

RESOLUTION NO. 12/2020

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA RECEIVING AND ACCEPTING THE CALENDAR YEAR 2019 HOUSING ELEMENT ANNUAL PROGRESS REPORT FOR THE TOWN OF CORTE MADERA'S FIFTH 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 2019, 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 7th day of April, 2020 by the following vote:

AYES: Councilmembers: Beckman, Casissa, Kunhardt, Lee, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

ATTEST



Rebecca Vaughn, Town Clerk



Mayor

Exhibit A: 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, 2019	1
Table A2 part 1: Approved Planning Entitlements for new units, 2019	2
Table A2 part 2: Issued Building Permits for new units, 2019	3
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Table D: Housing Element Program Implementation Status	6-11

Jurisdiction	Corte Madera	
Reporting Year	2019	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

(CCR Title 25 §6202)

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							0	6	0	1	0	0	0	0	7	3	0	0	
	026-211-23	267 Golden Hind Psg A		BL-2019-0689	ADU	R	12/16/2019		1						1		0	No	Pending Building Permit approval
	025-113-19	274 Sausalito St A		BL-2019-0458	ADU	R	8/29/2019		1						1		0	No	Pending Building Permit approval
	025-111-22	45 Buena Vista Ave A		BL-2019-0498	ADU	R	9/12/2019		1						1	1	0	No	Building Permit approved in 2020
	021-163-28	311 Summit Dr A		BL-2019-0037	ADU	R	1/28/2019		1						1	1	0	No	
	025-216-13	20 Fairview Ave A		BL-2019-0052	ADU	R	2/4/2019		1						1	1	0	No	
	025-053-20	202 Eastman Ave A		BL-2019-0705	ADU	R	12/19/2019		1						1		0	No	Pending Building Permit approval
	025-012-12	48 Crescent Rd		BL-2019-0379	ADU	R	7/22/2019				1				1		0	No	Pending Building Permit approval

Jurisdiction	Corte Madera	
Reporting Year	2019	(Jan. 1 - Dec. 31)

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

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							0	3	0	3	0	5	16		27
	033-011-58 to 73	1425 Casa Buena Dr #101-116	The Enclave (16 Townhomes)	BL-2016-0172, BL-2017-0551, 2, 3	SFA	O									0
	025-011-33	516 Chapman Dr		BL-2016-0420	SFD	O									0
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R									0
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R									0
	025-241-02	410 Sausalito St A		BL-2018-0496	ADU	R									0
	026-211-23	267 Golden Hind Psg A		PL-2019-0055, BL-2019-0689	ADU	R		1						9/6/2019	1
	025-113-19	274 Sausalito St A		PL-2019-0018, BL-2019-0458	ADU	R		1						4/30/2019	1
	025-011-22	45 Buena Vista Ave A		PL-2019-0014, BL-2019-0498	ADU	R		1						7/29/2019	1
	038-011-21	0 Robin Dr	Robin Drive The Preserve Phase II - (16) SFDs	PL-2017-0056	SFD	R							16	4/2/2019	16
	038-011-21	0 Robin Dr	Robin Drive The Prserve Phase II - (8) ADUs	PL-2016-0060	ADU	R			3			5		4/2/2019	8
	025-191-04	481 Montecito Dr A		BL-2018-0479	ADU	R									0
	038-274-01	159 Prince Royal Dr A		BL-2018-0617	ADU	R									0
	025-216-13	20 Fairview Ave A		BL-2019-0052	ADU	R									0
	021-163-28	311 Summit Dr A		BL-2019-0037	ADU	R									0

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

Project Identifier				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							0	3	0	0	0	1	0		4
	033-011-58 to 73	1425 Casa Buena Dr #101-116	The Enclave (16 Townhomes)	BL-2016-0172, BL-2017-0551 , 2, 3	SFA	O									0
	025-011-33	516 Chapman Dr		BL-2016-0420	SFD	O									0
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R									0
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R									0
	025-241-02	410 Sausalito St A		BL-2018-0496	ADU	R									0
	026-211-23	267 Golden Hind Psg A		PL-2019-0055, BL-2019-0689	ADU	R									0
	025-113-19	274 Sausalito St A		PL-2019-0018, BL-2019-0458	ADU	R									0
	025-011-22	45 Buena Vista Ave A		PL-2019-0014, BL-2019-0498	ADU	R									0
	038-011-21	0 Robin Dr	Robin Drive The Preserve Phase II - (16) SFDs	PL-2017-0056	SFD	R									0
	038-011-21	0 Robin Dr	Robin Drive The Prserve Phase II - (8) ADUs	PL-2016-0060	ADU	R									0
	025-191-04	481 Montecito Dr A		BL-2018-0479	ADU	R		1						3/28/2019	1
	038-274-01	159 Prince Royal Dr A		BL-2018-0617	ADU	R					1			6/4/2019	1
	025-216-13	20 Fairview Ave A		BL-2019-0052	ADU	R		1						6/18/2019	1
	021-163-28	311 Summit Dr A		BL-2019-0037	ADU	R		1						6/25/2019	1

Jurisdiction	Corte Madera	
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Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units Unit

Project Identifier					Types		Affordability by Household Incomes - Certificates of Occupancy							11	12
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							1	1	1	0	0	3	14	20	
	033-011-58 to 73	1425 Casa Buena Dr #101-116	The Enclave (16 Townhomes)	BL-2016-0172, BL-2017-0551, 2, 3	SFA	O	1		1			1	13	4/18/2019	16
	025-011-33	516 Chapman Dr		BL-2016-0420	SFD	O							1	1/2/2019	1
	021-163-01	251 Summit Dr A		BL-2017-0296	ADU	R		1						2/4/2019	1
	025-012-40	21 Edison Ave A		BL-2018-0002	ADU	R						1		11/12/2019	1
	025-241-02	410 Sausalito St A		BL-2018-0496	ADU	R						1		9/10/2019	1
	026-211-23	267 Golden Hind Psg A		PL-2019-0055, BL-2019-0689	ADU	R									0
	025-113-19	274 Sausalito St A		PL-2019-0018, BL-2019-0458	ADU	R									0
	025-011-22	45 Buena Vista Ave A		PL-2019-0014, BL-2019-0498	ADU	R									0
	038-011-21	0 Robin Dr	Robin Drive The Preserve Phase II - (16) SFDs	PL-2017-0056	SFD	R									0
	038-011-21	0 Robin Dr	Robin Drive The Prserve Phase II - (8) ADUs	PL-2016-0060	ADU	R									0
	025-191-04	481 Montecito Dr A		BL-2018-0479	ADU	R									0
	038-274-01	159 Prince Royal Dr A		BL-2018-0617	ADU	R									0
	025-216-13	20 Fairview Ave A		BL-2019-0052	ADU	R									0
	021-163-28	311 Summit Dr A		BL-2019-0037	ADU	R									0

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

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								16	6
	Non-Deed Restricted		1	1	1	5	3						
Low	Deed Restricted	13	12	1								13	
	Non-Deed Restricted												
Moderate	Deed Restricted	13										8	5
	Non-Deed Restricted		2	1	2	2	1						
Above Moderate		24	164	13	2							179	
Total RHNA		72											
Total Units			183	17	5	7	4					216	11

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

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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, San Clemente Place, and The Enclave.
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 The Enclave 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 Enclave 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. The Town advertised available affordable housing units at The Enclave 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, 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 \$285,201.84 in non-residential impact fees in calendar year 2019 (1/1/2019 through 12/31/2019).
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 \$285,201.84 in non-residential impact fees in calendar year 2019 (1/1/2019 through 12/31/2019). The Affordable Housing Fund's balance is \$544,002.80 (as of 12/31/2019). While the fund has been used for affordable housing projects in the past, no monies were expended during 2019.
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 2019.
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 2019.
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	The Preserve at Marin project has received planning entitlements for an application that includes second units consistent with policy. The Town Council approved Ordinance 985, Resolutions 13-2019, 14-2019, 15-2019 on 4/2/2019.
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	The Enclave Townhomes were approved in 2015, and completed in 2019, consisting of 16 units; 3 units of which will be affordable under the Town's inclusionary zoning regulations. Construction was completed and Certificates of Occupancy issued on 9/10/2019.
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. This site is not a High Potential Housing site.
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 The Enclave Townhomes in 2015 including use of the State Density Bonus. The project was completed in 2019.
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, completed in 2017, has 18 deed-restricted affordable units for very low, low and moderate income households. The Enclave Townhomes, built in 2019, consists 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	The Town has applied for an received SB2 grant funding to undertake an analysis that may lead to adjustments to our Inclusionary percentage or other modifications to our Inclusionary Ordinance to ensure it is not an impediment to housing development.

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	<p>COMPLETED: Zoning Ordinance Amendment No. 886 (2004) continues to allow a streamlined process to permit Second Units in conformance with State law.</p> <p>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.</p> <p>Zoning Ordinance Amendment No. 992, adopted on 1/21/20, repealed and replaced the Town's existing ADU ordinance to reflect 1) changes necessary to comply with new state law (SB-229 and AB-94); 2) changes to clarify existing regulations; and 3) changes to existing policy to better reflect the Town's ADU goals.</p> <p>Four (4) Accessory Dwelling Units were issued building permits during 2019.</p>
Program H-2.15.b Junior Second Units	Review and adopt standards to allow the creation of junior second units.	Two Years	<p>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.</p> <p>Zoning Ordinance Amendment No. 992, adopted on 1/21/20, repealed and replaced the Town's existing ADU ordinance to reflect 1) changes necessary to comply with new state law (SB-229 and AB-94); 2) changes to clarify existing regulations; and 3) changes to existing policy to better reflect the Town's ADU goals.</p> <p>No junior second units were issued building permits in 2019.</p>
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	Four (4) second units were developed during 2019; none were a result of this program. The Preserve at Marin project, which received entitlement on April 2, 2019, requires 50% of residential lots in subdivision include ADUs - this computes to a total of eight (8) ADUs for the project.
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.
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 collected \$285,201.84 in non-residential impact fees in calendar year 2019 (1/1/2019 through 12/31/2019). The Affordable Housing Fund's balance is \$544,002.80 (as of 12/31/2019). While the fund has been used for affordable housing projects in the past, no monies were expended during 2019.
Program H-4.7.a Housing Element Review	Comply with requirements for Housing Element Annual Review Report.	Ongoing	Calendar year 2019 Housing Element Annual Review Report will be submitted to the Town Council on March 17, 2020.
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