



MEMORANDUM

TO: PLANNING COMMISSION

MEETING DATE: May 26, 2009

PREPARED BY: Terry Blount, AICP, Planning Manager

RE: HOUSING ELEMENT UPDATE STATUS REPORT

At its meeting of March 4, 2009, the City Council authorized staff to solicit a Request for Proposal (RFP) for consultant services to support staff efforts in updating the City's Housing Element. RFPs were received and evaluated, and three consultants were interviewed. A selection was made and a contract finalized with Baird + Driskell Community Planning.

To date staff has finished setting the tasks, schedule, and work products to be produced and has organized the Housing Element Task Force (see Attachments A and B). The first Task Force meeting is set for Thursday, June 4th at 6:30 pm in the Council Chambers. There are three other meetings scheduled, one each for the months of July, August, and September (see Attachment C). Please note that the timelines on the attached documents are off by one month. Everything has been shifted one month later. Revisions to the graphics are currently in progress.

ATTACHMENTS

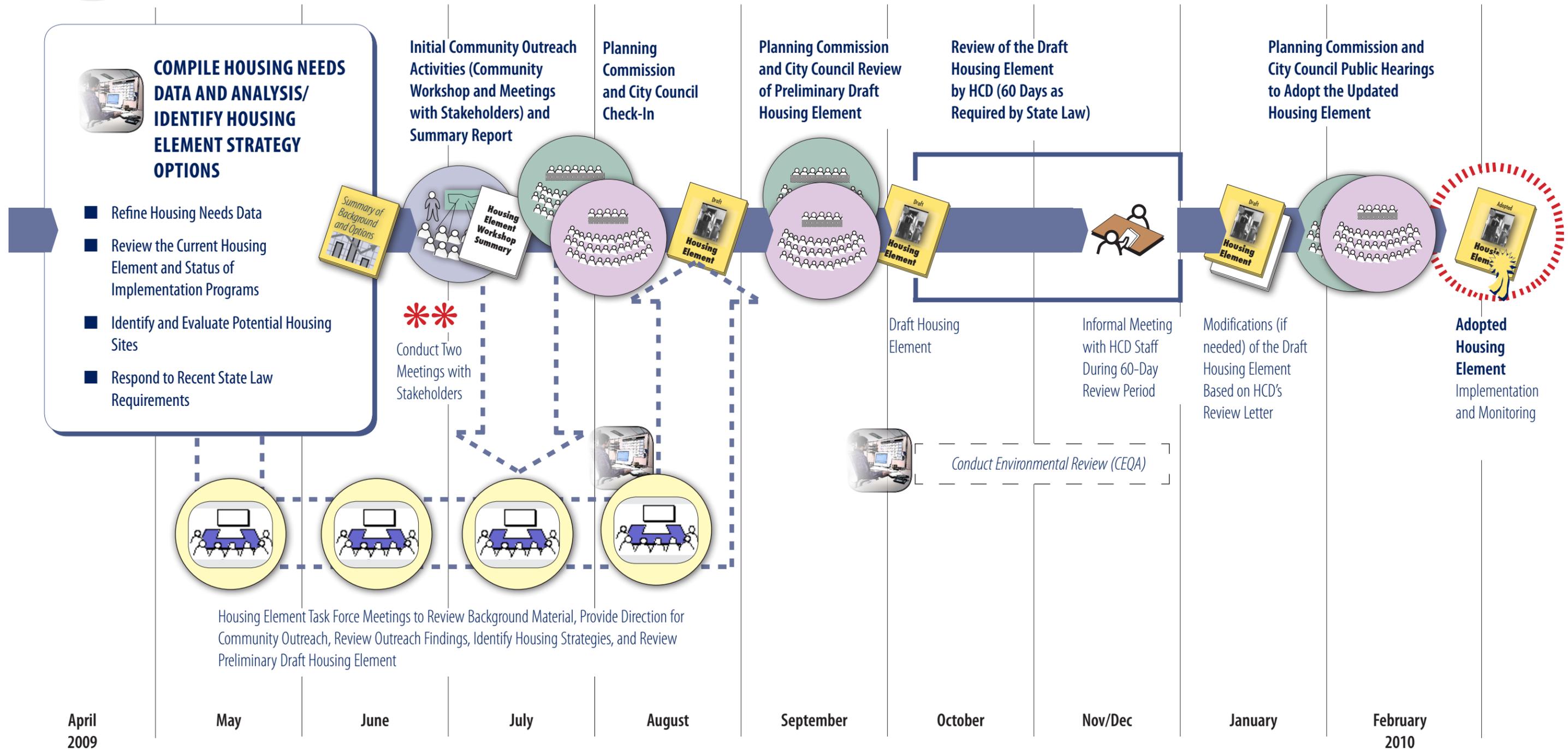
- A. Housing Element Update Proposed Products, Process, and Schedule Graphic
- B. Housing Element Update Schedule of Tasks
- C. Housing Element Update Schedule of Meetings



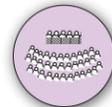
City of Martinez Housing Element Update

Proposed Products, Process and Schedule Graphic

As of May 6, 2009



Housing Element Task Force Meeting



City Council Meeting



Planning Commission Meeting



Community Workshop



Review by (or Meetings with) HCD Staff and Others



Meetings with Stakeholders

City of Martinez Housing Element Update

As of May 6, 2009

Length of Task
*** Meetings with Stakeholders
 Housing Element Task Force Meetings
 City Council Meeting
 Planning Commission Meeting
 Community Workshop
 Staff Meetings and Meetings with HCD Staff/Others
 Documents and Reports

Task	Description	Finish	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
1	Develop Housing Element Strategy													
2	Coordinate with City Staff													
3	Facilitate Four Task Force Meetings													
	Meeting #1													
	Meeting #2													
	Meeting #3													
	Meeting #4													
4	Collect and Analyze Baseline Housing Data													
	Demographics and Housing Conditions													
	Land Use and Development													
	Growth and Development Trends													
	ABAG Housing Needs Determinations													
	Other State Law Requirements													
5	Evaluate Current Housing Element													
6	Identify Potential Housing Constraints													
7	Conduct Available Site Inventory													
8	Coordinate with HCD and Other Agencies													
9	Identify Policy/Program Options													
10	Prepare Newsletter and Fact Sheets													
11	Community Workshop/Stakeholder Meetings													
	Conduct Community Workshop													
	Conduct Meetings with Stakeholder Groups				***									
	Prepare Workshops/Stakeholder Summary Report													
12	Review Progress/Directions w/City Council and Planning Comm													
13	Prepare Draft Housing Element													
	Prepare Administrative Review Draft													
	Prepare Draft Housing Element													
14	Present Draft Housing Element to CC/PC													
15	Modify Draft and Send to HCD													
									60-Day HCD Review					
16	Conduct Environmental Review													
17	Respond to HCD/Community Comments													
18	Conduct Public Hearings													
19	Finalize Adopted Housing Element													



City of Martinez Housing Element Update Schedule of Meetings

As of May 6, 2009

*** Meetings with Stakeholders



Housing Element Task Force Meeting



City Council Meeting



Planning Commission Meeting



Community Workshop



Review by (or Meetings with) HCD Staff or Others

Meeting Number and Date/Time:	Meeting #1 May __ 2009 (6:30-9:00 pm)	Meeting #2 June __ 2009 (6:30-9:00 pm)	Stakeholder Meetings June __ 2009	Community Workshop June __ 2009	Meeting #3 July __ 2009 (6:30-9:00 pm)	Planning Commission Check-In July __ 2009	City Council Check-In July __ 2009	Meeting #4 August __ 2009 (6:30-9:00 pm)	Joint PC / CC Work Session Sept __ 2009	HCD Review (60-Days)	PC Public Hearing Jan __ 2010	CC Public Hearing Feb __ 2010	Adoption of the Updated Housing Element
Meeting Location:	City Council Chambers at City Hall	City Council Chambers at City Hall	Various Locations or at City Hall	(TBD) Hosted by Housing Task Force	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall	City Council Chambers at City Hall
Meeting Purposes:	<ul style="list-style-type: none"> Get to Know One Another Review City Council Directions Tell "Our Stories" Discuss Our Vision for Housing Confirm Meeting Guidelines Receive and Review Background Information on the Housing Element Review Roles, Responsibilities, Process and Schedule 	<ul style="list-style-type: none"> Confirm Our Vision for the Housing Element Receive and Review Background Information on Demographic Trends and Housing Needs Review and Critique Current Housing Element Discuss Potential Topics for the Housing Element Update Review the Approach and Outreach for the Community Workshop and Stakeholder Meetings 	<ul style="list-style-type: none"> Present Background Information on the Housing Element Discuss Housing Strategy Choices Identify Any Other Considerations for the Housing Element Update 	<ul style="list-style-type: none"> Present Background Information on the Housing Element and Key Findings of the Housing Needs Analysis Discuss Housing Strategy Choices Review the Process and Schedule for the Housing Element Update 	<ul style="list-style-type: none"> Review Outreach Results from Workshop and Stakeholder Meetings Identify Policy Directions for Key Issues Fine-Tune Housing Task Force Presentation to the City Council 	<ul style="list-style-type: none"> Review of Outreach Results Present Background Information on the Housing Element and Key Findings of the Housing Needs Analysis Provide Direction on Key Issues for the Draft Housing Element for Consideration by the City Council 	<ul style="list-style-type: none"> Review of Outreach Results Present Background Information on the Housing Element and Key Findings of the Housing Needs Analysis Provide Direction on Key Issues for the Draft Housing Element 	<ul style="list-style-type: none"> Review and Provide Directions for the Preliminary Draft Housing Element Planning Commission and City Council Review of the Preliminary Draft Housing Element at a Public Work Session Direct Staff to Prepare the Draft Housing Element for HCD and Community Review Based on City Council Initial Review 	<ul style="list-style-type: none"> City Staff May Meet with HCD Staff to Review Any Comments and to Answer Questions During this Time 	<ul style="list-style-type: none"> Public Hearing Recommend to City Council 	<ul style="list-style-type: none"> Public Hearing Adoption of the Updated Housing Element by the City Council 		

