



APPROVED HOUSING ELEMENT COMMITTEE MINUTES

Wednesday, February 10, 2010

Time 5:30 p.m.

City Council Conference Room

City Hall at 420 Litho Street

1. Call to Order- 5:45pm

All present, except as noted

Chair Linda Pfeifer (City Council Rep)

Vice-Chair Joan Cox (Planning Commission Rep)
(Present via Conference Call)

Jonathan Leone (City Council Rep)

Stan Bair (Planning Commission Rep)*

(Arrived at 6:12pm)

Steve Flahive (City Resident)

Chris Visher (City Resident)

Vacant (City Resident)*

Vacant (City Resident)*

Vacant (City Resident)*

**Absent*

2. Public Comment on Items Not on Agenda- None

3. Approval of Minutes – January 11, 2010

Approved unanimously (Motion: Flahive/ Second: Pfeifer) with corrections to *reflect the deadline dates for the past RHNA appeal periods for the ABAG meeting discussion, and notation that Steve Flahive brought up the lawsuit in the overview of the background section requirements*

4. Discussion regarding HCD meeting

Chair Pfeifer provided the HEC with a summary of a meeting Chair Pfeifer, Committee Member Visher, CD Director Jeremy Graves, and Associate Planner Lilly Schinsing held with the California State Department of Housing and Community Development (HCD) on February 3, 2010 in Sacramento. Associate Planner Schinsing distributed the agenda from the February 3, 2010 meeting. The four main discussion items were liveboards, second units, apartment unit conversions, and shared homes. CD Director Graves noted that HCD was open to counting liveboards as a housing unit provided that the liveboard is counted as a unit pursuant to the US Census, reported to the State Department of Finance, and permitted locally. Additionally, existing units may not be counted towards the RHNA if the units have already been counted, regardless of permitting history. Jonathan Leone suggested that Staff check with the City Attorney regarding distributing information collected regarding the sensitive liveboard area. During the public comment period Michael Rex asked what tools the HEC were looking at in incentivizing affordable apartment units. Pat Zuch suggested that the HEC look at the degree to which the City should compel second units. The HEC directed Staff to draft a work breakdown structure for the liveboard, second unit and apartment unit strategies that shows a step-by-step process for the HEC to review.

5. Review of Refined Work Schedule

Associate Planner Schinsing distributed a refined work schedule. The HEC accepted the work schedule by consent.

6. **Review of Housing Needs**
 - a. Existing Housing Needs
 - b. Special Housing Needs

Associate Planner Schinsing distributed a copy of the draft Housing Needs Analysis Chapter for the HEC's review on March 8, 2010.

7. **Calendar**
 - a. Next Meeting Dates

The HEC, by consent, agreed to meet the second and fourth Mondays of every month. The next HEC meeting will be on Monday, March 8, 2010.

Michael Rex asked if there were any current vacancies on the HEC. Staff indicated that there were three vacancies.

8. **Communications**

- a. Staff
 - Associate Planner Schinsing distributed a memo on Housing Element Compliance
 - CD Director Graves indicated that there are some funds available for the Housing Element Update activities and suggested that the HEC discuss this as a future agenda item. The HEC, by consensus agreed to add it as a future agenda item.
 - Michael Rex indicated that the NonProfit Housing Associates in San Francisco are a non-profit law firm who may be able to assist the City in presenting any adopted Housing Element to HCD.
- b. HEC Members
 - Committee Member Leone indicated that he spoke with the Director of the Legal Aid of Marin, who is willing to give a presentation at an upcoming HEC meeting if the HEC is interested.
 - Committee Member Leone indicated that Staff should review housing elements from other Marin jurisdictions for good examples of policies and programs the HEC could look at.

9. **Agenda Topics for Next Meeting**
 - Discussion regarding inviting the Marin Housing Authority and/or Legal Aid of Marin to give a presentation at a future HEC meeting
 - HEC Funds

10. **Adjourn – 7:01pm**