



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Housing Element Update Status Report

RECOMMENDED ACTION

Provide direction as appropriate

SUMMARY

This report provides an update on the Housing Element update process and schedule. On July 27, 2010 the City Council last received a staff report regarding the status of the Housing Element Update. Since that time the Housing Element Committee (HEC) has held eleven meetings and is currently in the process of reviewing subcommittee reports related to the site inventory portion of the housing element. The HEC is also discussing options for a public workshop on the housing element update. On September 28, 2010 the City Council received a Status Report from Staff regarding the workshop, discussed the scheduling of the workshop and continued their discussion to the October 5, 2010 City Council meeting which was subsequently continued to the October 19, 2010 meeting. On October 19, 2010 the City Council received a Status Report from Staff regarding the scheduling of the workshop, approved the HEC goal statement and continued the workshop discussion to a date uncertain.

HOUSING ELEMENT COMMITTEE ACTIVITIES

Attached is a report prepared by Staff summarizing the HEC activities from August 2010 through December 2010 (**Attachment 1**). For reference, the draft table of contents for the Housing Element update has been provided as **Attachment 2**. A detailed HEC work schedule (**Attachment 3**) was presented to the City Council 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, and the work schedule has been updated accordingly. **Attachment 4** is a Housing Element progress chart which illustrates the progress that has been made to date.

COMMUNITY WORKSHOP

The revised housing element update schedule Staff presented to the City Council on April 6, 2010 included three community workshops divided into different topic areas associated with the required housing element components. Staff recommended that the first public workshop be focused on the housing needs analysis and housing constraints which would provide an overview of state-mandated housing element requirements, existing demographic housing characteristics and the constraints to housing construction in Sausalito.

Since that time, the HEC saw merit in postponing the first public workshop until the Committee received site inventory data regarding how many units could be credited against the RNHA (Regional Housing Needs Allocation—the number additional housing units needed to accommodate projected household growth of all income levels by the end of the housing element's statutory planning period). This information was anticipated to be presented to the community early on in the process in order to dissuade concerns regarding the RHNA. HEC subcommittees are currently working to collect this data.

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Staff continues to see value in holding a workshop promptly and not necessarily waiting for the conclusion of the site inventory. Topics of consideration at the workshop could be an overview of State-mandated housing element requirements and a review of RHNA figures assigned by ABAG. One of the advantages of having a workshop soon is that it provides a roll out to the community relatively early in the process. This allows for community input prior to the formulation of policies and programs and could provide new directions for the HEC to explore.

The HEC will hold a regular meeting on Monday, January 10, 2011. Staff will bring forward any oral communication from the HEC to the Council on January 11.


STAFF RECOMMENDATION

Provide direction as appropriate


ATTACHMENTS

1. Housing Element Committee Activities Report (August-December 2010)
2. Draft Housing Element Table of Contents, dated July 21, 2010
3. Detailed HEC Work Schedule, updated January 4, 2011
4. Housing Element Update Progress Chart, updated January 4, 2011

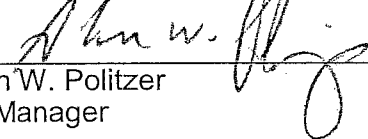
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cc: Housing Element Committee, with attachments

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Housing Element Committee (HEC) Activities (August 2010- December 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. The HEC consists of two City Council members (Councilmembers Pfeifer and Kelly), two Planning Commissioners (Chair Bair and Commissioner Cox), and five members from the community (Chris Visher, Steve Flahive, Kim Stoddard, Joel Paul and one vacant seat). Councilmember Pfeifer chairs the HEC and Planning Commissioner Cox serves as the Vice-Chair. To gain a fully-appointed committee the Council may consider conducting interviews to fill the one vacant community member seat.

From August 8, 2010 to December 13, 2010 the HEC has held nine regular meetings and two special meetings. A summary of the HEC's activities since the last status update is as follows:

- On **August 9, 2010** the HEC received status updates from the liveaboard, accessory dwelling unit and vacant land subcommittees which were created to focus on specific topics related to the Housing Element in an effort to expedite the HEC's role in the update. Also at the meeting Staff informed the HEC that the response rate for the Accessory Dwelling Unit survey which was sent to single-family property owners in July 2010 was 35%.
- On **August 23, 2010** Staff distributed a draft Evaluation of 1995 Housing Element chapter. The HEC formed a subcommittee to review and edit the draft chapter. Staff circulated and the HEC discussed a report containing data regarding the RHNA requirements and credits to date. The HEC discussed the scheduling of the first public workshop.
- On **September 13, 2010** the HEC reviewed a tabular summary of the responses to the Accessory Dwelling Unit survey which was sent to single-family property owners. Additionally, Staff reported that an Accessory Dwelling Unit survey had been sent to all two/multi-family property owners in late August 2010. Lastly, the committee discussed the purpose and objectives of the Housing Element Committee in preparation for the first public workshop.
- On **September 20, 2010** a special meeting was held to discuss the draft agenda and goals and notice and outreach for the first public workshop.
- On **September 27, 2010** the HEC discussed the goals of the first public workshop and a workshop flyer and print ad. Additionally, Staff informed the HEC that the response rate for the Accessory Dwelling Unit survey which was sent to two/multi-family property owners in late August 2010 was 16%.
- On **October 11, 2010** the HEC discussed the first public workshop. Additionally, Staff distributed and the HEC reviewed a draft report on the results from the Accessory Dwelling Unit survey which was sent to single-family property owners. The HEC also reviewed a tabular summary of the responses to the Accessory Dwelling Unit survey which was sent to two/multi-family property owners. Lastly, the HEC reviewed (1) a document demonstrating unit numbers for Sausalito's RHNA for cycles 1999-2006 and 2007-2014, (2) the 2010 Marin County annual income and estimated housing costs by

income category for different household sizes and (3) the 2010 State Income Limits for Housing Programs.

- On **October 18, 2010** a special meeting was held to discuss the HEC's presentation to the City Council at the October 19 Council meeting regarding the first public workshop.
- On **October 25, 2010** the HEC received status updates from the liveaboard, accessory dwelling unit and underdeveloped land subcommittees. The HEC reviewed the draft report on the results from the Accessory Dwelling Unit survey which was sent to single-family property owners.
- On **November 8, 2010** the HEC formed a subcommittee to work with Staff complete the analysis of vacant land in the City. The HEC received status updates from the liveaboard, accessory dwelling unit and underdeveloped land subcommittees. The committee also reviewed the draft report on the results from the Accessory Dwelling Unit survey which was sent to single-family property owners.
- On **November 22, 2010** the HEC reviewed a draft methodology for analyzing underdeveloped parcels in Sausalito. The committee also reviewed the draft report on the results from the Accessory Dwelling Unit survey which was sent to single-family property owners.
- On **December 13, 2010** the HEC reviewed a progress report and preliminary results from the vacant land and underdeveloped parcels task. The committee also reviewed the draft report on the results from the Accessory Dwelling Unit survey which was sent to single-family property owners and held a discussion on planning for the first community workshop.

The HEC meets regularly twice a month and will hold its next regularly scheduled meeting on January 10 to complete its review and take action on the single-family Accessory Dwelling Unit report and Evaluation of the 1995 Housing Element. Additionally, the HEC will continue discussion of the first community workshop.

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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 Update
 Updated: January 4, 2011

Topic	Task	Date	Staff	Work Schedule	HEC	Status
Housing Needs	Research and analysis of existing and projected housing needs; Special needs	April 12, 2010		Reviews draft and provides comments		Completed
		April 22, 2010	Provides revised draft			Completed
		April 26, 2010		Reviews and Approves		Completed
Housing Constraints	Analyze housing constraints and energy conservation	May 20, 2010	Provides draft	Reviews draft and provides comments		Completed
		May 24, 2010				Completed
		June 10, 2010	Provides revised draft			Completed
		June 14, 2010		Reviews revised draft and provides comments		Completed
		June 24, 2010	Provides revised draft			Completed
		June 28, 2010		Reviews and Approves		Completed
Public Workshop #1	Conduct public workshop on topics TBD	TBD		Identifies workshop discussion topics		Underway
		TBD	Arranges workshop logistics			
		TBD		Evaluates public input at workshop		
Housing Opportunities & Site Inventory	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveboards, accessory dwelling units)	TBD		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway
		TBD		Subcmte provides revised tech study		
		TBD		HEC reviews revised tech study and approves		
		Oct 11, 2010		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway
		TBD		Subcmte provides revised tech study		
		TBD		HEC reviews revised tech study and approves		
		TBD		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway
		TBD		Subcmte provides revised tech study		
		TBD		HEC reviews revised tech study and approves		
		TBD		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway
		TBD		Subcmte provides revised tech study		
		TBD		HEC reviews revised tech study and approves		
Mixed Use Units		TBD		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway
		TBD		Subcmte provides revised tech study		
		TBD		HEC reviews revised tech study and approves		
		TBD		Subcmte provides draft technical study		Completed
		TBD		HEC reviews draft tech study and provides comments		Underway

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Topic	Task	Date	Staff	Work Schedule	HEC	Status
Housing Opportunities & Site Inventory (cont'd)	Analyze housing opportunities; conduct site inventory and analysis (e.g., vacant parcels, liveaboards, accessory dwelling units) (cont'd)	TBD	Provides draft inventory (use subcmte tech studies)		Reviews draft inventory and provides comments	
		TBD			Conducts Field visit	
		TBD	Provides revised inventory and draft analysis		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Arranges workshop logistics		Identifies workshop discussion topics	
		TBD			Evaluates public input at workshop	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
Public Workshop #2	Conduct public workshop on Housing Opportunities & Site Inventory and other topics TBD	TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews and Approves	Completed
		June 28, 2010 & Aug 23, 2010	Provides draft		Reviews draft and provides comments	Underway
		Sept 13, 2010			Provides revised draft; reviews and provides comments	Underway
		Oct 11, 2010 & Oct 25, 2010			Reviews revised draft and provides comments	
		TBD			Identifies workshop discussion topics	
		TBD	Arranges workshop logistics		Evaluates public input at workshop	
Goals, Policies and Programs	Review goals, policies and programs	TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		June 28, 2010 & Aug 23, 2010	Provides draft		Reviews draft and provides comments	Completed
		Sept 13, 2010			Provides revised draft; reviews and provides comments	Underway
		Oct 11, 2010 & Oct 25, 2010			Reviews revised draft and provides comments	Underway
		TBD			Identifies workshop discussion topics	
		TBD	Arranges workshop logistics		Evaluates public input at workshop	
		TBD	Provides draft		Reviews draft and provides comments	
Public Workshop #3	Conduct public workshop on Goals, Policies and Programs and other topics TBD	TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews revised draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
CEQA Initial Environmental Study	Environmental Review of Draft Housing Element	TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
Complete Draft Element	Review entire draft Housing Element and forward completed Element to PC and CC	TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	
		TBD	Provides draft		Reviews draft and provides comments	
		TBD	Provides revised draft		Reviews and Approves	

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Housing Element Update Progress Chart

Updated: January 4, 2011

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										
Vacant & Underdeveloped Parcels										
Liveaboards										
Accessory Dwelling Units										
Apartment Conversions										
Mixed Use Units										
Homeless/Emergency Shelters										
Analysis of Regional Housing Needs Allocation										
Appendix: Evaluation of Previous Housing Element										
CEQA Environmental Review										
Public Workshop #1 (Topics TBD)										
Public Workshop #2 (Topics TBD)										
Public Workshop #3 (Topics TBD)										
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: Housing Element Committee HCD: California Department of Housing and Community Development CEQA: California Environmental Quality Act
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