



APPROVED
HOUSING ELEMENT COMMITTEE MINUTES
Monday, September 27, 2010
5:30 p.m.
City Council Conference Room
City Hall at 420 Litho Street

1. Call to Order— 5:35pm

All present, except as noted

Chair Linda Pfeifer (City Council Rep)
(left at 6:00 p.m.)

Mike Kelly (City Council Rep)

Steve Flahive (City Resident)*

Kim Stoddard (City Resident)

Vacant (City Resident)*

Vice-Chair Joan Cox (Planning Commission Rep)
(arrived at 5:51 p.m.)

Stan Bair (Planning Commission Rep)*

Chris Visser (City Resident)

Joel Paul (City Resident)*

**Absent*

2. Public Comment on Items Not on Agenda- None

3. Approval of Minutes – None

4. Subcommittee Reports

a. Liveboards (Pfeifer): *No report*

b. Accessory Dwelling Units (Schinsing): *Associate Planner Schinsing reported that the response rate from the single-family ADU survey was 35% and the response rate from the two/multi-family ADU survey is 16%. It is anticipated that a report analyzing the single-family survey and a report showing the results from the two/multi-family survey will be forwarded to the HEC at the next HEC meeting.*

c. Vacant Land (Kelly): *No report*

d. Underdeveloped Parcels/Multi-Unit Parcel Opportunities (Stoddard): *Resident Stoddard indicated that she has been told by members of the Women's Club that they were concerned that by completing the ADU survey they would be liable for penalties. Chair Pfeifer indicated she would follow-up with Nancy Osborn regarding these concerns.*

Public Comment: *None*

5. First Community Workshop.

a. Revised Goal/Purpose/Agenda (Pfeifer): *Chair Pfeifer distributed two versions of a revised HEC Goal to be shared at the first community workshop. Committee Member Kelly indicated that the goal needs to be discussed/approved by the HEC and reviewed by the City Council. As the next Council meeting is October 5 it was decided that HEC would hold a special meeting on October 4 to discuss/approve the goal prior to the City Council meeting.*

b. Workshop Flyer (Schinsing): *Associate Planner Schinsing reported that the flyer was being distributed by Committee Member Stoddard. The Committee requested that staff look into putting an announcement on workshop on the City's website home page and publish the flyer in-the-loop and in the special events section of the website.*

c. Newspaper Ad (Schinsing): *The Committee directed staff to publish an insert printed on bright neon paper rather than a traditional ad in the MarinScope. In the interest of keeping the event local the Committee directed staff to not issue a press release to the Marin Independent Journal.*

Public Comment: *Michael Rex indicated that he would distribute the flyer to the Rotary. He also suggested that the second bullet in the revised goal be reconsidered.*

6. **Evaluation of 1995 Housing Element** (Cox and Stoddard): *Vice-Chair Cox requested that this item be discussed at the October 11 meeting.*
7. **RHNA Credits.** *Associate Planner Schinsing discussed an updated memo containing data regarding the RHNA requirements and credits to date. The memo included an attachment with the addresses of the units that have been constructed/approved since 1999.*

Public Comment: *Michael Rex indicated that 311 Bridgeway and 525 Bridgeway are sites that are not on the list.*

8. **Housing Element Progress Report.** *Associate Planner Schinsing discussed the Housing Element Progress report.*

9. **Communications**

a. Staff:

-Process Review-Update: *Associate Planner Schinsing discussed a memo regarding subcommittee work. Committee Member Kelly asked for clarification regarding where comments are sent and how they are incorporated into documents. Associate Planner Schinsing indicated that all comments should be discussed either at a public meeting or sent only to Staff, who will distributed them to the HEC and the public to review at the next HEC meeting.*

-RHNA Credit Clarification: *Associate Planner Schinsing discussed an updated memo containing data regarding the RHNA requirements and credits to date. The memo included an attachment with the addresses of the units that have been constructed/approved since 1999.*

-City Council Staff Report on Workshop: *Associate Planner Schinsing distributed a staff report which will be discussed at the 9/28/10 Council meeting.*

b. HEC Members:

-Housing Unit Countdown: *Associate Planner Schinsing indicated that Chair Pfeifer created a graphic for HEC consideration regarding the RHNA credits.*

Public Comment: *Michael Rex indicated that 311 Bridgeway and 525 Bridgeway are sites that are not on the list of constructed/approved units since 1999.*

10. **Agenda Topics for Next Meeting.** *It was agreed to add the following agenda item for the next meeting: Discussion of incentives for property owners to legalize units*
11. **Adjourn** – *Chris Visher moved and Kim Stoddard seconded a motion to adjourn. The motion passed unanimously and the meeting was adjourned at 6:31 p.m.*