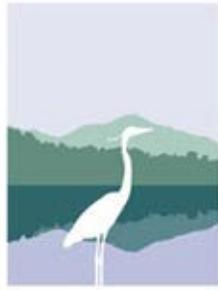


## APPENDIX A

### Workshop Summary



## Town of Corte Madera Housing Element Update

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### SUMMARY REPORT

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#### COMMUNITY WORKSHOPS

Monday, June 30, and Thursday, July 24, 2014

#### Overview

On Monday, June 30, and Thursday, July 24, the Town of Corte Madera held two public meetings to provide information and receive input on the Town's Housing Element Update. The July 30 workshop was held at the Corte Madera Recreation Center and had approximately 60 attendees. The July 24 meeting was held at Corte Madera Town Hall and had approximately 20 attendees, some of whom also attended the June 30 workshop. Both meetings were noticed to the public via the Town's e-notification system, the Town's website, advertisements in the Marin Independent Journal and the Twin Cities Times, and the Corte Madera Recreation Center reader board.

The meetings were identical in scope and content. Meetings began at 7 pm and concluded at 9 pm. Adam Wolff, Corte Madera Planning Director, provided introductory remarks, and Christine O'Rourke, contract housing element planner, presented a slide show that covered the following material:

- Background on housing element requirements and the Regional Housing Need Assessment (RHNA) process.
- Historical and current RHNA, broken down by income categories for the 2015-2023 planning period.



- Housing production over the 2007-2014 planning period.
- Demographic statistics, including population and employment trends, age group trends, and household types and characteristics.
- Current rents and sale prices for housing, and how these prices relate to the various household income categories (very low, low, moderate and above moderate).
- Existing affordable housing in Corte Madera, both rental and ownership.
- Strategies to meet the RHNA for the 2015-2023 planning period, including the retention of housing opportunity sites identified in the prior Housing Element, adopted in 2011.

Participants asked questions following the presentation and engaged in a group discussion. Staff posed the following questions to the group:

- Are there any additional housing strategies the Town should pursue to meet its affordable housing needs and Regional Housing Needs Allocation (RHNA) requirements?
- Are there other housing issues or concerns that should be addressed?

The agendas, presentations and minutes are available on the Town’s website at <http://www.ci.corte-madera.ca.us/planning/HousingElementUpdate2015-2023.html>.

### **Summary of Comments and Input**

While concerns were raised about state housing requirements and the accuracy of the RHNA numbers (particularly in the prior cycle), development patterns, and traffic in general, there was a general understanding that meeting the 2015-2023 RHNA requirements would not require endorsing major new housing projects or significant new housing policy. As presented, housing potentially developed through the continued production of second units, the proposed project at 1421 Casa Buena Ave., and the remaining sites identified in the 2007-2014 Housing Element Update would sufficiently meet the Town’s RHNA requirements and would not require any rezoning actions.

Discussion related to housing policy and strategies focused on facilitating second units and junior second units as a way to address affordable housing needs and evolving housing demand, while the resulting traffic from any new housing production remained a concern. Participants also noted that the Housing Element Update should address the Town’s jobs/housing imbalance and expanding senior population.



## Comments from Participants

The following comments were provided both during the meeting and on submitted comment forms and letters.

### Housing Policy

- Since the Town can meet its RHNA with the existing housing opportunity sites, the Town has a chance to identify priorities people want to see in housing, senior housing and second units.
- Provide housing so that people who work in Corte Madera can also live in the community.
- Corte Madera has twice as many jobs as housing units. Housing element polices should promote development that addresses the jobs/housing imbalance and reduce commuting.
- Corte Madera's aging population presents both challenges and opportunities for the community. Many are empty nesters, which means a good portion of the already built environment is underutilized and could possibly be converted to second units. The community should also consider adding another senior residential facility, although this would require a larger parcel with enough units to make the project economically feasible.
- The housing element should advance sustainability goals, e.g., encourage housing within walking distance of transit and major destinations, and promote home offices and live-work spaces.
- Limit future housing density to less than 20 units per acre and two stories. Require new development to include enough low income units to meet RHNA requirements. Require sufficient green space and landscaping to beautify the transition from the street.
- The Town should limit the size of units in multifamily developments in order to reduce FAR and require 20% of the units to be affordable.
- Do not build housing in environmentally sensitive areas.
- Return to having representation in ABAG and fight for zero regional requirements.

### Second Units

- Allow amnesty for second units and relaxed zoning for second units.
- Consider traffic impacts if second units are allowed in certain neighborhoods.
- Adopt an ordinance to allow junior second units which would create a less expensive, more energy-efficient and less intrusive housing option for the community. Several participants supported the concept of junior second units, while others were concerned about traffic and parking impacts.
- Fees for second units are very high and keep property owners from adding second units to their homes. Consider reducing building permit and development fees.
- Consider Town subsidies for low-income second units.
- Rental income generated from second units can make it possible for homeowners to keep their homes.
- Rely on second units to meet RHNA requirements and take the Wornum Drive Extension parcel off the list of housing opportunity sites.

- Encourage property owners to divide their large homes into duplexes.

### **Housing Sites**

- There are some underutilized commercial areas that could be designated for redevelopment and housing – in particular, the area at the corner of Paradise Drive and Madera Del Presidio where the Town must provide flood protection. These buildings are very old and could be renovated for mixed use with housing on the second floor, and the area could be elevated above the base flood elevation.
- An additional potential site may be the triangle formed by Paradise and San Clemente Drive, which currently has some residential.
- Traffic congestion around Madera Gardens, and particularly around the schools, is a major concern.
- Consider mixed-use housing at Corte Madera Square and Park Madera Center.
- Preserve the bicycle/pedestrian pathway on the Wornum Drive Extension site.
- The Wornum Drive Extension site is a sensitive ecological area.
- Development of the Wornum Drive Extension site will make traffic unbearable in the area.

### **Next Steps**

In response to the input gathered from the community, staff will consider policies related to the concept of junior second units. Existing programs and policies will be reviewed to determine if any modifications are needed to support identified needs for senior housing, live/work opportunities, and sustainability goals. Existing development standards and inclusionary requirements will also be evaluated. A draft Housing Element Update is scheduled to be presented to the Planning Commission and Town Council in October.



## **APPENDIX B**

### **Evaluation of 2011 Housing Element Programs**

## APPENDIX B EVALUATION OF 2011 HOUSING ELEMENT POLICIES AND PROGRAMS

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Program H-1.2.a Anti-Discrimination Ordinance	Continue to enforce the town Ordinance to prohibit discrimination based on source of person's income or use of rental subsidies	Ongoing	Town is continuing to enforce the Ordinance. Non-discrimination clauses were required for affordable housing agreements for Tam Ridge Residences and San Clemente Place.	Continue
Program H-1.2.b Respond to Discrimination Complaints	Planning Director is Equal Opportunity Coordinator for town responding to complaints, will refer warranted cases to appropriate county or state agency	As needed	Town continues responsibility to review and refer cases.	Continue
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 and San Clemente Place.	Continue
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	Due to loss of staff resources, rezoning effort has not been completed.	Continue
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	Due to loss of staff resources, rezoning effort has not been completed.	Continue
Program H-1.5.a.a Remove Zoning Barriers	Adopt the following revisions to the Zoning Ordinance: Add "Transitional Housing" and "Supportive Housing" to the definition of the Zoning Ordinance allowed in all residential districts subject to the same development standards as other housing types in these zones consistent with state law	One year	Ordinance No. 945 was adopted January 20, 2015. Transitional and supportive housing were added to the definitions of single-family dwelling, multiple dwelling, and multiple house, 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.	Delete, program implemented.
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	One year	Ordinance No. 946 adopted January 20, 2015. The Zoning Ordinance was amended to allow emergency shelters as a permitted use in the	Delete, program implemented.

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
	by right in the Public/Semi-Public District with development and operational standards		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	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.	Delete, program implemented.
Program H-1.5.c Neighborhood Relations	Encourage relations/communications between neighborhoods and operators of emergency shelters and residential care facilities	Ongoing	Due to lack of staff and financial resources, program was not implemented.	Continue as Program H-1.5.a
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. Adaptable units were required for San Clemente Place and Tam Ridge Residences.	Continue
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.	Continue
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	Continue
Program H-1.8.a Family Housing Amenities	Require amenities for families with children	Ongoing	Common/shared open space requirements for housing projects include tot lots for children. San Clemente Place provides a playground and clubhouse.	Continue
Program H-1.9.a Countywide homeless	Engage other Marin jurisdictions to provide additional housing and other options for the	Ongoing	Congregations in Corte Madera have participated in a rotational, winter	Continue

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
programs	homeless		emergency shelter program, known as the Rotating Emergency Shelter Team (REST) program, from November 15 through April 15. The program serves up to 40 homeless men and 20 homeless women. Although successful, the program provides temporary housing during five winter months only. The Marin Organizing Committee is currently trying to raise funds to keep the REST program open year-round and to establish a permanent 10,000 square foot facility.	
Program H-1.11.a. Rental Assistance Programs	Continue to publicize available affordable units and programs as they come available in conjunction with the Marin Housing Authority	Ongoing	Town includes Marin Housing Authority announcements in Town's Monthly Newsletter. 31 Housing Choice (Section 8) vouchers are in use in Corte Madera as of July 2014.	Continue
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	3 residential rehabilitation loans for low income households were funded between 2009 and 2014.	Continue; update to reflect current programs
Program H-2.1.a. Provide a variety of Housing Types & Affordability	Promote mix of housing types and affordability by working with developers	Ongoing	San Clemente Place, built in 2008, has a mix of 1, 2 and 3 bedroom units and 20 supportive units. Units are affordable to extremely low, very low and low income households. Tam Ridge Residences (under construction) has a mix of 1, 2 and 3 bedroom units and 18 deed-restricted affordable units for very low, low and moderate income households.	Continue
Program H-2.3.a / H-2.15.b Update programs and ordinances to address needs of Extremely Low- Income HHs	Amend Affordable Housing Ordinance and Affordable Housing Fund to include percentage of units to Extremely Low- Income Households; amend requirements in AHO, AHE-A, AHE-B and AHMU overlay districts to include percentage of units to Extremely Low- Income Households	Ongoing	Existing 79-unit, 100% affordable, San Clemente Housing project referenced above includes 31 "extremely low-income housing" units.  Extremely low income housing needs are typically best addressed through specific housing types (e.g., single room occupancy units), rental housing, and housing developed by non-profits that can provide supportive services. As such, staff does not recommend a one-size-fits-all approach by requiring ELI units in affordable housing districts and under	Modify as Program H-2.2.a. Delete subsections a and b and revise subsection c to state that the affordable housing fund ordinance "will prioritize funding-for extremely low income housing needs, followed by very low income and then low income housing needs."

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Program H-2.4.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	affordable housing inclusionary requirements. Instead, staff recommends prioritizing funding for ELI households. On-going. The Town collected \$146,072 in non-residential impact fees over the 2009-2014 planning period.	Continue as Program H-2.3.a.
Program H-2.4.b Affordable Housing Fund	Continue to administer the Town's Affordable Housing Fund (CMC Chapter 3.48)	Ongoing	The Town collected \$155,468 in affordable housing impact fees over the 2009-2014 planning period. The Affordable Housing Fund's balance is currently \$165,391. While the fund has been used for affordable housing projects in the past, no monies were expended during the 2009-2014 planning period.	Continue as Program H-2.3.b.
Program H-2.4.c Affordable Housing Fund Ordinance Update	Update Affordable Housing Fund Ordinance as needed reflecting current housing costs	Ongoing	Due to lack of staff and financial resources, ordinance has not been updated to reflect current construction costs.	Continue as Program H-2.3.c.
Program H-2.5.a Employee Housing	Offer flexible development standards to encourage employee housing on-site.	Ongoing	Dependent on developer interest. No applications submitted during the planning period.	Continue as Program H-2.4.a.
Program H-2.5.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 the planning period.	Continue as Program H-2.4.b.
Program H-2.6.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.	Continue as Program H-2.5.a.
Program H-2.7.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.	Continue as Program H-2.6.a.
Program H-2.7.b Mixed Use at the Corte Madera Gateway Area	Amend Zoning Ordinance to include MUGD Overlay District for 40 units/acre, 180-unit multifamily development with flexible development standards	One year	Zoning amendment completed, 180-unit multifamily project is currently under construction	Delete, zoning amendment completed
Program H-2.7.c. Actions for Robin Drive	Implement the mandatory Second Unit requirement for development on this site	Ongoing	Dependent on developer interest; no development proposal was submitted during the planning period.	Modify to delete subsection b and renumber as Program H-2.6.b.

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Program H-2.7.d. Actions for 1421 Casa Buena Drive	Facilitate development of 1421 Casa Buena Drive which is designated Medium Density Residential	Ongoing	Affordability levels for second units should not be pre-determined and should be based on actual rental rates at the time units are developed. Application for a 16-unit project has been submitted and town staff is actively processing the project. As proposed, 3 units would be required to be affordable under the Town's inclusionary zoning regulations.	Continue as Program H-2.6.c.
Program H-2.7.e 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; no program yet to market site due to loss of staff resources and staff resources required to process permits for Tam Ridge Residences at former WinCup site. Modification of affordable housing requirements for the various income categories was predicated on meeting unmet RHNA of the previous planning period and is no longer appropriate.	Modify to remove the requirement to revise the affordability split as indicated in the table in subsection d. Replace with an action to encourage units for extremely low income households. Renumber as Program H-2.6.d.
Program H-2.8.a Actions for Old Corte Madera Sq.	Facilitate development up to the allowed AHO Overlay district density of 25 units/acre	Dependent Developer Interest	Dependent on developer interest; no properties have come available to take advantage of the AHO incentives.	Continue as Program H-2.7.a.
Program H-2.8.b Expansion Village Shopping Center	Allow expansion of The Village regional shopping center consistent with Town goal for establishing a mix of land uses.	Dependent Developer Interest	Dependent on developer interest; no projects were proposed during the planning period.	Delete, program is contained in the Land Use element.
Program H-2.8.c Actions for the Corporation Yard	Conduct study to relocate the Corporation Yard. Develop concept plan to develop and finance up to 25 affordable units. Rezone to AHE-B as appropriate.	Dependent on availability of a relocation site	No relocation sites are available at this time.	Delete program as no relocation sites are available at this time.
Program H-2.8.d Actions for Madera Bay Park	Facilitate development of up to 128 multifamily units through general plan amendment, rezoning to AHE-A and flexible standards.	Dependent Developer Interest	The Marin Audubon Society retains an option to purchase the property and intends to permanently protect the land as part of the Corte Madera Ecological Reserve.	Delete program as site is not feasible for development at this time.
Program 2.9.a General Plan Amendments	Discourage general plan amendments and rezoning actions that would reduce residential densities.	Ongoing.	No rezoning applications contrary to this program have been proposed for review.	Continue as Program H-2.8.a.
Program H-2.10.a Mixed-Use Zone	Amend Zoning Ordinance to include Mixed-Use Zone to sites in the General Plan with Mixed-Use designation on a case by case basis as incentive for higher density housing	Two years	Due to loss of staff resources, rezoning effort has not been completed.	Continue as Program H-2.9.a.

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
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 ground floor retail, is under construction.	Continue as Program H-2.9.b.
Program H-2.11.a Corte Madera Sq. Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	Ongoing	Due to lack of staff and financial resources, Community Plans have not been established.	Delete, program is contained in the Land Use element.
Program H-2.11.b San Clemente/ Paradise Drive Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	Ongoing	Due to lack of staff and financial resources, Community Plans have not been established.	Delete, program is contained in the Land Use element.
Program H-2.11.c Fifer Ave / Tamal Vista Boulevard Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	Ongoing	Due to lack of staff and financial resources, Community Plans have not been established.	Delete, program is contained in the Land Use element.
Program H-2.11.d Tamalpais Drive/ Casa Buena Drive Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	Ongoing	Due to lack of staff and financial resources, Community Plans have not been established.	Delete, program is contained in the Land Use element.
Program H-2.11.e Transit Oriented Development Standards	Establish standards and procedures in the Community Plans to promote TOD.	Ongoing	Due to lack of staff and financial resources, TOD standards have not been established.	Delete, standards will be developed under the community plans developed through Land Use programs.
Program H-2.11.f 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.	Continue as Program H-2.9.c.
Program H-2.12.a Shopping Center Development	Where consistent with General Plan land use policies, offer Mixed-Use zoning to promote housing in shopping center development projects	Ongoing	Dependent on developer Interest; no applications have been submitted.	Delete, program is redundant with other land use policies and programs and is confusing because the same rules are not applicable in every shopping center. Also, program causes confusion when minor tenanting and/or expansion projects occur at shopping centers.
Program H-2.13.a Incentives for Affordable Housing	Offer incentives, such as State Density Bonus, fee waivers, to encourage development of affordable housing projects	Ongoing	Application has been submitted for the site at 1421 Casa Buena and Town staff is processing with use of State Density Bonus.	Continue but revise to reflect current State law. Fee reductions and waivers and priority processing should be reserved for projects that

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Program H-2.14.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.	include 100% affordable units. Renumber as Program H-2.10.a.
Program H-2.14.b Affordability Mgt	Continue contractual agreement with Marin Housing Authority to manage affordable housing stock in Corte Madera	Ongoing	Ongoing implementation of the Ordinance.	Continue as Program H-2.11.a.
Program H-2.15.a Affordable Housing Overlay Zones	Continue to allow affordable housing projects within Overlay Districts	Ongoing	Property developed for the 79-unit, 100% affordable housing project, San Clemente Place, was rezoned for up to 25 units/ acre; project was constructed and is managed by non-profit housing agency.	Continue as Program H-2.11.b.
Program H-2.15b Update Affordable Housing Overlay Zone Standards	Amend affordable housing requirement in AHE-B overlay zone to 11% extremely low, 18% very low and 71% low.	One year of housing element adoption	Not implemented. Modification of affordable housing requirements for the various income categories was predicated on meeting unmet RHNA of the previous planning period and is no longer appropriate.	Delete program, zoning amendment no longer needed.
Program H-2.16.a Affordable Housing Ordinance	Continue to implement the Affordable Housing Ordinance in the Municipal Code	Ongoing	San Clemente Place, built in 2008, has 79 units affordable to extremely low, very low and low income households. Tam Ridge Residences (under construction) has 18 deed-restricted affordable units for very low, low and moderate income households. Inclusionary requirements are being applied to an application at 1421 Casa Buena Drive for 16 units.	Continue as Program H-2.12.a.
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	Due to loss of staff resources, program has not been implemented.	Modify to state that the Town will monitor the ordinance and update as necessary. Renumber as Program H-2.12.b.
Policy H-2.19 Second Dwelling Units	Continue to implement the Second Unit Ordinance.  17 second units by 2014.	Ongoing	Zoning Ordinance Amendment No. 886 continues to allow a streamlined process to permit Second Units in conformance with State law. 2 second units developed during the planning period.	Continue as Program H-2.15.a.
Program H-2.20.a Requirement for Second Units in new	Amend Zoning Ordinance to require Second Units as a condition of a Parcel or Tract Map.	Ongoing	Due to lack of staff and financial resources, implementation of this program is not in place. No parcel or tentative maps resulting	Continue as Program H-2.16.a.

<b>Program ID</b>	<b>Objective</b>	<b>Timeframe in H.E.</b>	<b>Achievements/Evaluation</b>	<b>Continue, Modify or Delete and Why</b>
developments	17 second units by 2014.		in 4 or more units were approved during the planning period.	
Program H-2.21.a Second Unit Amnesty	Establish amnesty program for existing Second Units constructed without prior authorization meeting certain criteria	Ongoing	2 second units developed during the planning period; none were a result of this program. Due to lack of staff and financial resources, program was not implemented.	Continue as Program H-2.17.a.
Program H-2.22.a Park Dedication Ordinance Update	Revise Park Dedication Ordinance to set in-lieu fee based on value of acre of parkland rather than acre of appraised subject parcel	Two years	Park dedication fee is based upon Quimby Act provisions and are not a constraint to development.	Delete, program is not necessary as park dedication fees are not an identified constraint.
Program H-2.23.a R-2 Density Standard	Amend Zoning Ordinance to allow affordable housing projects at 1 d.u./2,000 sq.ft. of lot area density	Two years	Due to loss of staff resources, rezoning effort has not been completed.	Delete. There are currently two applications for developments that include affordable housing in the R-2 district; existing standards are not a constraint.
Program H-2.24.a C-1 and C-2 Development Standards	Amend Zoning Ordinance to specify allowable residential densities in the commercial districts with criteria	Two years	Residential use is a conditionally permitted use in the C-1 and C-3 Districts. Residential densities are specified in the General Plan.	Delete, residential densities for the C-1 and C-2 districts are specified in the General Plan. Program H-2.10.a will accomplish the program's objective, rendering this program unnecessary.
Program H-3.1.a Adopt Residential Design Guidelines	Adopt Design Guidelines for those specific individual residential neighborhoods throughout town	Ongoing	Due to lack of staff and financial resources, program has not been implemented.	Continue
Program H-3.1.b Design Flexibility	Revise Zoning Ordinance development standards to ensure flexibility of design solutions	Three years	Due to lack of staff and financial resources, program has not been implemented.	Continue
Program H-3.2.a Housing Design Principals	Adopt residential Design Guidelines	Three years	Due to lack of staff and financial resources, program has not been implemented.	Continue
Program H-3.3.a Residential Scale and Character	Require new housing developments are of high quality and compatible with the existing residential character	Ongoing	Due to lack of staff and financial resources, program has not been implemented.	Continue

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
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.	Continue
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.	Modify to delete reference to using the Affordable Housing Fund for the monitoring program, as Section 3.48.030 specifically designates funds to be expended solely for the land or building costs associated with building new housing for lower-income households.
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	126-unit circa 1960 apartment complex, Preserve at Marin, is currently under rehabilitation to re-rent this aging structure that now will comply with current building and fire codes.	Continue
Program H-3.7.b Property Maintenance Ordinance	Amend Municipal Code authorizing Town to abate poorly maintained properties if owner does not voluntarily comply with order to abate nuisance	Ongoing	Public Nuisance Sections 9.04 and 9.05 were adopted by Town Council on June 7, 2011.	Delete
Program H-3.7.c Rehabilitation and Energy Loan Program	Coordinate with Marin Housing Authority and Pacific Gas and Electric regarding any loan programs for low and moderate income families.  Quantified objective: 8 loans to rehabilitate very low and low income housing	Ongoing	Due to lack of staff and financial resources, program was not implemented.  Result: 3 residential rehabilitation loans for low income households were funded between 2009 and 2014.	Modify to include programs offered by Marin Clean Energy and Property Assessed Clean Energy (PACE) loan programs. Renumber as Program H-3.7.b.
Program H-4.1.a Community Outreach	Prepare information and conduct outreach on housing issues.	Ongoing	The Town developed information on housing issues, especially during the update of the Housing Element.	Continue
Program H-4.2.a Neighborhood Meeting Procedures	Adopt procedures for developers to meet with neighbors prior to development application submittals	Ongoing	Due to lack of staff and financial resources, implementation of this program is not in place, but early neighborhood outreach is common for proposed projects and encouraged by staff in early planning stage.	Continue
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	Continue. Delete reference to Marin Countywide Housing Workbook.

Program ID	Objective	Timeframe in H.E.	Achievements/Evaluation	Continue, Modify or Delete and Why
Program H-4.4.a Planning & Building Department	Departments will continue to provide lead responsibility implementing town's housing policies and programs	Ongoing	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. Ongoing efforts by both Planning and Building Departments.	Continue
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	Due to lack of staff and financial resources, program was not implemented.	Continue
Program H-4.6.a Funding coordination	Town will participate in efforts to secure outside funding sources for housing projects, e.g. Marin Community Foundation, Tax Credits, Affordable Housing Fund, etc.	Ongoing	This program is no longer being coordinated or pursued on a countywide basis.	Delete
Program H-4.7.a. Affordable Housing Fund	Implement Affordable Housing Fund Ordinance and add to funds.	Ongoing	The Town collected \$155,468 in affordable housing impact fees over the 2009-2014 planning period. The Affordable Housing Fund's balance is currently \$165,391. While the fund has been used for affordable housing projects in the past, no monies were expended during the 2009-2014 planning period.	Continue as Program H-4.6.a.
Program H-4.8.a Housing Element Review	Comply with requirements for Housing Element Annual Review Report	Ongoing	Calendar year 2013 Housing Element Annual Review Report was submitted.	Continue. Revise to refer to April 1 deadline (not July 1).
Program H-4.8.b Housing Element Update	Undertake Housing Element Updates in accordance with State Law	Ongoing	Housing element update in process and expected to be adopted prior to January 31, 2015 deadline.	Continue. Delete reference to date, as deadline is not yet established by HCD.

**APPENDIX C**

**DRAFT LETTER TO WATER AND SANITATION SERVICES PROVIDERS**

**RE SB 1087**

Krishna Kumar, General Manager  
Marin Municipal Water District  
220 Nellen Ave.  
Corte Madera, CA 94925

Dear Mr. Kumar,

Chapter 727, Statutes of 2005 (SB 1087) requires local governments to provide a copy of the adopted housing element to water and sewer providers. As you know, water and sewer providers must grant priority for service allocations to proposed developments that include housing units affordable to lower-income households. Enclosed please find a copy of Corte Madera's most recent housing element, which the Town Council adopted on May 19, 2015.

California law requires towns, cities, and counties to periodically update their housing elements to address their share of the regional housing need as determined by the council of governments for the area. The Association of Bay Area Governments has assigned Corte Madera a Regional Housing Need Allocation (RHNA) of 72 units.

The 2015-2023 Housing Element sets out a range of policies to meet these needs, focusing on in-fill development strategies. Please note the sites inventory and analysis in Chapter 3. The Town will be putting particular emphasis on promoting development of second units and "high potential" sites identified in the inventory. As opportunities present themselves at these properties, Town staff will be working with your agency to assure that these sites get the highest priority for water service.

As always we appreciate your continuing cooperation and assistance. Please do not hesitate to call me at 927-5059 if I can answer and questions.

Sincerely,

Adam Wolff  
Director, Planning and Building

Jason Dow, General Manager  
Central Marin Sanitation Agency  
1301 Anderson Drive  
San Rafael CA 94901

Dear Mr. Dow,

Chapter 727, Statutes of 2005 (SB 1087) requires local governments to provide a copy of the adopted housing element to water and sewer providers. As you know, water and sewer providers must grant priority for service allocations to proposed developments that include housing units affordable to lower-income households. Enclosed please find a copy of Corte Madera's most recent housing element, which the Town Council adopted on May 19, 2015.

California law requires towns, cities, and counties to periodically update their housing elements to address their share of the regional housing need as determined by the council of governments for the area. ABAG has assigned Corte Madera a Regional Housing Need Allocation (RHNA) of 72 units.

The housing element sets out a range of policies to meet these needs, focusing on in-fill development strategies. Please note the sites inventory and analysis in Chapter 3. The Town will be putting particular emphasis on promoting development of second units and "high potential" identified in the inventory. As opportunities present themselves at these properties, Town staff will be working with your agency to assure that these sites get the highest priority for sewerage service.

As always we appreciate your continuing cooperation and assistance. Please do not hesitate to call me at 927-5059 if I can answer and questions.

Sincerely,

Adam Wolff  
Director, Planning and Building