

2-6-2020

Minutes from the 6<sup>th</sup> Cycle Housing Element Ad-Hoc Citizens' Task Force

City Staff Attendees

Shaun McMahon, Amanda Lee, Joseph Smith, Tianna de la Paz

Members Attending:

Tracy Martinez

Bud Emerson

Julie Kawasaki

Karen Lare

Don Countryman

Members Absent:

Jas Grewal

Shirley King

City Council Liaisons:

Terry Gaasterland

Dwight Worden

1. Meeting called to order at 3:03pm  
Shirley and Jas not present but we have a quorum
2. Roll Call and Task Force Introductions
3. Dwight / Terry - Welcome and Review of PowerPoint Presentation  
Dwight
  - Council Liaisons are here to help and support but are not here to tell us what to do
  - E-mail rule - do not do a reply all. Ok to reply to the Chair and Liaisons and staff but not a reply all
  - In person - if there is a quorum of the committee don't discuss business or be perceived to talk business
  - Understand our role - make policy recommendations to the City Council
  - Accept RHNA numbers we are not here to discuss or debate
  - We have a budget for this Task Force
  - Consultant Kimberly Horn Associates
  - If we feel things need to be done that are not being done we can suggest it to the City or Council but need to think through implicationsTerry
  - We are at a great starting point with the work that has already been done by the City staff
  - Thank you to the staff for getting us here!Joseph
  - This was all done quickly (putting together the Task Force) and it was necessary to be that way per the schedule

- Discussed deeper our mission and purpose – the CEQA document is being developed alongside the Housing Element Document and needs to be completed in May for public review
- As part of the initial work we need to lock down the project description
- They also want us to help get information out to the public

No comment from public - no one present

#### 4. Overview of Binder and Materials

- Binders have been created for each member and Council. They will collect and fill them with additional documents after each meeting - Shaun will send out electronic copies as well.
- The group reviewed all of the documents in the binder

#### 5. Oral Communications

- Tracey commented that she does not think many of the public were aware that they can attend and that they are all invited! All agreed that we need to get the word out and the city staff have some plans they will share with us.

#### 6. Training on Public Meeting Law

- Dwight had gone over the rules earlier in the meeting

#### 7. Nominations for and selection of a Chair, Vice Chair and Secretary

- It was noted that the Chair will be expected to show up to some of the City Council Meetings to update the council members on our progress
- The following Officers were nominated and unanimously elected
  - Jas Grewal - Chair
  - Tracey Martinez - Vice Chair
  - Karen Lare - Secretary

#### 8. Discussion Items:

##### A. Shaun presented the Housing Element Background /History - why is this important?

- sets forth a path for the City to follow for the next 8 years
- allows the City to have access to State grants and funds (you must have a certified Housing Element to be eligible)
- allows Del Mar to meet its growth needs

What is RHNA - Regional Housing Needs Assessment. Does the city need to become a developer? No, but they need to have programs for others to be able to develop housing in the City

Community workshops – the first one is on Saturday February 29 at 9:30am. The second workshop in May - specific date to be determined

There is a Web Page dedicated to this effort (more on that later)

Get into detail about the elements that go into the Housing Element.

Housing Element Components:

- Community Profile using data from a variety of sources
- Adequate sites analysis - RHNA allocation is 163
- Housing needs constraints and resources
- Goals policies programs and quantified objectives

- Overview of processing

Deadline for Certification is April 15, 2021 - or else .....there are serious repercussions for the city with funding.

- Review and certification by HCD November 2020 to April 2021
- Local City Council approval - October 2020
- Final draft of housing element - July to September
- Housing Element development - January to June - Ad Hoc housing element citizens task force - February to Mat

Dwight commented that the state was very serious about us getting to the finish line but we had some flexibility on how to do it. Tracey asked about getting the PowerPoint and Shaun said he would provide it as a part of the packet he sends us and will put it in our binder

#### B. Input on format and info on the Housing Element webpage

- Shaun reviewed the webpage with the group
- A few suggestions were made:
  - Add feedback on web-site to next agenda
  - Add contact information on task force members to web-site - sign-in sheet was passed to do this
- Amanda mentioned that they will provide us with copies of documents received from SANDAG on this topic
- Shaun suggested that we work to try to be the public to sign up for e-mail notifications
- Terry asked if there was a way to do a follow-up for those who cannot make the first public workshop - Shaun suggested that they do plan to televise and record the sessions and they are working on a city wide mailer to be in the mail on 2-14 to all residents and property owner (same sheet they provided us). He also noted that no big policy items are planned for this workshop it is more preliminary - it will also be discussed at the City Council Meetings
- Amanda noted that people can also come to the Task Force Meetings to get information if they cannot make the workshop

#### C. Review the Preliminary Draft Project Description

- Discussion of draft Project Description for EIR
- Joseph Smith went over what it is and how the rules work for issuing the EIR and making it available to public and council, timing, etc.
- May 14th targeted on release of the EIR to July 15th (60-day review)
- Then October the document would go to City Council
- Discussed and reviewed the draft project description in detail (EIR and RHNA)
- One way to think of it is in buckets:
  - Bucket 1 - how will you address the new housing needs (RHNA) allocation - this is the programs like zoning
  - Bucket 2 - preservation of existing housing
  - Bucket 3 - production of new housing (like ADU's and multi-family housing, etc.)
  - Bucket 4 - housing support (subsistence/support)
  - Bucket 5 - community buy-in - what is right for Del Mar
- Bud brought up the idea of having a discussion about what things we could do to make it customer /resident friendly and how we can take out obstacles and consider them and

Amanda mentioned that this is definitely a part of what we need to do and she suggested that they include the link to the document that the City of San Diego has (they have already submitted theirs and have gotten feedback) the City has put quite a few new programs in place or plans to and we can review them and get ideas.

- Terry mentioned that we are doing some of this today and Shaun also noted that we have plan to do some things to support this further in some upcoming new programs. Further discussion was had about what we have to look at for programs - Terry led us in a thought exercise given our current ADU environment and experience and the group talked about state rules and impacts on what we need to do (no net loss law and other state laws and assembly bills, etc. tab 5 in binder)
  - Consultants will participate as part of the community workshop
  - The task force can have sub-committees so we need to think about which ones we want to have and who wants to be on them, adding the formation of sub-committees on next agenda
  - It was suggested that we could have a communication sub-committee to come up with ideas like FAQs and other ways to get the message out
  - It was suggested that we look at what some others are doing (other cities) - Shaun noted that Kimley Horn our consultant also works with other cities doing this. Could we have the consultants talk to us? Yes, we could. Bud suggested that we could see what others have done in earlier cycles that have worked for them that we could look to. Terry thought it would be good to come up with a short list of cities that we want to look at (like cities). Shaun said that we have access to data because there is a housing element progress tracker. HCD tracker - Tracey noted that this would be a good sub-committee as well that could look at this (i.e. do some research on programs that have worked) - it is a public site accessible to all. Shaun will send out a link.
  - Joseph suggested we have a brainstorm report out on research on every agenda.
  - Add what our vision is for this project and where we all send it ending up. Task Force committee
  - Amanda will generate a list and Shaun will send out a list of cities and a link to the HCD Tracker
9. Items for next agenda
- Group discussion on the proposed Survey tool
  - Group review of format for the first Public Workshop
10. Bud motioned for adjournment and Julie seconded it.