**Kick Off Meeting Agenda *with Notes***

**RHNA 6 Housing Element Updates**

**August 17, 2020**

**AGENDA (**[**PowerPoint Presentation**](http://www.21elements.com/documents-mainmenu-3/housing-elements/rhna-6-2022-2030/1145-kickoff-meeting-presentation-08-17-20/file)**)**

*1:00 pm* **I. Welcome and Agenda Overview**

* *In attendance*: *Atherton, Belmont, Brisbane, Burlingame, Colma, East Palo Alto, Foster City, Half Moon Bay, Menlo Park, Millbrae, Pacifica, Redwood City, San Bruno, San Carlos, San Mateo City, San Mateo County, South San Francisco*

*1:05 pm* **II. Introductions and Announcements**

* Name, City, Role and Housing Superpower
* Overview of the Baird + Driskell Team
* Housing Methodology Committee
	+ *Updates next week during General Check-In meeting*

*1:15 pm* **III. RHNA 6 Schedule and Work Plan Overview**

* The next 2.5 years
	+ *Now to Spring 2021 – define site strategies and get ready for sites work and outreach*
	+ *Spring 2021 to Fall 2022 – the heavy lifting*
	+ *Oct 2022 – drafts complete*
	+ *Jan 2023 – final elements adopted*
* The next 6 months
	+ *Trainings, outreach, templates and refine inventory baselines*
* *See 2020 Work Plan Overview for more details*
* Roles and responsibilities

*1:25 pm* **IV. Small Group Discussions: Key Challenges and Opportunities**

* *Summary of Biggest Challenges*
	+ *Sites – size and shape constraints, economic analyses, meeting allocations and combined strategies that may be needed*
	+ *Outreach and education – to electeds and public*
	+ *New laws – understanding and explaining new laws*
	+ *Staff capacity – for outreach and/or rest of process*
* *Summary of 21 Elements Work That Could Help*
	+ *City comparisons and best practices*
	+ *Staff reports and templates*
	+ *New law briefings and understanding legal challenges other cities have experienced*
	+ *Trainings*
	+ *Effective outreach strategies*

*1:55 pm* **V. Project Contacts, Communications and Logistics**

* *Update your contacts for the list serve as needed*
* *Contact Josh or David with questions throughout the process*
* Project documents sharing (works in progress; final products)
* *Update your jurisdiction contract information as needed*

*2:00 pm* *Close*