



# 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 June 2010 through July 2010 (**Attachment 2**). For reference, the draft table of contents for the Housing Element update has been provided as **Attachment 3**. A detailed HEC work schedule (**Attachment 4**) was prepared by Staff on March 31, 2010 and presented to the City Council on April 6, 2010 which displays all deliverables from Staff to the HEC and their associated time frames. Since that time, the HEC has created subcommittees to focus on specific topics related to the Housing Element in an effort to expedite the HEC's role in the update. **Attachment 5** is a Housing Element progress chart which illustrates the progress that has been made to date on the Housing Element update.

### STAFF RECOMMENDATION

For information and discussion.

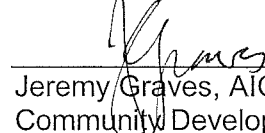
### ATTACHMENTS

1. Status Report Memo prepared by Housing Element Committee Chair Pfeifer
2. Housing Element Committee Activities Report (June-July 2010)
3. Draft Housing Element Table of Contents, dated April 16, 2010
4. Detailed HEC Work Schedule, updated March 31, 2010
5. Housing Element Update Progress Chart, updated July 8, 2010

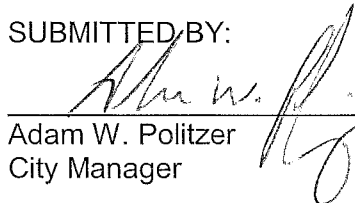
### PREPARED BY:

  
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### REVIEWED BY:

  
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### SUBMITTED BY:

  
Adam W. Politzer  
City Manager

cc: Housing Element Committee, with attachments





## MEMORANDUM

**DATE:** July 21, 2010  
**TO:** City Council  
**FROM:** Linda Pfeifer, Vice Mayor and Housing Element Committee Chair  
**SUBJECT:** Housing Element Committee Status Report

With Council approval on June 8, 2010, the Housing Element Committee (HEC) created HEC member subcommittees to supplement constrained city staff resources so as to maximize momentum and schedule efficiencies. Another welcome outcome of the subcommittee approach has been a housing analysis driven by residents with resident perspectives. In addition, the majority of HEC members agreed that the hope is to address the RHNA housing allocation without new construction projects.

The staff schedule in this report is only a rough estimate, given HEC subcommittees are still completing their analyses. As Chair Pfeifer stated on June 8, 2010, until the subcommittees' analyses are complete, it is difficult to set reliable milestones and identify schedule efficiency opportunities because analysis results will drive next steps/timeline. Analysis results are projected for August/September 2010. Please note that as of July 21, 2010, most subcommittees have moved forward and are in data collection mode.

As of July 21, 2010, the subcommittee teams are as follows:

- Live Aboards: Linda Pfeifer, Joan Cox
- Multi Unit Parcel Opportunities: Steve Flahive, Kim Stoddard, Linda Pfeifer, Stan Bair
- Single Family Home Accessory Units: Lilly Schinsing, Chris Visher, Intern Kayla Platt
- Vacant Land: Mike Kelly, Carolyn Kiernat
- Emergency Shelter/Homeless: Linda Pfeifer, Joan Cox
- Legal Analyst: Joel Paul

## Housing Element Committee (HEC) Activities (June 2010- July 2010)

The purpose of the Housing Element Committee (HEC) is to conduct an analysis and select policies and recommendations for inclusion in the draft housing element. Upon completion of the HEC's work, 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 June 8, 2010, the HEC has held three meetings and is currently in the process of evaluating the current Housing Element and continuing work with subcommittees 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 **June 14, 2010** the HEC reviewed and approved the draft Housing Constraints Section and discussed an Accessory Dwelling Unit Questionnaire.
- On **June 28, 2010** the HEC held a joint meeting with the Historic Landmarks Board to hear a presentation from City Attorney Wagner on the Brown Act. Subsequently, the HEC convened their regular meeting with presentations from the subcommittees (Liveboards, Accessory Dwelling Units in Single Family Districts, Vacant Land, and Apartment Conversions/Accessory Dwelling Units in Multifamily Districts), reviewed draft evaluation of the current Housing Element section, and provided comments on an Accessory Dwelling Unit Questionnaire and cover letter to be mailed to all property owners of single-family residential property.
- On **July 12, 2010** the HEC heard presentations from the subcommittees and reviewed and approved the Accessory Dwelling Unit Questionnaire and cover letter.
- On **July 14, 2010** Accessory Dwelling Unit Questionnaires were sent to all property owners of single-family residential property to elicit their feedback on Accessory Dwelling Units.

The HEC meets regularly twice a month and will hold its next meeting on July 26, 2010 to continue its evaluation of the current Housing Element, receive updates from the subcommittees and discuss a public outreach strategy. On August 9, 2010 and August 23, 2010 the HEC will meet to complete the evaluation of the current Housing Element and continue work on the Housing Opportunities Section.

**Draft Table of Contents**  
**Housing Element Update**  
Updated July 21, 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. Liveaboards (Existing)
      - b. Accessory Dwelling Units (Existing)
      - c. Under-developed Parcels
      - d. Vacant Parcels
    - ii. Liveaboards (Future)
    - iii. Accessory Dwelling Units (Future)
    - iv. Apartment Conversions
    - v. Mixed Use Units
    - vi. Other
  - E. Analysis of Regional Housing Needs Allocation

**Appendix: Evaluation of Previous Housing Element**

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**Housing Element Committee Detailed Work Schedule**  
**Housing Element Update**  
 Updated: March 31, 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, liveboards, 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	
		October 11, 2010		Reviews and Approves
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory	October 11, 2010		Discusses Public Workshop #2
		November 17, 2010	Public Workshop #2 Held	
		November 22, 2010		Provides comments on Public Workshop #2

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
Evaluation of the Previous Housing Element	Evaluate completion of programs listed in the 1995 Housing Element	January 6, 2010	Provides draft	
		January 10, 2010		Reviews draft and provides comments
		January 20, 2010	Provides revised draft	
		January 24, 2010		Reviews revised draft and provides comments
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs	February 14, 2011		Discusses Public Workshop #3
		March 22, 2011	Public Workshop #3 Held	
		March 28, 2011		Provides comments on Public Workshop #3
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	February 24, 2011	Provides draft	
		February 28, 2011		Reviews draft and provides comments
		March 10, 2011	Provides revised draft	
		March 14, 2011		Reviews and Approves
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC	March 24, 2011	Provides draft	
		March 28, 2011		Reviews draft and provides comments
		April 21, 2011	Provides revised draft	
		April 25, 2011		Reviews and Approves

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# Housing Element Update Progress Chart

Updated: July 21, 2010

Task	Percent Completed									
	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%
I. Goals, Policies and Programs										
II. Introduction										
III. Housing Needs										
Housing Constraints										
Energy Conservation										
Site Inventory										
Liveaboards										
Accessory Dwelling Units										
Apartment Conversions										
Mixed Use Units										
IV. Housing Constraints & Opportunities										
Analysis of Regional Housing Needs Allocation										
Appendix: Evaluation of Previous Housing Element										
CEQA Environmental Review										
Public Workshop #1: Housing Needs and Housing Constraints										
Public Workshop #2: Housing Opportunities										
Public Workshop #3: Goals, Policies and Programs										
Completed Draft Housing Element										
PC and CC Public Hearings on draft Element										
Draft Element sent to HCD for 60-Day review										
Draft Element Revised per HCD comments										
PC and CC Public Hearings on revised Element; Adoption of Element										
Adopted Element sent to HCD for certification (90-Day review)										

HEC Work

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

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