

**RESOLUTION NO. 09/2018**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA  
RECEIVING AND ACCEPTING THE CALENDAR YEAR 2017 ANNUAL HOUSING  
ELEMENT PROGRESS REPORT**

---

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 2017, 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 6th day of March, 2018 by the following vote.

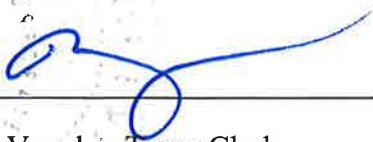
AYES: Councilmembers: Andrews, Condon, Furst, Ravasio

NOES: Councilmembers: - None -

ABSENT: Councilmembers: Bailey

ABSTAIN: Councilmembers - None -

Attest:



Rebecca Vaughn, Town Clerk

Approve:



Carla Condon, Mayor

# ANNUAL ELEMENT PROGRESS REPORT

## Housing Element Implementation

(CCR Title 25 §6202 )

Jurisdiction

CORTE MADERA

Reporting Period

01/01/2017 - 12/31/2017

**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	Deed Restricted Units	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			See Instructions	See Instructions	
502 Chapman Drive	SF	Owner	0	0	0	1	1	0			
516 Chapman Drive	SF	Owner	0	0	0	1	1	0			
700 Oakdale Ave	SU	Renter	0	0	1	0	1	1			ADU's achieve levels of affordability w/o financial or deed restrictions equal to 33% very low income; 33% low income; and 33% moderate income based on past surveys and other data.(see Housing Element pgs. 64-65)
600 Oakdale Ave	SU	Renter	0	0	1	0	1	1			ADUs achieve levels of affordability w/o financial or deed restrictions equal to 33% very low income; 33% low income; and 33% moderate income based on past surveys and other data.(see H.E. pgs. 64-65)
<b>(9) Total of Moderate and Above Moderate from Table A3</b>					2	2					
<b>(10) Total by Income Table A/A3</b>			0	0	2	2					
<b>(11) Total Extremely Low-Income Units*</b>			0								

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

**Jurisdiction**      CORTE MADERA  
**Reporting Period**    01/01/2017      -    12/31/2017

**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	0	0	0	
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

\* Note: This field is voluntary

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      CORTE MADERA  
**Reporting Period**    01/01/2017    -    12/31/2017

**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	0	0	0	0	0	0
No. of Units Permitted for <b>Above Moderate</b>	0	0	0	0	0	0	0

\* Note: This field is voluntary

# ANNUAL ELEMENT PROGRESS REPORT

## *Housing Element Implementation*

(CCR Title 25 §6202 )

**Jurisdiction**      CORTE MADERA \_\_\_\_\_  
**Reporting Period**    01/01/2017      -    12/31/2017 \_\_\_\_\_

**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.												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	5	2	0	0	0	0	0	0	0	7	15
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Low	Deed Restricted	13	12	1	0	0	0	0	0	0	0	13	0
	Non-Restricted		0	0	0	0	0	0	0	0	0		
Moderate		13	2	1	2	0	0	0	0	0	0	5	8
Above Moderate		24	164	13	2	0	0	0	0	0	-	179	0
Total RHNA by COG. Enter allocation number:		72											
Total Units    ▶ ▶ ▶			183	17	4	0	0	0	0	0	0	204	
Remaining Need for RHNA Period    ▶ ▶ ▶ ▶ ▶													23

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

**Table C**  
**Program Implementation Status**  
**Calendar Year 2017**

Program Description (By Housing Element Program Names) Program ID	Objective	Timeframe in H.E.	Status of Program Implementation
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 are required and monitored for affordable housing agreements for Tam Ridge Residences and San Clemente Place.
Program H-1.2.b Respond to Discrimination Complaints	Director of Planning and Building is Equal Opportunity Coordinator for the Town responding to complaints and 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. It will be considered the next time the town amends the Zoning Ordinance.
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. It will be considered the next time the town amends the Zoning Ordinance.
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	COMPLETED: 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	COMPLETED: 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.

Program Description (By Housing Element Program Names)Program ID	Objective	Timeframe in H.E.	Status of Program Implementation
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	COMPLETED: 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.
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	On-going; as development occurs.
Program H-1.9.a. Countywide homeless programs	Engage with other Marin jurisdictions to provide additional housing and other options for the homeless.	Ongoing	The town continues to work with Marin Housing Authority to address homeless issues.
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	The town includes Marin Housing Authority announcements in Town's Monthly Newsletter.
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.
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.

Program Description (By Housing Element Program Names)Program ID	Objective	Timeframe in H.E.	Status of Program Implementation
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 (ELI) 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	The Town collected \$7,100 in non-residential impact fees in fiscal year 2016-17.
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 collect \$3,300 in affordable housing impact fees in 2017. The Affordable Housing Fund’s balance is \$175,808 (June 30, 2017). While the fund has been used for affordable housing projects in the past, no monies were expended during 2017.
Program H-2.3.c Affordable Housing Fund Ordinance Update	Update Affordable Housing Fund Ordinance as needed reflecting current housing costs.	Ongoing	Not completed at this time.
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	A developer has submitted an application that includes second units consistent with policy.
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 Description (By Housing Element Program Names)Program ID	Objective	Timeframe in H.E.	Status of Program Implementation
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 on 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 General Plan Amendments or Rezoning applications were submitted that reduced residential densities. However, the Marin Montessori project was approved in 2017. This project amended the General Plan from Low Density Residential to Public and Semi-Public Facilities and rezoned an R-1-A parcel to Public and Semi-Public District. This resulted in the loss of one single family residential parcel.
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.	Completed	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 or 20 units per acre for senior housing exclusive of density bonus.
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 of ground floor retail is complete with ±60% of the residential units occupied and the commercial space occupied by a small grocery store (March,2018).</li> <li>2) A new Mixed-Use Zoning District - MX-1 was adopted in 2016 as part of the Tamal Vista Corridor Study which encourages mixed use projects.</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 was approved for Casa Buena Townhomes in 2015 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 Description (By Housing Element Program Names)Program ID	Objective	Timeframe in H.E.	Status of Program Implementation
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 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, pursuant to the Inclusionary Zoning Ordinance.
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	COMPLETED: 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. Two second units were developed during 2017.
Program H-2.15.b Junior Second Units	Review and adopt standards to allow the creation of junior second units.	Two Years	COMPLETED: 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 issued building permits in 2017.
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	2 second units were developed during 2017; 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.

<b>Program Description (By Housing Element Program Names)Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
Program H-3.2.a Housing Design Principals	Adopt residential Design Guidelines	Three years	This program has not yet been implemented.
Program H-3.3.a Residential Scale and Character	Require new housing developments be 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	The existing older apartments at 1441 Casa Buena have been renovated and improved and are available for rent.
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	Completed: 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 and the ADU Ordinance process.
Program H-4.2.a Neighborhood Meeting Procedures	Adopt procedures for developers to meet with neighbors prior to development application submittals.	Ongoing	Completed: Early neighborhood outreach is common for proposed projects and encouraged by staff early in the planning stage and is included into the application process.
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.

<b>Program Description (By Housing Element Program Names)Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Status of Program Implementation</b>
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 collect \$3,300 in affordable housing impact fees in 2017. The Affordable Housing Fund's balance is \$175,808 (June 30, 2017). While the fund has been used for affordable housing projects in the past, no monies were expended during 2017.
Program H-4.7.a Housing Element Review	Comply with requirements for Housing Element Annual Review Report.	Ongoing	Calendar year 2017 Housing Element Annual Review Report was submitted to the Town Council on March 6, 2018.
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

O:\Planning Department\SUBJECT FILES\Housing Element Progress Reports\Calendar Year 2017\Table C CY 2017.docx