

**RESOLUTION NO. 19/2017**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA  
RECEIVING AND ACCEPTING THE CALENDAR YEAR 2016 ANNUAL PROGRESS  
REPORT FOR THE HOUSING ELEMENT**

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WHEREAS, California Government Code Section 65400(2) requires the planning agency to provide an annual report to the Town Council, the State Office of Planning and Research, and the State Department of Housing and Community Development (HCD) regarding progress toward implementation of the housing element of the general plan; and

WHEREAS, planning staff has prepared an annual progress report for the calendar year 2016, utilizing the prescribed forms and instructions provided by HCD; and

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA DOES RESOLVE AS FOLLOWS:

The Town Council hereby accepts and receives the annual progress report on the housing element ("Exhibit A") prepared by planning staff and forwards the report to the State Office of Planning and Research and the State Department of Housing and Community Development pursuant to Government Code Section 65400(2).

This resolution is adopted on the 4th day of April, 2017 by the following vote.

AYES:	Councilmembers:	Andrews, Bailey, Condon, Furst, Ravasio
NOES:	Councilmembers:	- None -
ABSENT:	Councilmembers:	- None -
ABSTAIN:	Councilmembers:	- None -

Approve:

  
\_\_\_\_\_  
Diane Furst, Mayor

Attest:

  
\_\_\_\_\_  
Rebecca Vaughn, Town Clerk

Attachment:

1. Exhibit A- HCD Annual Housing Element Progress Report

EXHIBIT A  
**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202 )

**Jurisdiction** Town of Corte Madera  
**Reporting Period** 1/1/2016 - 12/31/2016

**Table A**  
**Annual Building Activity Report Summary - New Construction**  
**Very Low-, Low-, and Mixed-Income Multifamily Projects**

Housing Development Information						Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions			
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development  See Instructions	Deed Restricted Units  See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
3 Harbor Drive	Second Unit	Owner	1				1				Second Units achieve levels of affordability w/o financial or deed restrictions (see Housing Element pgs. 64-65 attached).
1421 Casa Buena	16 Townhomes	Owner	1	1	1	13	16		3 Units are deed restricted to be affordable		
(9) Total of Moderate and Above Moderate from Table A3			▶	▶		0	0				
(10) Total by income Table A/A3			▶	▶		2	1	1	13	17	
(11) Total Extremely Low-Income Units*											

\* Note: These fields are voluntary

**ANNUAL ELEMENT PROGRESS REPORT**  
**Housing Element Implementation**  
(CCR Title 25 §6202 )

**Jurisdiction** Town of Corte Madera  
**Reporting Period** 1/1/2016 - 12/31/2016

**Table A2**  
**Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

**Table A3**  
**Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for <b>Moderate</b>						0	
No. of Units Permitted for <b>Above Moderate</b>						0	

\* Note: This field is voluntary

**ANNUAL ELEMENT PROGRESS REPORT**  
***Housing Element Implementation***  
(CCR Title 25 §6202 )

**Jurisdiction**      Town of Corte Madera  
**Reporting Period**      1/1/2016      -      12/31/2016

**Table B**

**Regional Housing Needs Allocation Progress**

**Permitted Units Issued by Affordability**

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2014	2015	2016								Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9			
Very Low	Deed Restricted	22			1							1	20
	Non-deed restricted				1							1	
Low	Deed Restricted	13			1							1	11
	Non-deed restricted			1								1	
Moderate	Deed Restricted	13			1							1	12
	Non-deed restricted												
Above Moderate		24	2		13							15	9
Total RHNA by COG. Enter allocation number:		72	2	1	17							20	52
Total Units ▶ ▶ ▶													
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶													See footnote

As discussed in the adopted Housing Element accepted by HCD, 4 units for very low, 12 units for low and 2 units for moderate income levels are deed restricted and under construction at Tam Ridge Residences. These units are being counted toward meeting the 2014-2022 RHNA requirements. The total remaining units under the RHNA by income levels are 16 very low and 10 moderate. The Town exceeds the RHNA requirement for low income units by one unit and for above moderate income level by 153 units. Units serving extremely low-income households are included in the very low-income permitted units totals.

**Table C**  
**Program Implementation Status**  
**2016**

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-1.2.a Anti-Discrimination Ordinance	Continue to enforce the town Ordinance to prohibit discrimination based on source of person's income or use of rental subsidies	Ongoing	Town is continuing to enforce the Ordinance. Non-discrimination clauses were required for affordable housing agreements for Tam Ridge Residences and San Clemente Place.
Program H-1.2.b Respond to Discrimination Complaints	Planning Director is Equal Opportunity Coordinator for town responding to complaints, will refer warranted cases to appropriate county or state agency	As needed	Town continues responsibility to review and refer cases.
Program H-1.3.a Targeted Marketing	Condition a targeted marketing inclusionary program for new housing project approvals	As needed	On-going; projects are required to focus outreach and advertisement locally. The requirement was included in affordable housing agreements for Tam Ridge Residences, San Clemente Place and Casa Buena Town Homes.
Program H-1.4.a.a Housing Types	Adopt the following revision to the Zoning Ordinance: Add "factory-built housing" and "mobile-home" to definition of the Zoning Ordinance	One year	This program has not yet been implemented.
Program H-1.4.a.b Housing Types	Adopt the following revision to the Zoning Ordinance: Add "single room occupancy" to the definition of the Zoning Ordinance allowed in C-1, C-2 and C-3 Districts	One year	This program has not yet been implemented.
Program H-1.5.a.a Remove Zoning Barriers	Adopt the following revisions to the Zoning Ordinance: Add "Transitional Housing" and "Supportive Housing" to the definition of the Zoning Ordinance allowed in all residential districts subject to the same development standards as other housing types in these zones consistent with state law	One year	Ordinance No. 945 adopted January 20, 2015. Transitional and supportive housing were added to the definitions of single-family dwelling, multiple dwelling, and multiple houses, thereby ensuring that supportive housing and transitional housing are treated as residential uses subject to the same restrictions as residential dwellings of the same type in the same zone. Existing 79-unit, 100% affordable, San Clemente Housing project referenced above includes 20 supportive housing units.
Program H-1.5.a.b Remove Zoning Barriers	Adopt the following revision to the Zoning Ordinance: In compliance with SB 2, amend the Zoning Ordinance to allow Emergency Shelters by right in the Public/Semi-Public District with development and operational standards	One year	Ordinance No. 946 adopted January 20, 2015. The Zoning Ordinance was amended to allow emergency shelters as a permitted use in the P/SP Public and Semi-Public Facilities District, subject to operational standards permitted by State law including parking requirements, on-site management and security requirements, location of waiting/intake areas, proximity to other shelters, lighting, and length of stay. The maximum number of beds or clients permitted to be served is 13.

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-1.5.b Reasonable Accommodation	Reduce barriers in housing for individuals with disabilities by amending the Zoning Ordinance to provide exceptions to development standards, e.g. access ramps	One year	Ordinance No. 947 adopted January 20, 2015. The Zoning Ordinance was amended to provide a procedure for people with disabilities to request reasonable accommodation in the application of zoning laws and other land use regulations, policies and procedures. Applications are reviewed and approved by the Planning and Building Director if no discretionary permit approval is required other than the request for reasonable accommodation. Otherwise, the request is reviewed by the appropriate reviewing authority.
Program H-1.5.c. Neighborhood Relations	Encourage relations/communications between neighborhoods and operators of emergency shelters and residential care facilities	Ongoing	This program has not yet been implemented. Currently there are no emergency shelters or residential care facilities in Town.
Program H-1.6.a Adaptable Units for the Disabled	Ensure new housing developments include units that can be adapted for use by the disabled	Ongoing	On-going; as development occurs. There are 2 adaptable units included in the 1421 Casa Buena Town Homes Project.
Program H-1.6.b Residential Care Homes	Continue to allow small licensed group homes by right in all residential districts consistent with the development standards of that district	Ongoing	Use is currently by right in all residential districts.
Program H-1.7.a Density Bonus for Special Needs Housing	Continue to grant bonuses for projects that include units for persons of special needs	Ongoing	Senior Housing projects are currently allowed in the Zoning Ordinance at greater density (1/2,000 sf) in the R-2 District
Program H-1.8.a. Family Housing Amenities	Require amenities for families with children	Ongoing	The Casa Buena Town Homes Project at 1421 Casa Buena includes a tot lot for children.
Program H-1.9.a. Countywide homeless programs	Engage other Marin jurisdictions to provide additional housing and other options for the homeless	Ongoing	Congregations in Corte Madera have participated in a rotational, winter emergency shelter program, known as the Rotating Emergency Shelter Team (REST) program, from November 15 through April 15. The program serves up to 40 homeless men and 20 homeless women. Although successful, the program provides temporary housing during five winter months only. The Marin Organizing Committee is currently trying to raise funds to keep the REST program open year-round and to establish a permanent 10,000 square foot facility.
Program H-1.11.a. Rental Assistance Programs	Continue to publicize available affordable units and programs as they come available in conjunction with the Marin Housing Authority	Ongoing	Town includes Marin Housing Authority announcements in Town's Monthly Newsletter. 31 Housing Choice (Section 8) vouchers are in use in Corte Madera as of July 2014.
Program H-1.12.a. Energy Assistance Programs	Develop and implement measures publicizing use of energy assistance programs to low and moderate income families	Ongoing	The Town has adopted the Property Assessed Clean Energy (PACE) CaliforniaFIRST program

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-2.1.a. Provide a variety of Housing Types & Affordability	Promote mix of housing types and affordability by working with developers	Ongoing	On-going; as development occurs. Casa Buena Town Homes was approved in 2015 and consists of 16 attached townhomes, three of which will be affordable.
Program H-2.2.a Update programs and ordinances to address needs of Extremely Low-Income HHs	Amend Affordable Housing Ordinance and Affordable Housing Fund to include percentage of units to Extremely Low-Income Households; amend requirements in AHO, AHE-A, AHE-B and AHMU overlay districts to include percentage of units to Extremely Low- Income Households	Ongoing	Existing 79-unit, 100% affordable, San Clemente Housing project referenced above includes 31 “extremely low-income housing” units.  Extremely low income housing needs are typically best addressed through specific housing types (e.g., single room occupancy units), rental housing, and housing developed by non-profits that can provide supportive services. As such, staff does not recommend a one-size-fits-all approach by requiring ELI units in affordable housing districts and under affordable housing inclusionary requirements. Instead, staff recommends prioritizing funding for ELI households.
Program H-2.3.a Nonresidential Development Impact Fee	Continue to enforce the town Ordinance to collect nonresidential impact fee for the Affordable Housing Fund (CMC, Chapter 3.48)	Ongoing	On-going. The Town collected \$172,514 in non-residential impact fees over the 2009-2016 planning period.
Program H-2.3.b Affordable Housing Fund	Continue to administer the Town’s Affordable Housing Fund (CMC Chapter 3.48)	Ongoing	The Town did not collect any affordable housing impact fees in 2016. The Affordable Housing Fund’s balance is currently \$172,514. While the fund has been used for affordable housing projects in the past, no monies were expended during 2016.
Program H-2.3.c Affordable Housing Fund Ordinance Update	Update Affordable Housing Fund Ordinance as needed reflecting current housing costs	Ongoing	Not necessary at this time; Incorporated into the 2015-2023 Housing Element.
Program H-2.4.a Employee Housing	Offer flexible development standards to encourage employee housing on-site.	Ongoing	Dependent on developer interest. No applications submitted during 2016.
Program H-2.4.b Employee Housing Bonus Units	Offer density bonus as an incentive to providing employee housing in overlay districts	Ongoing	Dependent on developer interest. No applications submitted during 2016.
Program H-2.5.a. First-time Homebuyer programs	Support first-time homebuyer programs as funding comes available	Ongoing	Town includes Marin Housing Authority announcements in Town’s Monthly Newsletter.
Program H-2.6.a. Facilitate development of high potential housing sites	Using funding resources and other staff assistance in on-site and off-site mitigation that may be required	Ongoing	Continue to administer the Housing Fund for qualifying projects.
Program H-2.6.b. Actions for Robin Drive	Implement the mandatory Second Unit requirement for development on this site	Ongoing	Dependent on developer interest; no development proposal was submitted in 2016.

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-2.6.c. Actions for 1421 Casa Buena Drive	Facilitate development of 1421 Casa Buena Drive which is designated Medium Density Residential	Ongoing	Casa Buena Town Homes were approved in 2015 consisting of 16-units 3 units of which will be affordable under the Town's inclusionary zoning regulations. This project is currently under construction.
Program H-2.6.d Actions for Wornum Drive Extension, Town owned parcel	Amend Zoning Ordinance to include AHE-B Overlay District for up to 25 affordable units 31.5 units/acre 100% affordable multifamily project	Two years	Zoning amendment completed; realistic development capacity changed to 20 units and incorporated into 2015-2023 Housing Element.
Program H-2.7.a Actions for Old Corte Madera Sq.	Facilitate development up to the allowed AHO Overlay district density of 25 units/acre	Dependent Developer Interest	Dependent on developer interest; no properties have come available to take advantage of the AHO incentives.
Program H-2.8.a General Plan Amendments	Discourage general plan amendments and rezoning actions that would reduce residential densities	Ongoing.	No rezoning applications contrary to this program have been proposed for review.
Program H-2.9.a Mixed-Use Zone	Amend Zoning Ordinance to include Mixed-Use Zone to sites in the General Plan with Mixed-Use designation on a case by case basis as incentive for higher density housing.	Two years	This program is being implemented through the  A new Mixed-Use Zoning District - MX-1 was adopted as part of the Tamal Vista Corridor Study which allows residential densities at 15 units per acre.
Program H-2.10.b Mixed Use Development	Encourage mixed-use projects and live-work combinations.	Ongoing.	<ol style="list-style-type: none"> <li>1) Tam Ridge Residences, a 180 unit mixed use development with 3,000 square feet ground floor retail, is under construction.</li> <li>2) A new Mixed-Use Zoning District - MX-1 was adopted as part of the Tamal Vista Corridor Study which allows residential densities at 15 units per acre.</li> </ol>
Program H-2.9.c Regional Transportation/ Housing Activities	Coordinate with regional transportation planning activities and facilitate TOD using incentives through regional transportation plans.	Ongoing	Town would only consider this program if the development is consistent with the underlying zoning densities.
Program H-2.10.a Incentives for Affordable Housing	Offer incentives, such as State Density Bonus, fee waivers, to encourage development of affordable housing projects.	Ongoing	Application has been approved for Casa Buena Townhomes including use of the State Density Bonus.
Program H-2.11.a Affordability controls	Require deed restrictions to maintain affordability as a condition of approval for affordable housing projects.	Ongoing	This is a standard requirement for all projects with inclusionary affordable units.
Program H-2.11.b Affordability Mgt	Continue contractual agreement with Marin Housing Authority to manage affordable housing stock in Corte Madera	Ongoing	The Town continues the contractual agreement with Marin Housing Authority to manage the affordable for-sale and rental housing stock in Corte Madera.
Program H-2.12.a Affordable Housing Ordinance	Continue to implement the Affordable Housing Ordinance in the Municipal Code	Ongoing	San Clemente Place, built in 2008, has 79 units affordable to extremely low, very low and low income households. Tam Ridge Residences (under construction) has 18 deed-restricted affordable units for very low, low and moderate income households. Casa Buena Townhomes consist of 16 units 3 of which are affordable.



<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-2.16.b Update Affordable Housing Ordinance	Update Inclusionary Housing Ordinance to consider the following: adjust % of required affordable units; adjust income categories; adjust in-lieu fee schedule; allow in-lieu for projects with 10+ units	Two years	This program has not yet been implemented.
Policy H-2.15.a Second Dwelling Units	Continue to implement the Second Unit Ordinance. The goal for the 2015-2023 Housing Element is 16 new second units by 2022	Ongoing	Zoning Ordinance Amendment No. 886 continues to allow a streamlined process to permit Second Units in conformance with State law.  On December 6, 2016 the Town adopted Ordinance No.961. This ordinance was in response to State legislation AB-2299 and SB-1069. Ordinance No. 961 establishes standards for the development of accessory dwelling units so as to increase the supply of affordable housing while ensuring that they remain compatible with the existing neighborhood context. 1 second unit was developed during 2016.
Program H-2.15.b Junior Second Units	Review and adopt standards to allow the creation of junior second units.	Two Years	On December 6, 2016 the Town adopted Ordinance No. 962; which outlines requirements for the creation of junior accessory dwelling units and lists provisions relating to matters including unit size, utility provisions, parking, fees, and other requirements. No junior second units were developed in 2016.
Program H-2.16.a Requirement for Second Units in new developments	Amend Zoning Ordinance to require Second Units as a condition of a Parcel or Tract Map. The goal for the 2015-2023 Housing Element is 16 new second units by 2022.	Ongoing	1 second unit was developed during 2016; none were a result of this program.
Program H-2.17.a Second Unit Amnesty	Consider an amnesty program for existing Second Units constructed without prior authorization. A specific period will be allowed for owners of un-permitted units to obtain permits for their units without incurring fines.	Ongoing	This program has not yet been implemented.
Program H-3.1.a Adopt Residential Design Guidelines	Adopt Design Guidelines for those specific individual residential neighborhoods throughout town	Ongoing	This program has not yet been implemented.
Program H-3.1.b Design Flexibility	Revise Zoning Ordinance development standards to ensure flexibility of design solutions	Three years	This program has not yet been implemented.
Program H-3.2.a Housing Design Principals	Adopt residential Design Guidelines	Three years	This program has not yet been implemented.

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-3.3.a Residential Scale and Character	Require new housing developments are of high quality and compatible with the existing residential character	Ongoing	Implemented through design review process
Program H-3.5.a Condominium Conversion Ord.	Continue to enforce the criteria included in the condominium conversion ordinance	Ongoing	Ongoing; current ordinance is being enforced.
Program H-3.6.a "At Risk" Units	Continue to fund Marin Housing Authority's program to monitor "at risk" affordable units with deed restrictions.	Ongoing	This program is funded annually. No Below Market Rate ownership units were lost during the planning period.
Program H-3.7.a Protect and conserve the existing housing stock and existing residential areas	Protect residents and maintain properties in good condition and appearance to eliminate unsafe and unhealthy conditions and encourage programs to rehabilitate viable older housing to preserve neighborhood character	Ongoing	A 46 unit condo project at 1441 Casa Buena was denied and the existing affordable rental units remain. Nuisance ordinance is being implemented.
Program H-3.7.b Property Maintenance Ordinance	Amend Municipal Code authorizing Town to abate poorly maintained properties if owner does not voluntarily comply with order to abate nuisance	Ongoing	Public Nuisance Sections 9.04 and 9.05 were adopted by Town Council on June 7, 2011.
Program H-4.1.a Community Outreach	Prepare information and conduct outreach on housing issues.	Ongoing	The Town developed information and conducted outreach on housing issues, especially during the update of the Housing Element.
Program H-4.2.a Neighborhood Meeting Procedures	Adopt procedures for developers to meet with neighbors prior to development application submittals	Ongoing	Early neighborhood outreach is common for proposed projects and encouraged by staff in early planning stage.
Program H-4.3.a Inter-jurisdictional Planning	Collaborate with other Marin jurisdictions for efforts to plan for and provide housing	Ongoing	Due to the new streamlined review housing element update process, an updated Marin Countywide Housing Workbook was not prepared for the 2015-2023 planning period. The county's planners regularly share information and best practices for housing strategies. The junior second unit concept was a result of this inter-jurisdictional effort.
Program H-4.4.a Planning & Building Department	Departments will continue to provide lead responsibility implementing town's housing policies and programs	Ongoing	Ongoing efforts by both Planning and Building Departments.
Program H-4.5.a Staff Responsibilities	Planning and Building Departments will work with community and elected leaders to seek revenue resources for housing developments as they become available	Ongoing	This program has not yet been implemented.
Program H-4.6.a. Affordable Housing Fund	Implement Affordable Housing Fund Ordinance and add to funds.	Ongoing	The Town did not collect any affordable housing impact fees in 2016 The Affordable Housing Fund's balance is currently \$165,390. While the fund has been used for affordable housing projects in the past, no monies were expended during 2016.

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-4.7.a Housing Element Review	Comply with requirements for Housing Element Annual Review Report	Ongoing	Calendar year 2016 Housing Element Annual Review Report was submitted to the Town Council on April 4, 2017.
Program H-4.7.b Housing Element Update	Undertake Housing Element Updates in accordance with State Law	Ongoing	The 2015-2023 Housing Element will be updated in 2023

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