

RESOLUTION NO. 20/2023

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA RECEIVING AND ACCEPTING THE CALENDAR YEAR 2022 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 2022, 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 21st day of March, 2023 by the following vote:

AYES: Councilmembers: F. Casissa, C. Lee, P. Ravasio, R. Thomas
NOES: Councilmembers: - None -
ABSENT: Councilmembers: E. Beckman

APPROVED:



Charles Lee, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

Exhibit A to the Resolution: Housing Element Annual Progress Report
for Calendar Year 2022 (Tables A, A2, B, D, I)

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Jurisdiction	Corte Madera	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

Note: "+" indicates an 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	Density Bonus Law Applications		Application Status	Notes		
1					2	3	4	5							6	7	8	9	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	Date Application Submitted+ (see instructions)	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	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Ddi the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*	
Summary Row: Start Data Entry Below								0	2	0	3	0	6	5	16	0	0						
	026-143-13	0 Sonora Way	Subdivision (3 lots)	PL22-0043	SFD	O	4/28/2022							3	3			No	No	No	Pending		
	024-062-38	106 Walnut Ave	New SFD	PL22-0096	SFD	O	12/19/2022							1	1			No	No	No	Pending		
	025-181-09	15 Deer Run A	Detached ADU	BL22-0024	ADU	R	1/10/2022							1	1			No	No	No	Approved		
	026-182-13	72 Golden Hind Psg A	Detached ADU	BL22-0203	ADU	R	3/14/2022							1	1			No	No	No	Approved		
	025-051-11	447 Tamalpais Dr A	Attached ADU	BL22-0229	ADU	R	3/24/2022				1				1			No	No	No	Approved		
	024-192-21	58 Birch Ave	Interior JADU	BL22-0248	ADU	R	4/1/2022	1							1			No	No	No	Approved		
	026-203-23	2 Lanyard Cv A	Detached ADU	BL22-0469	ADU	R	6/17/2022							1	1			No	No	No	Approved		
	038-251-13	14 Westward Dr A	Detached ADU	BL22-0475	ADU	R	6/23/2022							1	1			No	No	No	Pending		
	024-073-01	53 Hickory Ave A	Attached ADU	BL22-0493	ADU	R	6/28/2022				1				1			No	No	No	Approved		
	025-051-25	218 Chapman Dr	Interior JADU	BL22-0547	ADU	R	7/13/2022	1							1			No	No	No	Approved		
	024-134-14	16 Serra St A	Detached ADU	BL22-0566	ADU	R	7/19/2022							1	1			No	No	No	Approved		
	033-011-50	988 Meadowsweet Dr A	Interior ADU	BL22-0741	ADU	R	9/21/2022							1	1			No	No	No	Approved		
	025-023-65	674 Redwood Ave A	Interior ADU	BL22-0772	ADU	R	9/29/2022							1	1			No	No	No	Pending		
	024-101-17	25 Hickory Ave A	Interior ADU	BL22-0822	ADU	R	10/13/2022				1				1			No	No	No	Pending		

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table A2

Annual Building Activity Report Summary - Entitled, Permits, Completed Units

Jurisdiction	Corte Madera	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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	0	0	0	0	0	3		3
025-063-05		645 Tamalpais Dr	3-unit apt bldg	PL-2021-0043	2 to 4	R							3	8/9/2022	3

Jurisdiction	Corte Madera	
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ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table A2

Annual Building Activity Report Summary - Entitled, Permits, 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							0	5	0	5	0	6	1		17
038-251-18	2 Westward Dr	Interior JADU	BL21-0415	ADU	R		1							1/6/2022	1
025-203-10	3 Fairview Ave A	Interior ADU	BL-2021-0266	ADU	R				1					2/7/2022	1
024-125-10	31 Lakeside Dr A	Interior ADU	BL-2021-0205	ADU	R				1					4/19/2022	1
025-241-88	10 South Wy A	Detached ADU	BL-2021-0223	ADU	R							1		5/2/2022	1
038-264-04	138 Westward Dr	Interior JADU	BL21-0926	ADU	R		1							5/3/2022	1
026-182-13	72 Golden Hind Psg A	Detached ADU	BL22-0203	ADU	R							1		5/16/2022	1
024-125-12	35 Lakeside Dr	Interior JADU	BL21-0627	ADU	R		1							6/6/2022	1
025-053-24	525 Tamalpais Dr A	Attached ADU	BL21-0678	ADU	R							1		6/10/2022	1
025-181-09	15 Deer Run A	Detached ADU	BL22-0024	ADU	R								1	6/10/2022	1
026-191-14	126 Golden Hind Psg	Interior ADU	BL-2021-0297	ADU	R				1					6/28/2022	1
024-192-21	58 Birch Ave	Interior JADU	BL22-0248	ADU	R		1							9/7/2022	1
025-051-25	218 Chapman Dr	Interior JADU	BL22-0547	ADU	R		1							9/8/2022	1
024-073-01	53 Hickory Ave A	Attached ADU	BL22-0493	ADU	R				1					9/13/2022	1
024-134-14	16 Serra St A	Detached ADU	BL22-0566	ADU	R							1		9/22/2022	1
025-051-11	447 Tamalpais Dr A	Attached ADU	BL22-0229	ADU	R				1					12/5/2022	1
026-203-23	2 Lanyard Cv A	Detached ADU	BL22-0469	ADU	R							1		12/28/2022	1
025-012-12	48 Crescent Rd	Interior ADU	BL-2019-0379	ADU	R							1		1/4/2022	1

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Table A2

Annual Building Activity Report Summary - Entitled, Permits, Completed Units

Jurisdiction	Corte Madera	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

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							18	3	0	3	0	2	0		26	
	025-182-13	1591 Casa Buena Dr units 101-109 and 201-209	Project Homekey Hotel Conversion to Affordable Housing	N/A	5+	R	18							7/11/2022	18	
	026-171-14	21 Key Largo Crs A	Detached ADU	BL21-0454	ADU	R			1					9/14/2022	1	
	024-062-29	122 Walnut Ave A	Detached ADU	BL21-0723	ADU	R						1		11/4/2022	1	
	038-251-18	2 Westward Dr	Interior JADU	BL21-0415	ADU	R		1						4/5/2022	1	
	025-203-10	3 Fairview Ave A	Interior ADU	BL-2021-0266	ADU	R			1					4/28/2022	1	
	038-264-04	138 Westward Dr	Interior JADU	BL21-0926	ADU	R		1						1/4/2022	1	
	026-182-13	72 Golden Hind Psg A	Detached ADU	BL22-0203	ADU	R						1		12/28/2022	1	
	024-125-12	35 Lakeside Dr	Interior JADU	BL21-0627	ADU	R		1						9/19/2022	1	
	026-191-14	126 Golden Hind Psg	Interior ADU	BL-2021-0297	ADU	R			1					7/6/2022	1	

Jurisdiction	Corte Madera	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

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

Income Level		RHNA Allocation by Income Level	2										3	4	
			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	-	-	-	-	-	18	-	-	44	-
	Non-Deed Restricted	-	-	1	1	1	5	3	2	3	5	-	-		
Low	Deed Restricted	13	-	12	1	-	-	-	-	-	-	-	-	29	-
	Non-Deed Restricted	-	-	-	-	-	-	-	2	9	5	-	-		
Moderate	Deed Restricted	13	-	-	-	-	-	-	-	-	-	-	-	26	-
	Non-Deed Restricted	-	-	2	1	2	2	1	-	12	6	-	-		
Above Moderate		24	-	164	13	2	-	-	-	-	16	1	-	196	-
Total RHNA		72													
Total Units			-	183	17	5	7	4	4	58	17	-	-	295	-

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

		5 Extremely low-Income Need	2										6	7	
			2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date			Total Units Remaining
Extremely Low-Income Units*		11	-	-	-	-	-	-	-	-	18	-	-	18	-

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Corte Madera		
Reporting Year	2022	(Jan. 1 - Dec. 31)	
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, The Enclave and Oak Shores.
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. The Town received one complaint regarding an 83-year old woman who wished to rent an affordable unit at Tam Ridge. Her application was denied according to program rules established by the Town of Corte Madera and Tam Ridge because she owned a home. The applicant appealed the decision, which was denied. Town Staff worked with the applicant to assure her that a fair and equal application process was being followed. Due to the nature of the complaint, it was not referred to the regional fair housing agency. The Town received no other fair housing or discrimination complaints.
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	Section 18.04.495 of the Zoning Ordinance defines "Manufactured housing" as a factory-built single-family structure, built in conformance with the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 USC Section 5401), is transportable in one or more sections but is built on a permanent foundation and does not have wheels or axles permanently attached to its body or frame. Manufactured housing includes manufactured homes and mobile homes but not trailers. The Town applies the same development standards and design review process to manufactured housing and mobile homes as it uses for stick-built housing of the same type. Recently, the Town approved three manufactured homes as accessory dwelling units. Nonetheless, the Town does not explicitly list manufactured housing as a use in residential zoning districts. The Town should revise the Zoning Code to identify zoning districts where manufactured housing and mobile homes are a permitted use and to develop development standards as necessary.

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	Implemented during 2021 with respect to the transitional housing project for individuals experiencing homelessness (Project Homekey) at 1591 Casa Buena Drive. Town facilitated community workshops and a resident-led working group to encourage open communication and relationships between the surrounding neighborhood (and entire Town) and the housing operator, Catholic Charities, County officials, and the residents at the facility. The working group has become a model for other transitional and supportive housing projects in Marin County.
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	Adaptive units were included in the Robin Drive and Enclave projects, providing housing for the disabled and the elderly, two special needs populations.
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. In addition, the allowable density for senior projects is greater in the MX-1 District (20 units/ac instead of 15 units/ac).
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, providing housing amenities for large households and female-headed households, two special needs populations.

<p>Program H-1.9.a. Countywide homeless programs</p>	<p>Engage with other Marin jurisdictions to provide additional housing and other options for the homeless.</p>	<p>Ongoing</p>	<p>The Town works with Marin Housing Authority to address homeless issues. In November 2020, the County of Marin purchased a motel at 1591 Casa Buena Drive with grant funding through Project Homekey and other County housing program funds for the purpose of providing 18 units of permanent supportive housing for individuals experiencing homelessness. The role of Town staff has been to facilitate public discussions related to Project Homekey. In February 2021, under the supervision of Catholic Charities, residents began occupying the lower units of the property. A building permit to add a kitchen to each unit to create 18 independent living units was issued in 2021 and construction is currently underway. These units will provide housing for people formerly experiencing homelessness, a special needs population.</p>
<p>Program H-1.11.a. Rental Assistance Programs</p>	<p>Continue to publicize available affordable units and programs as they come available in conjunction with the Marin Housing Authority</p>	<p>Ongoing</p>	<p>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.</p>
<p>Program H-1.12.a. Energy Assistance Programs</p>	<p>Develop and implement measures publicizing use of energy assistance programs to low and moderate income families</p>	<p>Ongoing</p>	<p>As of May 2022, eight Corte Madera homeowners have Property Assessed Clean Energy (PACE) assessments, which enabled them to access financing to install energy efficiency upgrades and renewable energy projects. Through the Marin Climate and Energy Partnership, the Town works with Resilient Neighborhoods to provide free classes to residents to educate and motivate them to reduce their carbon footprint. Classes include information and resources on energy conservation and efficiency and renewable energy. Twenty-seven Corte Madera households have graduated from the program.</p> <p>In partnership with Marin County Energy Watch, the Town publicized energy efficiency programs available through BayRen, Rising Sun, and the California Energy Youth Services. As of May 2022, 34 Corte Madera homeowners had received BayRen rebates, and Rising Sun had served 22 households. The California Youth Energy Services program completed 1,954 home energy assessments in Marin County between 2015 and 2018, with an estimated 76 audits completed in Corte Madera. The program provided free energy efficiency products like LED bulbs, power strips, showerheads, and faucet aerators.</p> <p>The Town also promoted Electrify Marin, which provides rebates to swap out natural gas appliances and heating systems with high efficiency electric appliances. As of May 2022, fourteen projects in Corte Madera had received a total of \$16,350 in rebates. The program provides higher rebates for lower-income households.</p>
<p>Program H-2.1.a. Provide a variety of Housing Types & Affordability</p>	<p>Promote mix of housing types and affordability by working with developers.</p>	<p>Ongoing</p>	<p>On-going; as development occurs. The Robin Drive and Enclave projects include a mix of larger and smaller units at different affordability levels. These include 32 units with 3 or more bedrooms, 8 second units, and a number of adaptable units as required by the State Building Code, providing housing for the elderly, the disabled, large households, and female-headed households, all special needs populations.</p>

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	The Town worked on a study with other Marin County jurisdictions on an inclusionary ordinance study and modified the existing inclusionary ordinance as a result. The Town determined that requiring ELI units in the inclusionary ordinance would create a financial constraint and barrier to the production of market-rate housing. 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. The existing 79-unit, 100% affordable, San Clemente Housing project includes 31 “extremely low-income housing” units.
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 \$4,319.01 in non-residential impact fees in calendar year 2022 (1/1/2022 through 12/31/2022).
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 \$4,319.01 in non-residential impact fees in calendar year 2022 (1/1/2022 through 12/31/2022). The Affordable Housing Fund’s balance is \$561,643.20 (as of 12/31/2021). While the fund has been used for affordable housing projects in the past, no monies were expended during 2014-2022. In 2022, the ordinance was amended to broaden the ways these funds could be spent.
Program H-2.3.c Affordable Housing Fund Ordinance Update	Update Affordable Housing Fund Ordinance as needed reflecting current housing costs.	Ongoing	The ordinance was updated in June 2022. The adjusted in-lieu fees were based on the affordability gap of constructing affordable units and what households at the various income levels can afford to pay. Moving forward, the in-lieu fees will be increased or decreased in accordance with the year over year increase or decrease in the California Construction Cost Index.
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 2022.
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 2022.
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	Not implemented at this time. No qualifying projects were submitted during 2022.
Program H-2.6.b. Actions for Robin Drive	Implement the mandatory Second Unit requirement for development on this site.	Ongoing	The Oak Shores project 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. Building permits were issued in July 2021 and construction is currently underway. These 8 second units could provide housing for the elderly, a special needs population.
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. All of the units were 3 or more bedrooms and a number of them were adaptable units, providing housing for the following special needs populations: large households, female-headed households, elderly, and the disabled.

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 projects have been proposed to take advantage of the AHO incentives.
Program H-2.7.b Identify Housing Opportunity Sites	Identify new housing opportunity sites in advance of the next housing element update process. Sites may include sites with existing buildings nearing the end of their useful life or in need of substantial repair or redevelopment.	Prior to 2020	The Town undertook identification of housing opportunity sites as soon as the draft RHNA was published.
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	Tam Ridge Residences, a 180 unit mixed use development with 3,000 square feet of ground floor retail was developed. A small grocery store occupies the commercial space. 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 coordinates with TAM and ABAG/MTC through participation in Plan Bay Area 2040 and 50 and is updating its Housing Element, including rezoning properties for higher density housing, consistent with goals and objectives of regional land use and transportation plans.
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. As part of the inclusionary ordinance amendment, the Town requires all affordable units to be deed restricted in perpetuity.
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 contracts 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-2.12.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 amended the Inclusionary Housing Ordinance to adjust the inclusionary percentages and enact other modifications to ensure the ordinance 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: 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>In 2019-2020 the Town collaborated with nine other Marin County jurisdictions on the ADU Marin project. The project included the development of a countywide website (adumarin.org) and educational materials to promote the development of ADUs in the county.</p> <p>Twelve (12) Accessory Dwelling Units and five (5) Junior Accessory Dwelling Units were issued building permits during 2022. This brings the total ADUs and JADUs for the 2015-2023 Housing Element to 60 units (53 ADU, 7 JADU). This production is far in excess of the stated goal of 16 new second units for the 5th cycle Housing Element. These units may provide housing for the elderly, a special needs population.</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>Five (5) Junior Accessory Dwelling Units were issued building permits in 2022.</p>
Program H-2.15.c Second Unit Fees	Consider waiver or reduction of the second unit permit application fee. Work with special districts, e.g. water and sanitary, to reduce or waive connection and/or service fees.	Two years	Consistent with state law, the Town does not charge impact fees (e.g., traffic impact fees) for ADUs that are less than 750 SF. The Water District waives fees for ADUs.
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	Requirements of this program were implemented with the Robin Drive Subdivision project, where 8 ADUs were required to be constructed within the 16-unit project. Twelve (12) Accessory Dwelling Units and five (5) Junior Accessory Dwelling Units were issued building permits during 2022.

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	Town adopted Objective Design and Development Standards (Ordinance No. 1013, adopted on 12/7/21) toolkit that can be utilized for residential development throughout Town.
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	Town adopted Objective Design and Development Standards (Ordinance No. 1013, adopted on 12/7/21) toolkit as a reference and incorporated into multi-family design review process.
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-3.4.a Preservation of Multi-family Rental Housing	Review and, as necessary, revise the Zoning Ordinance to regulate the demolition of multifamily rental housing in order to conserve the existing multifamily rental housing stock.	Ongoing	Denied proposal to demolish 32 rental units at 1441 Casa Buena Drive and approved separate application for their renovation and remodel, retaining rental units.
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	The program is funded annually. No Below Market Rate ownership units were lost in 2022. One unit's deed restriction expired in March 2022.
Program H-3.7.a Code Enforcement	Continue Zoning, Building, and Fire Code enforcement to ensure compliance with development and maintenance regulations as well as health and safety standards.	Ongoing	The existing older apartments at 1441 Casa Buena have been renovated and improved and are available for rent. The Town has created a Code Enforcement Division with two employees which has aided in enforcement of health and safety regulations by requiring repairs to dwelling units, including older rental housing stock and single-family homes.
Program H-3.7.b Rehabilitation and Energy Loan Programs	Coordinate with the Marin Housing Authority, Marin Clean Energy, PG&E and Property Assessed Clean Energy (PACE) program operators to make available loan programs to eligible owner-and renter occupied housing.	Ongoing	Town promoted available programs. There are currently 8 properties in Corte Madera with PACE loans.

Program H-4.1.a Community Outreach	Prepare information and conduct outreach on housing issues.	Ongoing	<p>The Town developed information and conducted outreach on housing issues, especially during the update of the Housing Element and the ADU Ordinance process.</p> <p>The Town was awarded a \$160,000 grant in 2019 under Senate Bill 2, the “Building Homes and Jobs Act” to work on a collaborative effort with other Marin County jurisdictions on several projects, including the development of Objective Design and Development Standards (ODDS) for multi-family projects. The grant money received by the Town was utilized to jointly hire a consultant team for several different projects, including 1) the creation of objective design and development standards for individual jurisdiction’s multi-family and mixed-use development projects; 2) development of an accessory dwelling unit workbook and website adumarin.org ; and 3) completion of a Marin County inclusionary zoning study, including calculation of housing mitigation and commercial linkage fees.</p> <p>As part of the Housing Element update process, the Town conducted 6 workshops to provide public information and solicit comments regarding critical housing issues in the Town of Corte Madera. In addition, the Town conducted several pop-up events, provided information on the website and in the Town’s newsletter, and developed and distributed a survey.</p>
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. Preliminary Review hearings are held by the Planning Commission to allow for early communication with community. The Town adopted on-site public hearing standards for new multi-family housing applications.
Program H-4.3.a Inter-jurisdictional Planning	Collaborate with other Marin jurisdictions for efforts to plan for and provide housing.	Ongoing	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. As described in Program H-4.1a, the Town collaborated with other Marin County jurisdictions on several projects, including 1) the creation of objective design and development standards for multi-family and mixed-use development projects; 2) development of an accessory dwelling unit workbook and website adumarin.org and 3) completion of a Marin County inclusionary zoning study, including calculation of housing mitigation and commercial linkage fees.
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 \$4,319.01 in non-residential impact fees in calendar year 2022 (1/1/2022 through 12/31/2022). The Affordable Housing Fund’s balance is \$561,643.20 (as of 12/31/2021). While the fund has been used for affordable housing projects in the past, no monies were expended during 2014-2022. In 2022, the ordinance was amended to broaden the ways these funds could be spent.

Jurisdiction	Corte Madera	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	5th Cycle	01/31/2015 - 01/31/2023

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.
Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

optional field
 Cells in grey contain auto-calculation formulas

Table I										
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)										
Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Notes
Summary Row: Start Data Entry Below										
025-051-01	208 Chapman Dr	208 Chapman Drive Urban Lot Split	PL22-0012	Application for Parcel Map for Lot Split	4/27/2022					Tentative map approved, Parcel map approved
025-221-10	499 Montecito Dr	499 Montecito Dr Urban Lot Split	PL22-0013	Application for Parcel Map for Lot Split	6/21/2022					Tentative map approved, Parcel map approved
033-041-12	1161 Meadowsweet Dr	1161 Meadowsweet Dr Urban Lot Split	PL22-0009	Application for Parcel Map for Lot Split	1/19/2022					Under review
025-181-05	817 Meadowsweet Dr	817 Meadowsweet Dr Urban Lot Split	PL22-0014	Application for Parcel Map for Lot Split	2/1/2022					Tentative map approved, Parcel map approved
025-201-06	18 Alta Terrace	18 Alta Terrace Urban Lot Split	PL22-0042	Application for Parcel Map for Lot Split	4/25/2022					Tentative map approved, Parcel map under review
025-181-16	3 Lupine Dr	3 Lupine Dr Urban Lot Split	PL22-0052	Application for Parcel Map for Lot Split	6/27/2022					Tentative map approved, Parcel map under review
033-021-12	1035 Meadowsweet Dr	1035 Meadowsweet Dr Urban Lot Split	PL22-0080	Application for Parcel Map for Lot Split	9/29/2022					Under review