



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Housing Element Update Status Report

### RECOMMENDED ACTION

For information and discussion.

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### SUMMARY

**Attachment 1** is status report memo prepared by HEC Chair Pfeifer. Also attached is a report prepared by Staff summarizing the Housing Element Committee (HEC) activities from April 2010 through May 2010 (**Attachment 2**). For reference, the draft table of contents for the Housing Element update has been provided as **Attachment 3**.

Chair Pfeifer will be presenting a revised HEC schedule for the production of a draft Housing Element at the June 8, 2010 City Council meeting for the Council's review and discussion.

### STAFF RECOMMENDATION

For information and discussion.

### ATTACHMENTS

- 1- Status Report Memo prepared by Housing Element Committee Chair Pfeifer
- 2- Housing Element Committee Activities Report (April 2010- May 2010)
- 3- Draft Housing Element Table of Contents, dated April 16, 2010

### PREPARED BY:



Lilly Schinsing  
Associate Planner

### REVIEWED BY:



Jeremy Graves, AICP  
Community Development Director

### SUBMITTED BY:



Adam W. Politzer  
City Manager

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cc: Housing Element Committee, with attachments

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## MEMORANDUM

**DATE:** June 8, 2010  
**TO:** City Council  
**FROM:** Linda Pfeifer, Vice Mayor and Housing Element Committee Chair  
**SUBJECT:** Housing Element Committee Status Report

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The Housing Element Committee (HEC) has leveraged HEC member (resident) talent for creation of housing element materials to expedite the housing element process and support city staff. HEC member talent has been leveraged in two ways:

- A) Chapter Creation: The Housing Element consists of various chapters. Recently HEC employed a new process to create these chapters, with much success. The approach entails one HEC committee member volunteering to "co-own" a housing element chapter with staff, assisting in chapter editing. This approach has expedited chapter sign-off with HEC members while providing direct resident participation in chapter creation.
  
- B) Analysis: The Housing Element must identify how Sausalito will accommodate 372 units (RHNA allocation). The HEC Committee is analyzing the extent to which these 372 units can be accommodated through live aboards, 2nd units, and apartment conversions. To facilitate this analysis, the HEC Committee has designated sub-committees representing: (1) Liveaboards, (2) 2nd Units, (3) Apartment Conversions, and (4) Vacant Land. Two HEC members are also working on the topic of homeless/emergency shelter. At the HEC meeting on Monday May 24, three of the four sub-committees presented a list of the tasks and task durations required for its sub-committee topic analysis. These task estimates were then used by the Chair (Pfeifer) and Co-Chair (Cox) to create an optimized schedule that is being presented to the City Council for consideration this evening (June 8). HEC believes the RHNA analysis process can be expedited by the continued leveraging of HEC member (resident) talent through this sub-committee approach.

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ATTACHMENT 1  
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## Housing Element Committee (HEC) Activities (April 2010- May 2010)

The purpose of the Housing Element Committee (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. As of June 1, 2010 the HEC has been fully-appointed. The nine-member HEC consists of two City Council members (Vice-Mayor Pfeifer and Councilmember Kelly), two Planning Commissioners (Commissioners Bair and Cox), and five members from the community (Chris Visher, Steve Flahive, Carolyn Kiernat, Joel Paul and Kim Stoddard). Vice-Mayor Pfeifer chairs the HEC and Planning Commissioner Cox serves as the Vice-Chair.

Since the last Housing Element Update report to the City Council on April 6, 2010, the HEC has held five meetings and is currently in the process of reviewing the Housing Constraints Section and beginning work on the Site Inventory and Analysis portion of the Opportunities Section of the draft Housing Element. A summary of the HEC's activities to date is as follows:

- On **April 5, 2010** the HEC held a special meeting to discuss the assignment of responsibilities for review of a draft Housing Needs Section and the Housing Element Update schedule.
- On **April 12, 2010** the HEC reviewed the draft Housing Needs Section and provided comments to Staff.
- On **April 26, 2010** the HEC reviewed and approved the Housing Needs Section and a HEC subcommittee provided a status report on liveboard research.
- On **May 10, 2010** the HEC reviewed the draft Housing Constraints Section and provided comments to Staff. In addition, the HEC discussed the formation of subcommittees for focused research on specific topics as a part of the required Housing Opportunities analysis.
- On **May 26, 2010** the HEC reviewed the draft Housing Constraints Section and provided additional comments to Staff. The various subcommittees also made short presentations on their assigned topics.

The HEC meets regularly twice a month and will hold its next regularly scheduled meetings on June 14, 2010 and June 28, 2010 to complete its review of the Housing Constraints Section and begin work on the Housing Opportunities Section.

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ATTACHMENT 2  
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**Draft Table of Contents**  
**Housing Element Update**  
Updated April 16, 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. Housing Opportunities
      - i. Site Inventory
        - a. Vacant Parcels
        - b. Under-developed Parcels
        - c. Liveaboards (Existing)
        - d. Second Dwelling Units (Existing)
      - ii. Liveaboards (Future)
      - iii. Second Dwelling Units (Future)
      - iv. Mixed Use Units
      - v. Other
    - E. Analysis of Regional Housing Needs Allocation
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**Appendix: Evaluation of Previous Housing Element**

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**ATTACHMENT 3**  
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