

6th Cycle Housing Element Task Force Meeting

Meeting held at Del Mar Civic Center

Jas Grewal Chair - Chair
Tracy Martinez - Vice Chair
Karen Lare - Secretary

Task Force Attendees: Jill Gartman, Karen Lare, Tracy Martinez, Jas Grewal, Julie Kawasaki, Don Countryman, Bud Emerson present. Shirley King absent.

Council Liaison: Terry Gaasterland present
Dwight Worden absent

City of Del Mar Staff: Shaun McMahon, Tianna de la Paz present

The meeting is being recorded and will be posted on the web-site for playback

1. Call to order - Jas called the meeting to order at 3:00pm

2. Roll call; Jas, Tracy, Karen, Don, Julie, Terry. Shirley King and Dwight Worden out. Shaun McMahon and Tania de la Paz present

3. Approval of Minutes from 2-20-2020
Karen moves to approve them, Julie seconds approval of the minutes, all in favor.

4. City Council Report:
Terry did not have any comments at this time but was looking forward to hearing about our public meeting

5. Shaun updates the Task Force on the new information in the binder:

- Updated roster page
- List of Cities for comparison (this was sent on-line to the group as well)
- Copy of the packet from the recent Workshop - Shaun reminded us that all materials are on the web-site for reference
- Copy of the survey that the communication sub-committee has been worked on - we will review this as a group at a later time in the meeting

6. Oral Communication Public Comments:
None

7. Task Force Updates

Chair update:

Last meeting we formed sub-committees and then were asked to work on certain assignments .

Jas asked for each Task Force Members to give their feedback on the workshop event where we had 23 community members in attendance:

- Bud - was not in able to make the workshop
- Julie - pleased overall - thought it was productive
- Jill - thought it was good and that it went pretty well but there was a lot of questions about things that were brought up that could have been answered by the 22 /5 reports - suggested that we could discuss how to get the information in these reports out to the public.
- Don - thinks that the FAR needs to be increased from .3 in the North Commercial area. He feels that the new proposed zoning and allowable numbers of houses (changed from current level to 22 per acre) is good but the current FAR restricts it from getting development done. He also thinks the zoning ordinance could be changed to allow mixed use and not just commercial in that area. If this change were made we would get better participation.

8. Action Items

- **Action Item A** - Shaun to review the next round of the survey – the survey will be open for 3 weeks (March 13th to April 3rd).
 - ✓ Run through a planning survey tool that is used by many cities and SANDAG
 - ✓ Will have 5 slides, 3 are the guts of the survey
 - ✓ Simple not intimidating
 - ✓ Keep it easy to fill out
 - ✓ Use English and no acronyms
 - ✓ Tab 9 has the info
- Let the public tell us which housing programs they want us to pursue and it gets into the different parts to the program, they can provide written comments as well. Task force agrees to ask them for comments in an obvious way. Concern when the information will be available to the committee to review - the group discussed timing. Goal would be to get it to us as soon as they can. Shaun reviews the survey priority programs slide with us.
- Jas asked when the data would be available - Shaun said it would definitely be done by the April 16th meeting and it should be a summary of the data versus raw data.
- Shaun said he would share the Beta version of the Survey for comment (including the Council Liaisons). All agreed that would be helpful. And that the team would give Shaun some direction on the way we want to see the instructions work.
- In keeping it simple they will limit the choices on the ranking to a maximum of 3 items
- Fairgrounds will not be included in this survey as it is already a priority project for the City Council - Jill suggested it be included in the survey as a comment so it is obvious to them why it is not included as an option - Jill also thought it would be good to see if they can tell us where they live as well to add context to their answers. Shaun noted this may not be possible but he would check. Discussion on where to put the info about the fairgrounds already included.
- A lot of discussion about who can complete the survey and how will we have information on the participants (i.e. are they an owner or a resident and what area do they live in). Discussion around purpose and value of the survey without capture of additional data. Shaun will discuss the requests with the consultants and see what they can do. Why survey? To get community feedback for those who cannot attend a meeting in person.

- Shaun asked the group about their recommendation on how many stars they should include for people to vote on the removing constraints slide. He was thinking we should use 50 stars. Group discussed and agreed to either 30 or 50.
- Bud asked a question about putting together a preferred lending program (financing program) on the list for slide 3. All agreed to add financing programs to Fee Reductions/Waivers

The Task Force took a motion for Shaun to change the description. Bud made the motion and Julie seconds it. All in favor.

Action Item B - Group reviews the 6 areas of the 5th Cycle Housing Element Programs

- All six areas will be a part of the 6th Cycle. Group reviewed Shaun's presentation and discussed how best to read and digest the information he has provided. Shaun noted that the document was written in 2012 so it may have some outdated terminology.
- Group discussed the list Shaun had handed out of programs.
- Questions around the Fairgrounds projects there is a lot of detail in the 22 / 5 report and the work around that and they were involved (the fairgrounds) - discussions are on-going about the options. The group is clear on their homework due Friday March 13th.

9. Sub-committee Report-outs

- **Communications** (Julie, Jill and Bud)

Jill – they focused on the Survey when they met and we will go over it today later in the meeting. She believes that again people need facts. Shaun went over the feedback on a slide he had put together (it will be not be on the web-site).

EIR was brought up - I think there were a few misunderstandings

Jas asked about a summary of the 22/5 report? Shaun said yes there is one really already done in the Staff report to City Council - he will provide copies of it to us (Executive Summary). He also suggest we look at a 2 spreadsheet that he will give us that should help make it clearer.

Jas asked if they thought about how we are going to send out the survey to get the most participation. Jill suggested we could all forward a link to people we know and they could complete it. Karen commented that we had discussed sending out a notice on paper and if we do then with the notice that we could let them know how / where to complete it. The group also discussed adding it to the weekly update, e-mail blast, Tracy asked if we had a budget to send out a postcard? Shaun said yes but most of that budget is being used - he estimates it will cost \$1800 to do a city wide mailing and maybe they could find some money in the project budget to send it out.

- **Community Assistance** (Shirley and Julie)

They spoke with Joseph and sent him a list of potential ideas/programs. Based on their discussion, she is looking for project based vouchers information and research from Joseph. The group asked how they work; Shirley noted that HUD provides a certain number of Project Based Vouchers for housing assistance. Generally they are for new developments and are for affordable housing at the

lower levels only. This is not in our housing element at this time. They had not looked at the current program but believe it is similar. Does not apply to new ADUs but more to new development projects.

- **Production and Preservation**

Karen and Tracy spoke for the sub-committee. We have met for over 4 hours so far and have gotten a lot of information from Shaun and Dwight and have been digging in deep. Discussed the process the group is going through to understand and then evaluate opportunities. It is premature to have a list for the group at this time but that is the plan we are pursuing.

We are also waiting on the Info from consultants on the survey results and additional info from Shaun and more digging to come back with a list. Discussed the timing and its importance for the City Council meeting on April 20th. Looking at having it done the last week of March and turn in by April 2nd.

Jas asked everyone to review the documents Shaun had sent out on the list of previous and current programs (from previous Housing Elements) and get back to her (with a copy to Shaun) in an e-mail your thoughts about the programs and which ones should be continued or stopped. Shaun clarified that we will spend time going over the documents he sent out to help us understand them fully.

Develop scope of the EIR - when in doubt be as comprehensive as possible on our thoughts of what we want to have included. Even if we think it might not make it to the end we want to put all of it in the document so it can be studied.

10. Upcoming items for the next agenda:

- Last day to submit comments for the EIR will be the 20th
- He plans to add agenda items (on the Housing Element) to the City Council meeting on the 23rd (the agenda will be published on the 18th or 19th of March). So it will be added to the agenda for our meeting on the 20th.
- Add preview of the upcoming public workshop
- Recommendation of carry over programs in the fifth 5th Cycle Housing to be included in the 6th cycle

Meeting adjourned at 4:30