

RESOLUTION NO. 07/2019

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA RECEIVING AND ACCEPTING THE CALENDAR YEAR 2018 HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE TOWN OF CORTE MADERA'S 5TH CYCLE HOUSING ELEMENT (CYCLE YEARS 2015-2023; CONSTRUCTION PERIOD 2014-2022)

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 2018, 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 Department 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 5th day of March, 2019 by the following vote:

AYES: Councilmembers: Andrews, Bailey, Beckman, Kunhardt, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -



Bob Ravasio, Mayor

ATTEST:


Rebecca Vaughn, Town Clerk

Exhibit A to the Resolution: Housing Element Annual Progress Report
for Calendar Year 2018 (Tables A, A2, B, D)

<u>Table Description</u>	<u>Page(s)</u>
Table A: Applications received for new units, 2018	1
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ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction	Corte Madera	
Reporting Year	2018	(Jan. 1 - Dec. 31)

Note: + Optional field
 Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier				Unit Types	Date Application Submitted	Proposed Units - Affordability by Household Incomes							Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Notes				
1				2	3	4	5							6	7	8	9	10		
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Overwritten)	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Notes ⁺	
Summary Row: Start Data Entry Below																				
	021-163-28	311 Summit Dr Unit A		PL-2018-0062	ADU	R	9/7/2018		1						1	1		No		
	038-274-01	159 Prince Royal Dr Unit A		PL-2018-0016	ADU	R	7/2/2018						1		1	1		No		
	025-241-02	410 Sausalito Dr Unit A		PL-2018-0051	ADU	R	6/21/2018		1						1	1		No		
	025-104-16	477 Chapman Dr Unit A		BL-2018-0469	ADU	R	9/13/2018		1						1	1		No		
	025-191-04	481 Montecito Dr Unit A		BL-2018-0479	ADU	R	9/18/2018		1						1	1		No		

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

25 §6202)

Jurisdiction	Corte Madera	
Reporting Year	2018	(Jan. 1 - Dec. 31)

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Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below															3
	025-191-25	479 Montecito Dr A		12Ran-10961	ADU	R									
	025-191-04	481 Montecito Dr		13Rn-11520	SFD	O									
	025-121-14	700 Oakdale Ave A		BL-2017-0402	ADU	R									
	025-066-01	600 Oakdale Ave A		BL-2017-0440	ADU	R									
	025-013-19	112 Edison Ave A		BL-2018-0007	ADU	R									
	024-133-07	134 Redwood Ave B		BL-2017-0406	ADU	R									
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R									
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R									
	025-151-15	145 Grove Ave A		BL-2018-0060	ADU	R									
	025-241-02	410 Sausalito Ave A		BL-2018-0496	ADU	R		1						7/2/2018	1
	025-104-16	477 Chapman Dr A		BL-2018-0469	ADU	R									
	021-163-28	311 Summit Dr A		PL-2018-0062	ADU	R		1						9/19/2018	1
	038-274-01	159 Prince Royal Dr A		PL-2018-0016	ADU	R						1		9/18/2018	1

Jurisdiction	Corte Madera	
Reporting Year	2018	(Jan. 1 - Dec. 31)

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Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Building Permits								
1					2	3	7							8	9
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued	# of Units Issued Building Permits
Summary Row: Start Data Entry Below															
	025-191-25	479 Montecio Dr A		12Ran-10961	ADU	R									
	025-191-04	481 Montecito Dr		13Rn-11520	SFD	O									
	025-121-14	700 Oakdale Ave A		BL-2017-0402	ADU	R									
	025-066-01	600 Oakdale Ave A		BL-2017-0440	ADU	R									
	025-013-19	112 Edison Ave A		BL-2018-0007	ADU	R		1						8/10/2018	1
	024-133-07	134 Redwood Ave B		BL-2017-0406	ADU	R		1						2/20/2018	1
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R		1						5/3/2018	1
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R						1		4/30/2018	1
	025-151-15	145 Grove Ave A		BL-2018-0060	ADU	R						1		12/19/2018	1
	025-241-02	410 Sausalito Ave A		BL-2018-0496	ADU	R		1						12/20/2018	1
	025-104-16	477 Chapman Dr A		BL-2018-0469	ADU	R		1						12/18/2018	1
	021-163-28	311 Summit Dr A		PL-2018-0062	ADU	R									
	038-274-01	159 Prince Royal Dr A		PL-2018-0016	ADU	R									

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Table A2

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Certificates of Occupancy									
1					2	3	10								11	12
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) <u>Date Issued</u>	# of Units issued Certificates of Occupancy or other forms of readiness	
Summary Row: Start Data Entry Below													2	1	5	
	025-191-25	479 Montectio Dr A		12Ran-10961	ADU	R		1						12/17/2018	1	
	025-191-04	481 Montecito Dr		13Rn-11520	SFD	O							1	7/17/2018	1	
	025-121-14	700 Oakdale Ave A		BL-2017-0402	ADU	R						1		11/21/2018	1	
	025-066-01	600 Oakdale Ave A		BL-2017-0440	ADU	R						1		9/24/2018	1	
	025-013-19	112 Edison Ave A		BL-2018-0007	ADU	R		1						9/18/2018	1	
	024-133-07	134 Redwood Ave B		BL-2017-0406	ADU	R										
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R										
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R										
	025-151-15	145 Grove Ave A		BL-2018-0060	ADU	R										
	025-241-02	410 Sausalito Ave A		BL-2018-0496	ADU	R										
	025-104-16	477 Chapman Dr A		BL-2018-0469	ADU	R										
	021-163-28	311 Summit Dr A		PL-2018-0062	ADU	R										
	038-274-01	159 Prince Royal Dr A		PL-2018-0016	ADU	R										

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Corte Madera	
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This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs. Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1	2									3	4
Income Level		RHNA Allocation by Income Level	2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low	Deed Restricted	22	4	1								13	9
	Non-Deed Restricted		1	1	1	5							
Low	Deed Restricted	13	12	1								13	
	Non-Deed Restricted												
Moderate	Deed Restricted	13	2									7	6
	Non-Deed Restricted			1	2	2							
Above Moderate		24	164	13	2							179	
Total RHNA		72											
Total Units 44			183	17	5	7						212	15

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

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction	Corte Madera	
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Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	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 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. The Casa Buena project includes an on-site tot lot.
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. Town also advertised available affordable housing units at 1425 Casa Buena through Marin Housing Authority.
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 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, <u>staff recommends prioritizing funding for ELI households.</u>
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 \$82,992.18 in non-residential impact fees in calendar year 2018.
Program H-2.3.b Affordable Housing Fund	Continue to administer the Town’s Affordable Housing Fund (CMC Chapter 3.48)	Ongoing	The Town collected \$82,992.18 in affordable housing impact fees in 2018 (1/1/18-12/31/18). The Affordable Housing Fund’s balance is \$258,800.96 (as of 12/31/2018). While the fund has been used for affordable housing projects in the past, no monies were expended during 2018.
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 2018.
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 2018.
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. Planning Commission recommended project approval on February 26, 2019.
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 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 on High Potential Housing Sites.	Ongoing	No General Plan Amendments or Rezoning applications were submitted that reduced residential densities on High Potential Housing Sites. 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 in 2016 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	1) Tam Ridge Residences, a 180 unit mixed use development with 3,000 square feet of ground floor retail is complete with ±90-95% of the residential units occupied and the commercial space occupied by a small grocery store (March,2018). 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.
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 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. Seven (7) second units were issued building permits during 2018.
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 2018.

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	Seven (7) second units were developed during 2018; none were a result of this program. The Robin Drive project requires 50% of residential lots in subdivision include ADUs
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	Ordinance No 967, adopted 9/19/17, increased residential lot coverage in R-1 Zoning Districts to allow additional design flexibility.
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 in 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.

