

PASADENA HOUSING ELEMENT SCHEDULE

MILESTONE	TARGET COMPLETION DATE	DESCRIPTION
Contract Execution/Start Date	September 2020	This assumes City Council contract approval by end of September 2020.
Project Kick Off Meeting and Data Needs Request	October 2020	MIG and City staff meet to discuss schedule, data needs, specifics for public engagement, team communications, etc. MIG provides City with data needs list.
Public Engagement Plan - Draft and Final	October 2020	MIG prepares detailed Public Engagement Plan for review by City staff. Final prepared to incorporate staff comments.
Stakeholder Interviews	October or November 2020	MIG interviews community organizations and businesses focused on housing issues and housing demand.
Housing Element Evaluation Memorandum	November 2020	Memo evaluating effectiveness of current Housing Element policies and programs, missing analysis and policies due to changes in State law, and relationship to 2015 General Plan and ongoing zoning code/specific plan update work.
Social Media and Website Launch	November 2020	Introduce update program via dedicated page on City's website and social media.
Preliminary Sites Identification to Meet RHNA	December 2020	Identify range of sites available citywide to accommodate housing development. For internal discussion with City staff and refined for first workshops/surveys.
Preparation of Initial Study Based on Preliminary Sites Initiate Work on CEQA Document; Issue NOP if Supplemental EIR Required	January 2021	Assess issues to be addressed in a CEQA document that tiers upon the certified General Plan EIR. If SEIR is required, prepare NOP. City distributes NOP. Initiate work on full CEQA document based on preliminary sites and emerging policies.
Housing Element Workshop #1 and Survey – Preliminary Ideas (2 workshops)	January 2021	Conduct digital workshops (or in person if possible) and release online materials to replicate workshop focused on soliciting input on sites citywide suitable

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		for housing development and identifying other housing issues important to the community. Same workshop will be conducted twice.
Screencheck Administrative Draft Housing Element for City Staff Review	April 2021	Internal review draft #1 of Housing Element provided to City staff.
City Review of Screencheck Administrative Draft Housing Element Complete – Comments to MIG	21 days following submittal	City staff provides comments to MIG Team.
2nd Screencheck Draft Housing Element	May 2021	Internal review draft #2 of Housing Element provided to City staff.
Public Review Draft Housing Element	May 2021	MIG Team incorporates final staff revisions and produces element for public review.
Housing Element Workshop #2 and Survey – Public Review Draft Housing Element (2 workshops)	May 2021	Conduct digital workshops (or in person, if possible) and release online materials to replicate workshop focused on presenting draft Housing Element to the community. Same workshop will be conducted twice.
Administrative CEQA document as determined to be appropriate	May 2021	Internal review draft #1 of CEQA document provided to City staff.
City Review of Administrative CEQA Document Complete – Comments to MIG	14 days following submittal	City staff provides comments to MIG Team.
Proofcheck CEQA Document for Publication	June 2021	Revised Administrative CEQA document to City for one-week review turnaround.
Publication of Draft CEQA Document for Public Review (45 days for SEIR, 30 for IS/MND; no review required for an Addendum)	Late June 2021	MIG Team provides publication version of Draft CEQA document for distribution and notice by the City, as required by law.
HCD Submittal of Public Review Housing Element for 60-day review	June 2021	Incorporate any significant revisions directed by City staff resulting from public comments and transmit to HCD.
MIG Team review of General Plan to identify any	June 2021	Prepare memorandum identifying any internal General Plan inconsistencies resulting from

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inconsistencies with Draft Housing Element		updated Housing Element and providing options for resolving inconsistencies.
Respond to HCD Comments and Revise Public Review Housing Element	August 2021	Teleconferences with HCD staff to address their comments.
If SEIR Is the CEQA Document, Prepare Final SEIR and Mitigation and Monitoring Reporting Program (MMRP)	August – September 2021	<p>Prepare draft Responses to Comments and MMRP for City review. Complete Responses to Comments and MMRP per City direction to produce the Final SEIR for certification. (City to prepare Findings and Statement of Overriding Considerations, if required.)</p> <p>If IS/MND or Addendum, no further documentation is required except MMRP for IS/MND.</p>
Planning Commission Public Hearings (2)	September 2021	Conduct public hearings with Planning Commission on Housing Element that incorporates HCD's directed revisions.
City Council Public Hearing (1)	October 2021	Conduct hearing with City Council to consider Planning Commission recommendations and adopt the Housing Element.
HCD Submittal (Adopted Housing Element)	October 2021	Make any revisions directed by the City Council on the final element and send to HCD for review per law and letter of certification.
Final Certified Housing Element	HCD has 90 days to review Adopted Housing Element.	Conduct City Council hearing either readopt element if no changes directed by HCD or adopt element that incorporates changes directed by HCD.