



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

300 TAMALPAIS DRIVE
CORTE MADERA, CA
94925-1418

www.ci.corte-madera.ca.us

TOWN MANAGER
TOWN COUNCIL
415-927-5050

TOWN CLERK
415-927-5086

FINANCE / BUS. LICENSE
415-927-5055

FIRE DEPARTMENT
415-927-5077

PLANNING / ZONING
415-927-5064

BUILDING INSPECTOR
415-927-5062

TOWN ENGINEER
PUBLIC WORKS
415-927-5057

RECREATION DEPARTMENT
415-927-5072

SANITARY DISTRICT No. 2
415-927-5057

TWIN CITIES POLICE AUTHORITY
415-927-5150


March 27, 2014

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

Housing Policy Department
Received on:
APR - 1 2014

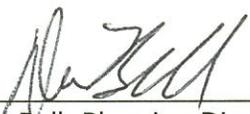
**RE: Town of Corte Madera's Annual Housing Element
Progress Report for Calendar Year 2013**

To whom it may concern:

Per Section 65400 of the Government Code, the Town Council of the Town of Corte Madera has reviewed and approved the Town's Annual Housing Element Progress Report for Calendar Year 2013 at their regularly scheduled hearing of March 18, 2014. Enclosed please find one copy of the Annual Housing Element Progress Report for Calendar Year 2013. Also enclosed are the Minutes of the March 18, 2014 Town Council Minutes reflecting the Council's review and approval.

Please contact me at (415) 927-5059 or at dbell@ci.corte-madera.ca.us if you have any questions about the Report.

Sincerely,



Dan Bell, Planning Director

Enclosures: 1. Annual Housing Element Progress Report
2. March 18, 2014 Minutes

**Department of Housing and
Community Development**

ANNUAL HOUSING ELEMENT PROGRESS REPORT

City or County Name: Town of Corte Madera

Mailing Address: 300 Tamalpais Drive
Corte Madera, Ca. 94925

Contact Person: Dan Bell Title: Planning Director

Phone: 415 927-5064 FAX: 927-5039 E-mail: dbell@ci.corte-madera.ca.us

Reporting Period by Calendar Year: from 1/1/2013 to 12/31/2013

These forms and tables, (see sample – next page) must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1, of each year for the prior calendar year; submit separate reports directly to both HCD and OPR (Government Code Section 65400) at the addresses listed below:

Department of Housing and Community Development
Division of Housing Policy Development
P.O. Box 952053
Sacramento, CA 94252-2053

-and-

Governor's Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: Town of Corte Madera
 Reporting Period: Date 1/1/13 - Date 12/31/13

Table A
Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information										Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions
1	2	3	4				5	5a	6	7	8	
			Affordability by Household Incomes									
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R-Renter O-Owner	Very Low- Income	Low- Income	Moderate- Income	Above- Moderate- Income	Total Units Per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.	
195 Tarnal Vista Blvd.	5+	R	4	12	2	182	180	180	0	Inc.	18	
(9) Total of Moderate and Above Moderate from Table A3			4	12	2	182	180	180				
(10) Total by Income Table A/A3			4	12	2	182	180	180				
(11) Total Extremely Low-Income Units*			0									

* Note: These fields are voluntary

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

Jurisdiction: Town of Corte Madera
Reporting Period: Date 1/1/13 - Date 12/31/13

**Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)**

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Vary Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity	0	0	0	0	NA
(2) Preservation of Units At-Risk	0	0	0	0	
(3) Acquisition of Units	0	0	0	0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

**Table A3
Annual building Activity Report Summary for Above Moderate-Income Units
(not including those units reported on Table A)**

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of Infill units*
No. of Units Permitted for Moderate	0	0	0	0	0	0	0
No. of Units Permitted for Above Moderate	0	0	0	0	0	0	0

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction: Town of Corte Madera
 Reporting Period: Date 1/1/13 - Date 12/31/13

Table B
Regional Housing Needs Allocation Progress
 Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		RHNA Allocation by Income Level	Year	Total Units to Date (all years)	Total Remaining RHNA by Income Level							
			1	2	3	4	5	6	7	8		
Very Low	Dead	68	60								4	4
	Restricted Non-dead restricted											
Low	Dead	38	18								12	30
	Restricted Non-dead restricted											
Moderate	Dead	46	1								2	3
	Restricted Non-dead restricted											1
Above Moderate		92									162	-71
Total RHNA by COG. Enter allocation number:		244									180	261
Total Units			79									
Remaining Need for RHNA Period												-17

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

Table C

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	On-going	Town is continuing to enforce the Ordinance.
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
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
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 been postponed, but intended to complete before 2016.
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 been postponed, but intended to complete before 2016.
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	Effort has begun, draft Ordinance in process, expected hearing date 2014. 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	Effort has begun, draft Ord in process, expected hearing date 2014. Churches in Corte Madera participate in county, voluntary, rotational, interim, winter Emergency Shelter program.
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	Effort has begun, draft Ordinance in process, expected hearing date 2014
Program H-1.5.c. Neighborhood Relations	Encourage relations/communications between neighborhoods and operators of emergency shelters and residential care facilities	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place

Table C

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	On-going	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	On-going	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	On-going	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	On-going	Common/shared open space requirements for housing projects include tot lots for children
Program H-1.9.a. Countywide homeless programs	Engage other Marin jurisdictions to provide additional housing and other options for the homeless	On-going	Churches in Corte Madera participate in county, voluntary, rotational, interim, winter Emergency Shelter program
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	On-going	Forward Marin Housing Authority announcements on town's Monthly Newsletter
Program H-1.12.a. Energy Assistance Programs	Develop and implement measures publicizing use of energy assistance programs to low and moderate income families	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-2.1.a. Provide a variety of Housing Types & Affordability	Promote mix of housing types and affordability by working with developers	On-going	Dependent on Developer Interest ; no properties have come available this calendar year
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	One year	Effort has begun, draft Ordinance in process, expected hearing date 2014. Existing 79-unit, 100% affordable, San Clemente Housing project referenced above includes 31 "extremely low-income" housing" units
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)	On-going	On-going; fees are presently collected for affected projects
Program H-2.4.b / H.4.7.a Affordable Housing Fund	Continue to administer the Town's Affordable Housing Fund (CMC Chapter 3.48)	On going	Continue to administer the Housing Fund for qualifying projects

Table C

Program H-2.4.c Affordable Housing Fund Ordinance Update	Update Affordable Housing Fund Ordinance as needed reflecting current housing costs	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-2.5.b Employee Housing bonus units	Offer density bonus as an incentive to providing employee housing in overlay districts	On-going	Dependent on Developer Interest ; no properties have come available this calendar year
Program H-2.6.a. First-time Homebuyer programs	Support first-time homebuyer programs as funding comes available	On-going	Forward Marin Housing Authority announcements on town's Monthly Newsletter
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	On-going	Continue to administer the Housing Fund for qualifying projects
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
Program H-2.7.c. Actions for Robin Drive	Implement the mandatory Second Unit requirement for development on this site	On-going	Dependent on Developer Interest ; no development proposal has been submitted this calendar year
Program H-2.7.d. Actions for 1421 Casa Buena Drive	Facilitate development of 1421 Casa Buena Drive which is designated Medium Density Residential	On-going	Project Application has been submitted and town staff is actively processing the project
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
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
Program H-2.8.b Expansion Village Shopping Center	Facilitate development up to the allowed 300 units in the Overlay district	Dependent Developer Interest	Dependent on Developer Interest; no interest beyond commercial uses at this point
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 or upon developer interest	Due to loss of staff resources, rezoning effort has been postponed, but intended to complete before 2016.
Program H-2.11.a Corte Madera Sq. Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	On-going	Due to lack of staff and financial resources, Community Plans have not been established.

Town of Corte Madera

Reporting Period: January 1, 2013 – December 31, 2013

Table C

Program H-2.11.b San Clemente/ Paradise Drive Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	On-going	Due to lack of staff and financial resources, Community Plans have not been established.
Program H-2.11.c Fifer Ave / Tamal Vista Boulevard Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	On-going	Due to lack of staff and financial resources, Community Plans have not been established.
Program H-2.11.d Tamalpais Drive/ Casa Buena Drive Community Plan	Prepare Community Plan to encourage mixed-use development including affordable housing	On-going	Due to lack of staff and financial resources, Community Plans have not been established.
Program H-2.11.e Transit Oriented Development Standards	Establish standards and procedures in the Community Plans to promote TOD.	On-going	Due to lack of staff and financial resources, Community Plans have not been established.
Program H-2.11.f Regional Transportation/ Housing Activities	Coordinate with regional transportation planning activities and facilitate TOD using incentives through regional transportation plans	On-going	Town would only consider this program if the development is consistent with the underlying zoning densities
Program H-2.12.a Shopping Center Development	Where consistent with General Plan land use policies, of Mixed-Use zoning to promote housing in shopping center development projects	On-going	Dependent on Developer Interest ; no potential properties have come available in this calendar year
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	On-going	Application has been submitted at 1421 Casa Buena and town staff is actively processing with use of State Density Bonus
Program H-2.14.a Affordability controls	Require deed restrictions to maintain affordability as a condition of approval for affordable housing projects	On-going	This is a standard requirement for all projects with inclusionary affordable units
Program H-2.14.b/ H-3.6.a Affordability Mgt/ At risk aff. units	Continue contractual agreement with Marin Housing Authority to manage affordable housing stock in Corte Madera	On-going	On-going implementation of the Ordinance
Program H-2.15.a Affordable Housing Overlay Zones	Continue to allow affordable housing projects within Overlay Districts	On going	Property developed for the 79-unit, 100% affordable housing project, San Clemente Housing, was rezoned for up to 25 units/ acre; project was constructed, is occupied and managed by non-profit housing agency
Program H-2.16.a Affordable Housing Ordinance	Continue to implement the Affordable Housing Ordinance in the Municipal Code	On-going	On-going

Town of Corte Madera

Reporting Period: January 1, 2013 – December 31, 2013

Table C

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, rezoning effort has been postponed, but intended to complete before 2016.
Policy H-2.19 Second Dwelling Units	Encourage well-designed, legal second units in all residential neighborhoods	On going	Zoning Ordinance Amendment No. 886 continues to allow a streamlined process to permit Second Units in conformance with State law
Program H-2.20.a Requirement for Second Units in new developments	Amend Zoning Ordinance to require Second Units as a condition of a Parcel or Tract Map	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-2.21.a Second Unit Amnesty	Establish amnesty program for existing Second Units constructed without prior authorization meeting certain criteria	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
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	Due to loss of staff resources, rezoning effort has been postponed, but intended to complete before 2016.
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 been postponed, but intended to complete before 2016.
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	Due to loss of staff resources, rezoning effort has been postponed, but intended to complete before 2016.
Program H-3.1.a Adopt Residential Design Guidelines	Adopt Design Guidelines for those specific individual residential neighborhoods throughout town	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
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, implementation of this Program is not in place
Program H-3.2.a Housing Design Principals	Adopt residential Design Guidelines	Three years	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-3.3.a Residential Scale and Character	Require new housing developments are of high quality and compatible with the existing residential character	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-3.5.a Condominium Conversion Ord.	Continue to enforce the criteria included in the condominium conversion ordinance	On-going	On-going; current ordinance is being enforced

Town of Corte Madera

Reporting Period: January 1, 2013 – December 31, 2013

Table C

Policy H-3.6 / Program H-3.6.a Protection of Existing Affordable Housing	Continue to fund Marin Housing Authority's program to monitor "at risk" affordable units with deed restrictions; there are 31 below market ownership units in Corte Madera	On going	This program is funded annually
Policy H-3.7 / 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	On going	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.
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	On-going	Public Nuisance Section 9.04 and 9.05 were adopted by Town Council on June 7, 2011
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	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-4.2.a Neighborhood Meeting Procedures	Adopt procedures for developers to meet with neighbors prior to development application submittals	Two years	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
Program H-4.3.a Inter-jurisdictional Planning	Collaborate with other Marin jurisdictions for efforts to plan for and provide housing	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-4.4.a Planning & Building Department	Departments will continue to provide lead responsibility implementing town's housing policies and programs	On-going	On-going 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	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
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.	On-going	Due to lack of staff and financial resources, implementation of this Program is not in place
Program H-4.8.a Housing Element Review	Comply with requirements for Housing Element Annual Review Report	On-going	Calendar year 2013 Housing Element Annual Review Report is currently being prepared

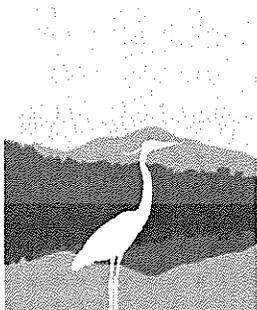
Town of Corte Madera

Reporting Period: January 1, 2013 – December 31, 2013

Table C

Program H-4.8.b Housing Element Update	Undertake Housing Element Updates in accordance with State Law	On-going	On-going: Updates to take place following Housing Element Annual Review Report
Program H-4.8.c Actions for Corporation Yard	Develop concept plan for developing and financing affordable housing project on this site if relocation is feasible	Dependent on availability of relocation site	No relocation sites are available at this time, no active efforts to proceed with this program
Program H-4.8.d Actions for Madera Bay Park	Town would consider amendment to Land Use Designation if site constraints, including proximity to wetlands, can be adequately mitigated	Dependent on developer interest	No development proposal has been submitted for analysis
Program H-4.9.a General Plan Amendments	Preserve medium density and high density zoning that is currently in place to protect housing development opportunities	On-going	No rezoning applications contrary to this program have been proposed for review

AGENDA



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

www.ci.corte-madera.ca.us

CORTE MADERA TOWN COUNCIL AND SANITARY DISTRICT NO. 2 BOARD TOWN HALL COUNCIL CHAMBERS 300 TAMALPAIS DRIVE

TUESDAY, MARCH 18, 2014

7:15 P.M. – PLEASE NOTE CHANGE OF TIME

ROLL CALL SALUTE TO THE FLAG

7:00 p.m. - CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Labor Negotiator: Town Manager; Town of Corte Madera Unrepresented Staff
Pursuant to Cal. Gov't Code Section 54957.6

7:15 p.m. – REGULAR SESSION

Interview – Accessibility Advisory Commission

Patricia "Pati" Stoliar

1. PRESENTATIONS

PowerPoint Presentation by Bob Curry, Marin County Department of Health and Human Services Tobacco Related Disease Control Program

2. OPEN TIME FOR PUBLIC DISCUSSION

Please confine your comments during this portion of the agenda to matters not already on this agenda. Speakers will be limited to three (3) minutes unless otherwise specified by the Mayor or the Presiding Officer.

The public will be given an opportunity to speak on each agenda item at the time it is called. The Council may discuss and/or take action regarding any or all of the items listed below. Once the public comment portion of any item on this agenda has been closed by the Council, no further comment from the public will be permitted unless authorized by the Mayor or the Council and if so authorized, said additional public comment shall be limited to the provision of information not previously provided to the Council or as otherwise limited by order of the Mayor or Council.

3. COUNCIL AND TOWN MANAGER REPORTS

- Town Manager Report
- Council Reports

4. CONSENT CALENDAR

The purpose of the Consent Calendar is to group items together which are routine or have been discussed previously and do not require further discussion. They will be approved by a single motion. Any member of the Town Council, Town Staff, or the Public may request removal of an item for discussion. Rescheduling of the item(s) will be at the discretion of the Mayor and Town Council.

- 4a. Approve Warrant and Payroll for the Period 2/28/14 through 3/13/14: Warrant Check Numbers 207747 through 207848, Payroll Check Numbers 4568 through 4575; Direct Deposit Numbers 24280 through 24357, Payroll Wire Transfer Numbers 1674 through 1677 and Wire Payment of 4/1/14
- 4b. Approval of Necessary Funds for Vice Mayor Carla Condon to Attend the League of California Cities Policy Committee Meeting on April 4, 2014 in Ontario, California and attend the League of California Cities Annual Conference September 3-5, 2014 in Los Angeles, California
Memo from Town Manager/Town Engineer
- 4c. Adopt Resolution No. 13/2014 Authorizing the Examination of Transactions (Sales) and Use Tax Records
Report from Director of Administrative Services
- 4d. Request to use the Town Park for the AVON Walk for Breast Cancer Event July 11 through July 13, 2014
Memo from the Director of Parks and Leisure Services

5. PUBLIC HEARINGS

- 5a. Hold Second Reading and Adopt Ordinance 939 Approving the Change in the Zoning Designation from C-1 Local Shopping District to R-2 Low-Density Multiple-Residential District at 103 Corte Madera Avenue, APN 025-011-12, in Accordance with the Town of Corte Madera Municipal Code, Chapter 1836, and the Conservation and Planning Law of the State of California
Memo from Director of Planning and Building

6. BUSINESS ITEMS

- 6a. Approve the Annual Progress Report (APR) for Calendar Year 2013 (4th Cycle Housing Element) as Submitted by Staff and Transmit Same to HCD and the Governor's Office of Planning and Research
Memo from the Director of Planning and Building
- 6b. Approve Using the new Expedited Review Process offered by HCD as Outlined in the Staff Report for the 5th Cycle Housing Element
Memo from the Director of Planning and Building
- 6c. Approve Minutes of March 4, 2014 Regular Town Council Meeting
- 6d. Approve Minutes of March 10, 2014 Special Town Council Meeting

7. ADJOURNMENT

TOWN COUNCIL STAFF REPORTS ARE USUALLY AVAILABLE BY 5:00 P.M., FRIDAY PRIOR TO THE COUNCIL MEETING, AND MAY BE OBTAINED AT THE CORTE MADERA TOWN HALL, OR BY CALLING 927-5050. AGENDA ITEMS ARE AVAILABLE FOR REVIEW AT CORTE MADERA LIBRARY, FIRE STATION 13 (5600 PARADISE DRIVE) AND THE TOWN HALL. IF YOU CHALLENGE THE ACTION OF THE TOWN COUNCIL IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE

PUBLIC HEARING DESCRIBED IN THIS AGENDA, OR IN WRITTEN CORRESPONDENCE DELIVERED TO THE TOWN CLERK, AT OR PRIOR TO THE PUBLIC HEARING.

Any member of the public may request placement of an item on the agenda by submitting a request to the Town Clerk. The public is encouraged to contact the Town Manager at 927-5050 for assistance on any item between Council meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Town Clerk at 415-927-5086. For auxiliary aids or services or other reasonable accommodations to be provided by the Town at or before the meeting please notify the Town Clerk at least 3 business days (the Thursday before the meeting) in advance of the meeting date. If the town does not receive timely notification of your reasonable request, the town may not be able to make the necessary arrangements by the time of the meeting.

1 following vote: Ayes: Bailey, Condon, Furst, Ravasio and Lappert; Noes:
2 None.

3
4 Adopt Ordinance 939 Approving the change in the Zoning Designation from
5 C-1 Local Shopping District to R-2 Low-Density Multiple-Residential District
6 at 103 Corte Madera Avenue, APN 025-011-12, in Accordance with the Town
7 of Corte Madera Municipal Code, Chapter 1836, and the Conservation and
8 Planning Law of the State of California
9

10 **6. BUSINESS ITEMS**

- 11
12 6a. Approve the Annual Progress Report (APR) for Calendar Year 2013 (4th Cycle
13 Housing Element) as Submitted by Staff and Transmit Same to HCD and the
14 Governor's Office of Planning and Research
15 Memo from the Director of Planning and Building
16

17 Assistant Attorney Veronica Nebb said this is the Annual Report to the State relating to the
18 Housing Element Progress Report which is required pursuant to California law. The
19 purpose of the report is to show how the Town did on its policies and programs adopted in
20 the previous housing cycle. Attachment C or Table C outlines each of the policies and
21 programs, states where the Town is with them and the status of the implementation
22 thereof, and staff can speak about any of those with specificity. The remainder of the
23 report identifies the number of housing units or building permits starts during the planning
24 period, and staff will submit the report to the state. Primarily, the purpose of the report is
25 more local; to think about where the Town is in its implementation as it moves forward.
26 The good thing about the timing of this is that it is a first step and check-in as they move
27 into the next cycle of where the Town was with these programs and policies and starts
28 them thinking of which have been already implemented, those that need to be
29 implemented or those they may be considering for changes in the next cycle.
30

31 Mayor Lappert confirmed there were no questions of the Council and he called for public
32 comment.
33

34 Public Comment

35
36 David Kunhardt, 141 Hill Path, asked what the timeline of the report is.
37

38 Ms. Nebb stated that assuming if it approved by the Council, the annual report is submitted
39 to the state on or before April 1st of each year.
40

41 Councilmember Furst said TAM now has a planner on staff who is Linda Jackson. Last year
42 she did a report that had much of the same information, such as how much housing, RHNA
43 allocation for a couple of different cycles, and what was actually built. Corte Madera looked

1 pretty good, but she questioned if this report had been updated and, if it was updated, if
2 this could be requested of TAM. Ms. Nebb said theoretically all other jurisdictions should be
3 doing their reports at the same time and all of the annual reports should be publicly
4 available on the HCD website as well as each jurisdiction's websites.

5
6 MOTION: Moved by Ravasio, seconded by Bailey, and approved unanimously by the
7 following vote: Ayes: Bailey, Condon, Furst, Ravasio and Lappert; Noes: None
8 (5-0).

9
10 To Approve the Annual Progress Report (APR) for Calendar Year 2013 (4th
11 Cycle Housing Element) as Submitted by Staff and Transmit Same to HCD and
12 the Governor's Office of Planning and Research.

13
14 6b. Approve Using the new Expedited Review Process offered by HCD as
15 Outlined in the Staff Report for the 5th Cycle Housing Element
16 Memo from the Director of Planning and Building

17
18 Assistant Town Attorney Veronica Nebb gave the staff report, stating this is an item
19 relating to the staff's Work Plan relative to the 5th Housing Element cycle. Staff has put
20 together this report in order to address the next cycle. When RHNA numbers came out for
21 the next cycle, the Town's numbers dropped substantially down to 72 dwelling units from
22 the 244 units in the previous cycle. To be clear for the benefit of the public, this changed
23 from 244 units to the 72 units in this cycle is not cumulative. Therefore, they are only
24 dealing with 72 units in this cycle and not what is left over from the 244 units. She said this
25 is substantially good news for Corte Madera as it moves into the next cycle because the
26 previous cycle dealt with the need to address 244 units and now we are looking at 72, a
27 substantially reduced work plan to undertake in the next cycle.

28
29 What this means is they have some opportunities for cost savings, opportunities to not
30 need to look for any rezonings, new properties, increases in densities, and they have
31 production from the previous cycle as was indicated in the previous agenda item.

32
33 Staff has proposed a Work Plan that begins to be addressed on page 3 of the staff report
34 which she said she will summarize. The Work Plan involves engaging contract staff to assist
35 in the preparation and implementation in the Housing Element Update process. As Council
36 is aware they are very short of staff in the planning department. As they move into the
37 Housing Element itself, there is a lot of actual work that will take place in reviewing, setting
38 up public meetings and workshops, getting out increased and appropriate notice to attend
39 workshops and opportunities for public input which will stretch current staff fairly thin.

40
41 They are not suggesting doing any consultant process but some adjunct staff or contract
42 help so the next Housing Element Cycle is driven by the Council, the Planning Commission
43 and the community as opposed to consultant drive which they heard out of the last process