



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE:

Status Report— Housing Element Update

RECOMMENDED ACTIONS:

For information only, no action is required.

SUMMARY

On February 24, 2009, the City Council received a staff presentation regarding the upcoming Housing Element Update process and schedule. At that meeting the City Council directed staff to reconstitute a nine-member Housing Element Committee (HEC) with representation from the City Council, Planning Commission, and the community and pursue a one-year schedule and work program. This report provides an update on the Housing Element update process.

HOUSING ELEMENT COMMITTEE

The HEC will consist of two City Council members, two Planning Commissioners, and five members from the community. Mayor Leone and Councilwoman Pfeifer serve on the HEC. On March 18, 2009 the Planning Commission appointed Commissioner Cox and Commissioner Stout to serve on the HEC.

Five community member HEC seats are available. Vacant HEC seats for community members have since been published on the City's website and in the *Marinscope*. The City Clerk has received four applications from citizens requesting to serve on the HEC. Staff understands that the Council has tentatively scheduled interviews of HEC candidates on November 10, 2009. Although there are five community member HEC seats available, the Council may choose to appoint one community member HEC seat and the HEC may begin meeting in December to discuss the Housing Element update. As community interest in the Housing Element update grows the Council may continue to fill the vacant community member HEC seats to reach the five-seat target.

PREPARATION SCHEDULE

On February 24, 2009 the Council considered a Housing Element update preparation schedule that was anticipated to take approximately one year. Since February Staff has been conducting background research for the Housing Element update including compiling information on secondary dwelling units and the liveaboard population. In addition, staff has been recruiting for the HEC by inviting former Planning Commissioners to apply for the Committee and publicizing the available positions on the City's website and in the *Marinscope*.

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Staff has also participated in the *Marin Housing Workbook* effort. The *Marin Housing Workbook* was a collaborative effort between the twelve jurisdictions in Marin County to develop baseline data, comparative information, key findings, sample practices and processes for individual jurisdictions development of their Housing Element updates. The effort wrapped up in June 2009 with the release of the *Workbook*, which is will be a resource for the HEC.

The preparation schedule the Council considered in February has been revised to include the efforts staff has made since February and the delay of the HEC appointments. An updated schedule is provided in **Attachment 1**.

FISCAL IMPACT

There is no fiscal impact at this time. The City committed \$20,000 in FY 2009-2010 for professional services related to the Housing Element update. \$5,000 was committed for the preparation of the *Marin Housing Workbook* and \$15,000 in funding for the use of a consultant in HDC certification process.

One option staff may bring forward to the Council at the mid-year budget review is the use of a consultant for public participation facilitation. Three public workshops are currently anticipated throughout the Housing Element update process to assist in public participation. The option to use a consultant will be explored with the HEC.

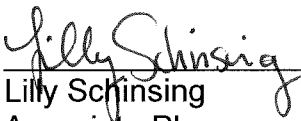
STAFF RECOMMENDATIONS

For information only, no action is required.

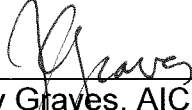
ATTACHMENT:

Updated Housing Element Update Work Program

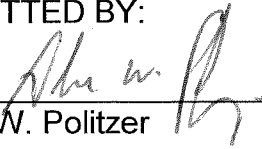
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City Manager

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HOUSING ELEMENT UPDATE WORK PROGRAM

	Feb. 09	Mar. 09	Apr. 09	May 09	Jun. 09	Jul. 09	Aug. 09	Sep. 09	Oct. 09	Nov. 09	Dec. 09	Jan. 10	Feb. 10	Mar. 10	Apr. 10	May 10	Jun. 10	Jul. 10	Aug. 10	Sep. 10	Oct. 10	
Tasks:																						
City Council Status Report on the Housing Element Process																						
Staff Participation in the Marin Housing Workbook																						
Staff Background Research																						
City Council Appoints HEC																						
HEC reviews Housing Needs, Special Needs, RHNA																						
Public Workshop																						
HEC-Adequate Sites, Inventory, Constraints, Energy Conservation																						
Public Workshop																						
HEC- Policies & Programs																						
Public Workshop																						
Joint CC/PC Public Hearing Review of Draft																						
Draft Element sent to HCD for a 60-Day review																						
City Council Public Hearing and Adoption																						
Adopted Housing Element sent to HCD for certification (90-day)																						

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