

**TOWN OF CORTE MADERA  
PLANNING AND BUILDING DEPARTMENT**

**MEMORANDUM**

**August 28, 2009**

**TO:** Citizens' Advisory Committee for the Housing Element

**FROM:** Robert Pendoley, Planning Director / Assistant Town Manager

**SUBJECT: September 2, 2009 Agenda**

Your September 2 meeting is about getting oriented to the Housing Element update project. Here is some background information for the eight items on your agenda.

*1. Welcome*

We will call the meeting to order at 7:00 PM and invite everyone to tell the group a little bit about themselves and their interest in the project. For the purpose of this agenda, I will facilitate the meeting. I recommend that you elect a chair or co-chairs on your next agenda to run future meetings.

*2. Housing Element Overview*

This agenda item is an introduction to the Housing Element. Please read the four articles that are in Attachment 1 to this memo. These articles give a good overview of the state law that requires local governments to update the Housing Element of the General Plan every five years. I will give a short presentation on the main points in the law. The reading material will probably raise a number of issues you will want to discuss in this part of your agenda

I will also give a short overview of the Town's current Housing Element. Although the current Housing Element was developed in the middle of difficult litigation, it has been a real success story. As you will see, the Town exceeded its state-mandated housing goals and in the process transformed two blighted, derelict properties into attractive community resources on the strength of policies in the Housing Element. There is a copy of the current Housing Element behind tab #12 in your binder.

*3. The Town Council's Charge to the Committee*

Corte Madera has a long tradition of appointing Citizens' Advisory Committees (CAC's) to advise the Planning Commission and Town Council on policy documents such as the General Plan. Advising the Council and the Commission involves more than simply making a recommendation on a proposed regulation. In Corte Madera, CAC's work actively with staff in the process of developing the draft document that is eventually submitted to the Planning Commission and Town Council for consideration and adoption at public hearings. The CAC for the Housing Element will be asked to review and comment on draft studies and policies as they are prepared and to conduct at least one

community meeting to get public input on housing needs and proposed policies. Staff's objective in the process will be to draft policies that respond to the committee and that the committee can endorse. The Town Council's ultimate purpose in forming the CAC is to meet the requirements of the Housing Element law, which says "the local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element...."

Several members of the Committee have served on other CAC's and can describe their experience with similar projects.

#### *4. Work program*

Attachment 2 to this memo has two parts:

- *Required Contents* is a list of all of the items that state law requires us to include in the Housing Element. The readings in Attachment 1 will give you a pretty good idea of what the items on this list are about. I can answer questions you may have about any of these items at our meeting.
- The draft *Work Program* bundles the required contents into discrete phases of work and schedules the phases for presentation at CAC meetings. Please review the draft Work Program. At our meeting, we will walk through the Work Program and discuss the schedule. We can adjust the Work Program and schedule as needed.

#### *5. Meeting Guidelines*

I recommend that the Committee adopt guidelines for conducting your meetings. Based on previous experience, good guidelines help to encourage full participation by all of the committee members as well as the public that attends your meetings. I will distribute suggested guidelines at the meeting for your consideration.

#### *6. Next Meeting*

The purpose of this agenda item is to set the agenda for your next meeting. Topics tentatively scheduled for your next meeting include:

- election of a committee chair or co-chairs;
- discussion of the draft existing needs analysis;
- discussion of the draft review of the existing Housing Element;
- discussion of the housing strategy in the 2009 General Plan.

The committee may want to schedule additional items.

#### *7. Public Comment*

California's Open Meeting Law requires that the public be allowed to speak on each agenda item. In addition, there must be a time on your agenda when the public is invited to speak on items that are in your purview, but that are not on the agenda. This part of the agenda is always titled "Public Comment."

### *8. Adjournment*

We will try to schedule your agendas so that you can end your meetings by 9:30.

I am looking forward to getting started. If you have any questions before the meeting, don't hesitate to call me at 927-5066. My e-mail address is

rpendoley@ci.corte-madera.ca.us

Have a great weekend and thanks again!

### **Attachments**

#### Attachment 1

- Before You Start, from the HCD website
- Housing Element Overview, August 13, 2008
- Recent Changes to State Housing Element Law, August 11, 2008
- The Importance of Housing Element Certification, March 24, 2009

#### Attachment 2

- Housing Element Required Contents
- Draft Work Program

## Attachment 1

- Before You Start, from the HCD website
- Housing Element Overview, August 13, 2008
- Recent Changes to State Housing Element Law, August 11, 2008
- The Importance of Housing Element Certification, March 24, 2009

## Attachment 2

- Housing Element Required Contents
- Draft Work Program