



APPROVED HOUSING ELEMENT COMMITTEE MINUTES

Monday, May 10, 2010

5:30 p.m.

City Council Conference Room
City Hall at 420 Litho Street

1. **Call to Order- 5:34pm, all present except as noted**
Chair Linda Pfeifer (City Council Rep) | Vice-Chair Joan Cox (Planning
Commission Rep- arrived at 5:50pm
Mike Kelly (City Council Rep)- left at 6:10pm_ Stan Bair (Planning Commission Rep)*
Steve Flahive (City Resident)* Chris Visser (City Resident)
Carolyn Kiernat (City Resident)- arrived at 5:45pm Vacant (City Resident)*
Vacant (City Resident)*
*Absent
2. **Public Comment on Items Not on Agenda- None**
3. **Approval of Minutes – April 26, 2010**
Approval of minutes deferred to May 24, 2010 HEC meeting without discussion
4. **Subcommittee Discussion—Chair Pfeifer and Vice-Chair Cox**
Chair Pfeifer and Vice Chair Cox distributed hand-outs produced as a result of a preparation meeting they had, per HEC Committee consensus, to create subcommittees for focused research on liveaboards, apartment conversions, second units and vacant parcels. The HEC decided to create a fifth subcommittee to look at underdeveloped parcels and mixed use land. The Committee decided that on May 24 each subcommittee would present a work breakdown structure for their topic.
5. **Housing Constraints Section and Review Process (15 minutes; end at 6:20 pm)**
 - a. Review process for Housing Constraints Section
Chair Pfeifer volunteered to compile all of the HEC's comments on the Housing Constraints Section and a schedule for the review of the section was established.
 - b. Purpose of Housing Constraints Section (Handout)
Associate Planner Schinsing reviewed a handout regarding the purpose of the Housing Constraints Section.
 - c. Review Housing Constraints Section
Associate Planner Schinsing reviewed the draft Housing Constraints Section. The HEC provided preliminary comments regarding the infrastructure section, environmental review, solar and other energy rebate programs and additional City fees imposed on property owners and developers. The HEC discussed potentially having a public workshop after all of the data was compiled. The HEC directed staff to return at the May 24, 2010 meeting with staff's availability in the first half of August for a public workshop.
6. **Communications**
 - a. Staff
Associate Planner Schinsing indicated that she sent a follow-up email to HCD regarding the Census and RHNA questions the HEC had.
 - b. HEC Members
Vice Chair Cox announced that there was a Marin Planning Breakfast regarding housing element issues in Novato on May 11.
7. **Agenda Topics for Next Meeting**
Staff announced that the new Planning Intern would attend the meeting on May 24, 2010. The HEC directed Staff to include the workbreak down presentations from the subcommittees and the review and approval of the Housing Constraints Section on the May 24, 2010 HEC agenda.
8. **Adjourn – 6:55pm**