2023 Housing Element.

We envision the 2015-2023 Housing Element Update to fulfill the following goals:

- Effectively address community housing needs, constraints and opportunities.
- Reflect the community's vision for housing by building and focusing in on issues related to housing affordability, availability and adequacy.
- Build upon the City's adopted General Plan and existing Housing Element.
- Fulfill State statutory requirements and garner HCD approval.

HCD Streamlined Review

M-Group and KWA will pursue the Streamlined approach allowed by HCD for the fifth Housing Element cycle. With an adopted and certified (i.e. compliant with State Housing Element law) Housing Element from the fourth cycle, and the completion of required implementing ordinances that are being planned for by the City, Sausalito will be eligible to use HCD's new Streamlined Update Template for portions of the 2015-2023 Element.

KWA has worked with several SCAG (Southern California Association of Governments) jurisdictions under the new Streamlined Review format, and can assist staff in compiling the necessary documentation to qualify for streamlined review, upon the completion of the implementation programs planned for adoption by mid-2014.

Specifically, evidence of the following is required to qualify for a streamlined Housing Element:

1. Adoption of zoning code amendment to permit emergency shelters without discretionary action;
2. Adoption of zoning code amendment to permit transitional and supportive housing as a residential use and only subject to those restrictions that apply to other residential dwellings of the same type in the same zone;
3. Establishment of policies, ordinances, or procedures to allow reasonable accommodation for persons with disabilities in the application of zoning and land use policies, ordinances, or procedures; and
4. Adoption of a density bonus ordinance consistent with Government Code Section 65915.

Certain sections of the Element (Housing Needs Assessment, Constraints and Sites Analysis) are not required to undergo comprehensive revision, but may instead be "redlined" to indicate changes from the adopted Element. HCD's review of these sections is in turn limited to those areas of change, and in our experience, has resulted in significantly shortening the State's time frame for review and issuance of a compliance letter on the Draft Housing Element.

Community Outreach

Community outreach and involvement is a critical component of the Sausalito Housing Element Update. Input from residents, local businesses, and interested affordable housing groups will be needed to make informed decisions and help craft solutions that address State Law requirements. The project approach creates a community-oriented process with opportunities for citizen and stakeholder input.

SUMMARY OF SCOPE OF WORK

Phase 1	Zoning Amendments for 2009-2014 Housing Element Update
1.1	<p>Liveboards – Administrative Tasks (Advise City Staff)</p> <p>M-Group and KWA to advise City staff in completion of administrative tasks as outlined in Program #11 to bring liveboards within the City’s official housing stock, and enable the crediting of liveboards towards Sausalito’s 2007-2014 RHNA. This effort includes consultation with City staff via conference calls with participation by both Geoff and Karen Warner, as well as review of City prepared documents.</p>
1.2	<p>Liveboards - City Council Adoption of Resolution</p> <p>Karen Hong, M-Group, to provide assistance in the drafting of the Resolution, as well as the attendance of one City Council meeting by Geoff Bradley to answer any questions. This will be provided on a time and materials basis, depending on the amount of assistance requested by the City.</p>
1.3	<p>Drafting of Ordinance Amendments</p> <p>M-Group and KWA will assist with the drafting of Ordinances pursuant to SB 2, Density Bonus Ordinance, and a Reasonable Accommodation Procedure, as required for Housing Element Streamlining.</p>
1.4	<p>Subcommittee Review</p> <p>M-Group will meet with Subcommittee of one Planning Commission member and one City Council member before Community Workshop. Changes to the draft Zoning Ordinance Amendments arising from this meeting will be completed as part of Task 1.3, prior to the Community Workshop.</p>
1.5	<p>Community Workshop on Ordinance Amendments</p> <p>M-Group will make a presentation at the Workshop and answer any questions from the public. This workshop will be combined with the initial workshop kicking off the 2015-2013 Housing Element Update.</p>
1.6	<p>Revisions to Ordinance Amendments</p> <p>M-Group will prepare any changes based on City staff comments to the Ordinance Amendments.</p>
1.7	<p>City Council Review</p> <p>The City Council will conduct a hearing to provide early input on the draft Zoning Ordinance Amendments. M-Group will attend this meeting and incorporate inputs into the draft Zoning Ordinance Amendments.</p>
1.8	<p>CEQA</p> <p>No CEQA is required for the Zoning Amendment actions as they are pursuant to the 2009-2014 Housing Element programs, which were already analyzed as part of the Initial Study / Negative Declaration completed for the 2009-2014 Housing Element</p>

Phase 1 Zoning Amendments for 2009-2014 Housing Element Update	
	Update in 2012. M-Group staff will provide responses to public comments on the Zoning Amendments, as directed by City staff, on a time and materials basis.
1.9	Planning Commission Hearings M-Group will attend two Planning Commission hearings, estimated at 4 hours per hearing.
1.10	City Council Hearings M-Group will attend two City Council hearings, estimated at 4 hours per hearing.

Phase 2 2015-2023 Streamlined Housing Element Update	
2.1	Housing Element Workshop 1 This item is combined with Task 1.5, Community Workshop on Ordinance Amendments. M-Group will make a presentation at the Community Workshop and answer any questions from the public regarding the new Housing Element cycle. This workshop will be educational in focus, providing background on the Housing Element process and existing needs and programs.
2.2	2015-2023 Administrative Draft Housing Element M-Group and KWA will prepare a focused update to Sausalito's adopted Housing Element to extend to the 8 year, 2015-2023 planning period. The Sites Inventory, Needs Assessment, and Constraints sections of the Element are eligible for streamlining and will be redlined to identify changes from the adopted Element. All other sections of the Element will be thoroughly reviewed and updated. Key programs, such as Sausalito's new accessory dwelling unit ordinance, multi-family development standards and establishment of VMU/HMU standards, will specifically be evaluated for their effectiveness.
2.3	Subcommittee Review M-Group will meet with Subcommittee of one Planning Commission member and one City Council member for their input on the Admin draft Housing Element. KWA will attend the meeting via conference call. Changes to the document arising from this meeting will be completed as part of Task 2.3, prior to the second Housing Element Workshop.
2.4	Housing Element Workshop 2 Based on the feedback from Workshop 1 and the work done to date, M-Group and KWA will conduct a second Community Workshop on the Housing Element Update to solicit the input of residents and stakeholders prior to release of the Public Review Draft Element. This workshop will focus on the Goals, Policies and Programs.
2.5	Public Hearing Draft Housing Element M-Group and KWA will make revisions to the Administrative draft Element based on City staff comments, and to reflect input received from the Community Workshop.
2.6	City Council Review The City Council will conduct a hearing to provide early input on the draft Housing Element. M-Group and KWA will attend this meeting and incorporate inputs into the draft Housing Element prior to Planning Commission hearings.

Phase 2	2015-2023 Streamlined Housing Element Update
2.7	<p>Planning Commission Hearings on Draft Housing Element</p> <p>The project budget assumes M-Group Principal Geoff Bradley will attend one Planning Commission hearing, KWA will attend one hearing, and M-Group Project Manager Karen Hong will attend two hearings.</p>
2.8	<p>City Council Hearings on Draft Housing Element</p> <p>The project budget assumes M-Group Principal Geoff Bradley will attend one City Council hearing, KWA will attend one hearing, and M-Group Project Manager Karen Hong will attend two hearings.</p>
2.9	<p>HCD Review Draft Housing Element</p> <p>Upon conclusion of the Planning Commission and City Council hearings, M-Group and KWA will make any revisions to the Draft Housing Element and package the Element for electronic and hard copy delivery to HCD. The consultant team will prepare the accompanying Streamline Review Template, Implementation Review, and Completeness Review checklists for submittal to the State.</p>
2.10	<p>CEQA</p> <p>M-Group will prepare an Initial Study for the 2015-2023 Housing Element Update and the corresponding Negative Declaration or Mitigated Negative Declaration document, as shown in the budget and project timeline. M-Group staff will also provide responses to comments as directed by City staff, on a time and materials basis. Should the Housing Element Update require a higher level of environmental analysis, an adjustment to this proposal will be needed.</p>
2.11	<p>Review and Approval by HCD</p> <p>KWA will serve as the City's liaison with State HCD during review of the draft Element. Once the HCD reviewer has completed their initial review, KWA will schedule a conference call along with City staff to discuss any concerns the State may have. Under the new Streamlined Review Process, KWA has been able to develop Element revisions that HCD includes in their initial 60-day review of the Element, which has generally resulted in a compliance letter on the Draft Element.</p>
2.12	<p>City Council Adoption of Housing Element Update</p> <p>M-Group and KWA will attend one City Council hearing, estimated at 4 hours per person for M-Group, and 6 hours for KWA.</p>
2.13	<p>Forwarding of Adopted Housing Element to HCD</p> <p>M-Group and KWA will make any revisions to the Draft Housing Element based on Planning Commission and City Council comments, and package the Housing Element for electronic and hard copy delivery to HCD.</p>



Budget

Housing Element Update for the City of Sausalito

Project Tasks and Time Frames		Geoff L. Bradley, AICP, Principal in Charge	Karen Hong, Project Manager	Assistant Planner	Ollie Erin, Environmental Planner	M-Group hours	M-Group Subtotal	Karen Werner, AICP, Principal KWA	KWA Subtotal	Total Hours	Subtotal Cost
		\$175	\$135	\$80	\$115			\$165			
Phase 1 Zoning Amendments for 2008-2014 Housing Element Update											
1.1	Liveboards - Advise Staff Preparation	8	-	-	-	8	\$1,400	8	\$1,320	16	\$2,720
1.2	Liveboards - City Council Adoption of Resolution (T&M)	-	-	-	-	-	-	-	-	-	-
1.3	Drafting of Ordinance Amendments	10	22	14	-	46	\$5,840	22	\$3,630	68	\$9,470
1.4	Subcommittee Review	4	4	4	-	8	\$1,240	-	-	8	\$1,240
1.5	Community Workshop on Ordinance Amendments	10	18	12	-	40	\$3,140	-	-	40	\$5,140
1.6	Revisions to Ordinance Amendments	4	12	2	-	18	\$2,480	2	\$300	20	\$2,810
1.7	City Council Review (1)	4	4	-	-	8	\$1,240	-	-	8	\$1,240
1.8	CEQA (T&M)	-	-	-	-	-	-	-	-	-	-
1.9	Planning Commission Hearings (2)	8	8	4	-	20	\$2,800	-	-	20	\$2,800
1.10	City Council Hearings (2)	8	8	4	-	20	\$2,800	-	-	20	\$2,800
Subtotal		56	76	36		168	\$2,840	32	\$5,280	200	\$28,220
Phase 2 2015-2023 Streamlined Housing Element Update											
2.1	Housing Element Workshop 1	-	-	-	-	-	-	-	-	-	-
2.2	2015-2023 Administrative Draft Housing Element	16	42	42	-	100	\$11,800	52	\$6,560	152	\$20,410
2.3	Subcommittee Review	4	4	4	-	8	\$1,240	4	\$660	12	\$1,900
2.4	Housing Element Workshop 2	6	12	8	-	26	\$3,310	20	\$3,000	46	\$6,610
2.5	Public Hearing Draft Housing Element	8	14	18	-	40	\$4,720	18	\$2,970	58	\$7,700
2.6	City Council Review (1)	4	4	-	-	8	\$1,240	6	\$960	14	\$2,230
2.7	Planning Commission Hearings on Draft Housing Element (2)	4	8	4	-	16	\$2,100	6	\$960	22	\$3,090
2.8	City Council Hearings on Draft Housing Element (2)	4	8	4	-	16	\$2,100	2	\$330	20	\$2,400
2.9	HCD Review/Draft Housing Element	2	8	8	-	18	\$2,070	2	\$330	20	\$2,400
2.10	CEQA (Budget and T&M)	-	-	-	30	30	\$3,450	-	-	30	\$3,450
2.11	Review and Approval by HCD	4	8	-	-	12	\$1,780	16	\$2,640	28	\$4,420
2.12	City Council Adoption of Housing Element Update (1)	4	4	-	-	8	\$1,240	6	\$960	14	\$2,230
2.13	Forwarding of Adopted Housing Element to HCD	2	8	8	-	18	\$2,070	2	\$330	20	\$2,400
Subtotal		56	120	92	30	300	\$37,160	138	\$22,770	438	\$59,930
Totals		114	196	128	30	468	\$60,100	170	\$28,050	638	\$88,150

Notes

- 1 M-Group reserves the right to re-allocate hours and include assistance from other planners within M-Group to complete the tasks, as necessary, but within the total budget.
- 2 No charge for driving time or mileage within the nine counties of the Bay Area for M-Group staff. Flight expenses/travel time is included in KWA hours for each public meeting.
- 3 Public hearings are estimated at approximately 4 hours per meeting for each M-Group staff, and 6 hours per meeting for KWA.
- 4 Dates of Community/Committee meetings are subject to change and will be agreed upon with City staff during the project.
- 5 Additional meetings will be billed on a time and materials basis.



Project Schedule

Housing Element Update for the City of Sausalito

Project Tasks and Time Frames	2013						2014						2015				
	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Phase 1 Zoning Amendments for 2019/2014 Housing Element Update																	
1.1 Liveboards - Administrative Work (Advise City Staff)																	
1.2 Liveboards - City Council Adoption of Resolution																	
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2.3 Subcommittee Review																	
2.4 Housing Element Workshop 2																	
2.5 Public Hearing Draft Housing Element																	
2.6 City Council Review (1)																	
2.7 Planning Commission Hearings on Draft Housing Element																	
2.8 City Council Hearings on Draft Housing Element																	
2.9 HCD Review Draft Housing Element																	
2.10 CEQA																	
2.11 Review and Approval by HCD																	
2.12 City Council Adoption of Housing Element Update																	
2.13 Forwarding of Adopted Housing Element to HCD																	

Key:

- PC= Planning Commission
- CC= City Council
- ★ Meeting or phone call with City Staff
- ⊕ Community meetings, interview with advocacy groups
- ⊙ Phone call, email, meeting with HCD