

[Proposed] RESOLUTION NO. ____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SAN ANSELMO
ESTABLISHING THE HOUSING ELEMENT ADVISORY COMMITTEE**

WHEREAS, the Town of San Anselmo is in the process of updating the Housing Element for the 2023-2031 cycle; and

WHEREAS, the California Department of Housing and Community Development (HCD) requires that cities accommodate housing by meeting their Regional Housing Needs Assessment (RHNA) and to ensure the Town's Housing Element gets certified by HCD, the Town must show that it can accommodate its RHNA through land use policies and development standards; and

WHEREAS, at its meeting of May 10, 2022, the Town Council authorized the Town Manager to enter into a professional services agreement with consultant Houseal Lavigne to complete the Town's Housing Element and Safety Element Updates; and

WHEREAS, the Town's Housing Element Project Management Team, which is made up of Town staff and Houseal Lavigne, has requested the development of a Housing Element Advisory Committee (HEAC) to assist with the Update.

NOW, THEREFORE, BE IT HEREBY RESOLVED in the interest of successfully completing the Town's Housing Element Update in a transparent and timely manner, the Town Council hereby forms a temporary committee as follows:

1. Name: Housing Element Advisory Committee (HEAC)
2. Purpose: The purpose of the HEAC is as follows:
 - a. Provide guidance to the Project Management Team (PMT) through the public outreach process;
 - b. Review and provide guidance to the PMT on goals and policies related to the update of the Housing Element;
 - c. Ensure sufficient public outreach and stakeholder input regarding the Housing Element update, including innovative ways to reach multiple segments of population and stakeholders;
 - d. Work with the PMT to communicate with the County on potential for collaborative approaches;
 - e. Make other recommendations to the Town Council regarding the update of the Housing Element, as necessary;
 - f. Serve as the host committee for all public outreach efforts.

- g. The HEAC is an advisory committee and will offer recommendations only to the PMT and the Town Council as appropriate.

3. Organization:

- a. The HEAC is limited to five (5) members consisting of: One (1) member from the Town Council; one (1) member from the Planning Commission; three (3) members who are San Anselmo residents appointed by the Town Council.
- b. The HEAC shall meet once per month, with additional meetings held as necessary.
- c. Members are expected to attend all meetings, unless prevented from doing so by a substantial reason. In the case of an absence, members shall endeavor to notify the Chairperson at least twenty-four (24) hours in advance of a meeting.
- d. Applicants must be interviewed by the Town Council before being appointed as a member of the HEAC.

4. Terms: Members will serve until HCD certifies the Housing Element. The HEAC will dissolve automatically following certification.

5. Brown Act: All meetings of the Committee shall be conducted in accordance with the requirements of the Ralph M. Brown Act.

I hereby certify that the foregoing Resolution was duly passed and adopted at a regular meeting of the San Anselmo Town Council on the 14th of June, 2022, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Alexis Fineman, Mayor

ATTEST:

Carla Kacmar, Town Clerk