



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Housing Element Update Status Report

### RECOMMENDED ACTION

For information only, no action is required.

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### SUMMARY

On October 20, 2009 the City Council received a staff report regarding the Housing Element Update process and schedule. At that time five community member Housing Element Committee (HEC) seats were vacant. On November 10, 2009 the City Council made two community member appointments to the HEC. Since that time the HEC has held seven meetings and is currently in the process of reviewing the Housing Needs Chapter of the draft Housing Element. This report provides an update on the Housing Element update process and schedule.

### HOUSING ELEMENT COMMITTEE

The purpose of the HEC is to review the draft housing element, including its policies, analysis, and recommendations. Upon completion of the HEC's review, the draft element will be forwarded to the Planning Commission for consideration and ultimately the City Council for adoption. The HEC consists of two City Council members (Mayor Leone and Vice-Mayor Pfeifer), two Planning Commissioners (Commissioners Bair and Cox), and five members from the community (Chris Visher, Steve Flahive, and three vacant seats). Vice-Mayor Pfeifer chairs the HEC and Planning Commissioner Cox serves as the Vice-Chair. As community interest in the Housing Element update grows the Council is expected to fill the three vacant community member seats to gain a fully-appointed committee.

The HEC has held five regular meetings and two special meetings. A summary of the HEC's activities to date is as follows:

- On December 15, 2009 Staff reviewed the HEC's milestones for review of the draft housing element and distributed background information for the HEC's review.
- On January 7, 2010 a HEC subcommittee and staff met in Oakland with representatives of Association of Bay Area Governments (ABAG) to discuss the Regional Housing Needs Allocation (RHNA) numbers assigned to the City. The RHNA is a projection of additional housing units needed to accommodate projected household growth of all income levels by the end of the housing element's statutory planning period (i.e., 2014). These allocations are based on such factors as market demand for housing, employment opportunities, availability of suitable sites, availability of services, commuting patterns, type and tenure of housing need, and special needs housing. The current planning period is 2007-2014 and the City's existing Housing Element was last certified in 1995. As Sausalito does not have a Housing Element which was certified by the California Department of Housing and Community Development (HCD) during the

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prior planning period (i.e., the 1996-2006 planning period), the City must also carryover the number of housing units which were required to be planned for during the prior period. The HEC learned at the January 7, 2010 meeting with ABAG that the appeal period to dispute the RHNA numbers for the 1999-2006 and 2007-2014 RHNA periods closed October 30, 2000 and January 18, 2008, respectively, and that the current RHNA allocations are the final housing unit numbers that need to be accommodated within the Housing Element update. It is important to note that the City does not need to build the number of housing units in the RHNA; only be able to accommodate the number of housing units.

- On January 11, 2010 the HEC discussed the potential for liveboards and second dwelling units to meet a portion of the RHNA.
- On February 3, 2010 a HEC subcommittee and staff met in Sacramento with representatives of HCD to discuss the City's progress on the Housing Element Update.
- On February 10, 2010 Staff distributed a draft of the Housing Needs chapter for the HEC's review.
- On March 8, 2010 the HEC began its review of the Housing Needs chapter.
- On March 22, 2010, HEC continued its review of the Housing Needs chapter.

The HEC will hold a special meeting on April 5, 2010 to discuss a revised schedule and a comprehensive Housing Element Table of Contents (see **Attachment 1** for the draft Table of Contents). The HEC meets regularly twice a month and will hold its next regularly scheduled meetings on April 12 and April 26, 2010 to complete its review of the Housing Needs Chapter.

## SCHEDULE

The schedule reviewed by the Council in October 2009 indicated a completion date of November 2010. The work program and HEC schedule have been updated to include the progress by the HEC and staff since October 2009 (see **Attachments 2 and 3**, respectively). The schedule has been extended to provide adequate time for HEC review of the draft documents based on the level of HEC and public review of an initial draft chapter. The schedule also recognizes the professional staff resources available for the project (approximately 12 hours per week for the CD Director and Associate Planner) plus a new part-time intern (with a three-month commitment).

For each deliverable, staff will prepare a draft section for the HEC's review. The HEC will review the draft section and provide comments to staff. Staff in turn, will prepare a revised draft section for the HEC's review. Each section is expected to be reviewed at two to four meetings, depending on the complexity of the topic. Therefore, a section which requires three HEC meetings is expected to take at least two months from the staff's initial delivery of the section to the HEC's approval. The October 2009 preparation schedule unrealistically allotted one month for each deliverable and did not account for significant HEC and public comments. Additionally, the October 2009 schedule did not account for the break usually enjoyed by Sausalito Boards and Commissions during the month of August.

The October 2009 schedule also did not fully recognize the limited professional weekly staff hours available for the update. In order to bring the project closer to a November 2009 completion date, additional staff hours would need to be allocated to the update project. Work on long-range projects (e.g., Historic Design Guidelines, Municipal Code update), code enforcement, and current projects (including telecommunication facilities) would be significantly delayed.

**FISCAL IMPACT**

There is no fiscal impact at this time. The FY 2009-2010 Budget committed \$20,000 for professional services for the Housing Element update. Of this amount, \$5,000 has been expended for the preparation of the *Marin Housing Workbook* and \$15,000 has been earmarked for possible use of a consultant in the HDC certification process. The HEC has had preliminary discussions regarding use of consultants for specialized technical tasks, but no specific tasks have been identified to date. If the HEC determines that consultant assistance is needed, staff will initiate a funding request as part of the FY 2010-11 Budget preparation process.


**STAFF RECOMMENDATION**

For information only, no action is required.


**ATTACHMENTS**

- 1- Table of Contents, dated March 2010
- 2- Housing Element Update Work Program, updated March 2010
- 3- Detailed HEC Work Schedule, updated March 2010

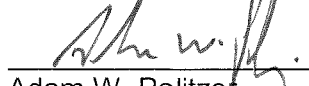
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cc: Housing Element Committee, with attachments

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**Draft Table of Contents**  
**Housing Element Update**  
Updated March 2010

- I. Goals, Policies and Programs**
- II. Introduction**
  - A. Housing Element Overview and Purpose
  - B. Housing Element Law and Changes to State Requirements
- III. Housing Needs**
  - A. Population and Employment
  - B. Household Characteristics
  - C. Housing Stock Characteristics
  - D. Housing Costs
  - E. Household Income
  - F. Ability to Pay for Housing
  - G. Special Needs
- IV. Constraints and Opportunities for Housing Development**
  - A. Nongovernmental Constraints
    - i. Land Costs
    - ii. Construction Costs
    - iii. Financing
  - B. Governmental Constraints
    - i. Land-Use and Permit Controls
    - ii. Processing and Permit Procedures
    - iii. Fees and Exactions
  - C. Energy Conservation
  - D. Regional Housing Needs Allocation
  - E. Housing Opportunities
    - i. Site Inventory
      - a. Vacant Parcels
      - b. Under-developed Parcels
      - c. Liveboards
    - ii. Second Dwelling Units
    - iii. Mixed Use Units
    - iv. Other
- V. Appendix: Evaluation of Previous Housing Element**

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### SAUSALITO HOUSING ELEMENT UPDATE WORK PROGRAM - UPDATED MARCH 2010

Tasks:	2009												2010												2011												
	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
City Council Status Report																																					
Staff Participation in the Marin Housing Workbook																																					
Staff Background Research																																					
City Council Appoints HEC																																					
HEC reviews Housing Needs																																					
HEC reviews Housing Constrains																																					
Prepare for and conduct Public Workshop #1																																					
HEC reviews Housing Opportunities & Site Inventory																																					
Prepare for and conduct Public Workshop #2																																					
HEC reviews Goals, Policies and Programs																																					
HEC reviews Evaluation of Previous Housing Element																																					
Prepare for and conduct Public Workshop #3																																					
HEC reviews CEQA Initial Environmental Study																																					
HEC Completes review of draft Element and forwards document to PC and CC																																					
PC and CC Public Hearing review of draft Element																																					
Draft Element sent to HCD for 60-Day review																																					
Staff revises draft Element per HCD comments																																					
PC and CC Public Hearings; Adoption of Element; Adopted Element sent to HCD for certification																																					

HEC: Housing Element Committee  
HCD: California Department of Housing and Community Development  
CEQA: California Environmental Quality Act

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**Housing Element Committee Detailed Work Schedule**  
**Housing Element Update**  
 Updated: March 2010

Topic	Task	Work Schedule		
		Date	Staff	HEC
Housing Needs	Research and analysis of existing and projected housing needs; Special needs	April 12, 2010		Reviews draft and provides comments
		April 22, 2010	Provides revised draft	
		April 26, 2010		Reviews and Approves
Housing Constraints	Analyze housing constraints and energy conservation	May 20, 2010	Provides draft	
		May 24, 2010		Reviews draft and provides comments
		June 10, 2010	Provides revised draft	
		June 14, 2010		Reviews revised draft and provides comments
		June 24, 2010	Provides revised draft	
		June 28, 2010		Reviews and Approves
Public Workshop #1	Conduct public workshop on Housing Needs and Housing Constraints	June 14, 2010		Discusses Public Workshop #1
		July 20, 2010	Public Workshop #1 Held	
		July 26, 2010		Provides comments on Public Workshop #1
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, second dwelling units)	July 8, 2010	Provides draft (part 1)	
		July 12, 2010		Reviews draft (part 1) and provides comments
		July 26, 2010		Conducts Field visit
		September 9, 2010	Provides revised draft (part 1) and draft (part 2)	
		September 13, 2010		Reviews revised draft and provides comments
		September 23, 2010	Provides revised complete draft	
		September 27, 2010		Reviews revised draft and provides comments
		October 7, 2010	Provides revised complete draft	
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory	October 11, 2010		Reviews and Approves
		October 11, 2010		Discusses Public Workshop #2
		November 17, 2010	Public Workshop #2 Held	
		November 22, 2010		Provides comments on Public Workshop #2

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Topic	Task	Work Schedule		
		Date	Staff	HEC
Goals, Policies and Programs	Review goals, policies and programs	October 21, 2010	Provides draft	
		October 25, 2010		Reviews draft and provides comments
		November 4, 2010	Provides revised draft	
		November 8, 2010		Reviews revised draft and provides comments
		November 18, 2010	Provides revised draft	
		November 22, 2010		Reviews revised draft and provides comments
		December 9, 2010	Provides revised draft	
		December 13, 2010		Reviews and Approves
		January 6, 2010	Provides draft	
		January 10, 2010		Reviews draft and provides comments
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	January 20, 2010	Provides revised draft	
		January 24, 2010		Reviews revised draft and provides comments
		February 14, 2011		Discusses Public Workshop #3
		March 22, 2011	Public Workshop #3 Held	
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs	March 28, 2011		Provides comments on Public Workshop #3
		February 24, 2011	Provides draft	
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	February 28, 2011		Reviews draft and provides comments
		March 10, 2011	Provides revised draft	
		March 14, 2011		Reviews and Approves
		March 24, 2011	Provides draft	
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC	March 28, 2011		Reviews draft and provides comments
		April 21, 2011	Provides revised draft	
		April 25, 2011		Reviews and Approves

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