

**TOWN OF CORTE MADERA
PLANNING AND BUILDING DEPARTMENT**

MEMORANDUM

September 10, 2009

TO: Citizens' Advisory Committee for the Housing Element

FROM: Robert Pendoley, Planning Director / Assistant Town Manager

SUBJECT: September 16, 2009 Agenda

Our goals for the September 16 meeting are to finish getting organized and to start work on the "existing need" and "review and revise" sections of the work program. This memo provides background for the items on your meeting agenda.

1. Welcome

We will start at 7:00 PM.

2. Public comment

At the September 2 meeting, members asked for Public Comment time to be early on the agenda so that people in the audience won't have to wait until the end of the meeting to speak to you about items that are not on the agenda.

3. Continued Business

The Committee has three carry-over items from the September 2 meeting:

3. A. Adopt Meeting Guidelines

The Meeting Guidelines (Attachment 1) have been revised to state that the Committee will have a Chair and Vice Chair. Also, a provision has been added to specify the order of speaking on agenda items to indicate when audience members will be invited to talk on an item. Changes are shown in **red font**. The Committee should vote to adopt the Guidelines when the members are satisfied with the revisions.

3. B. Elect Chair and Vice Chair.

I will ask for nominations, with seconds, for Chair. When all of the nominations are in, I will ask the members to vote. The nominee with a majority of the quorum will be elected. The new Chair will run the election for Vice Chair in the same manner.

3. C. Work Program

The revised draft Work Program (Attachment 2) lists a community workshop on November 18 with a tentative agenda that includes a presentation on goals. Please discuss the revised Work Program and give direction as appropriate.

4. New Business

4. A. Discussion of draft Evaluation of 2002 Housing Element Policies and Programs

Government Code Section 65588 requires: "Each local government shall review its housing element as frequently as appropriate to evaluate all of the following: (1) The appropriateness of the housing goals, objectives, and policies in contributing to the attainment of the state housing goal. (2) The effectiveness of the housing element in attainment of the community's housing goals and objectives. (3) The progress of the city, county, or city and county in implementation of the housing element."

The California Department of Housing and Community Development (HCD), which oversees the Housing Element process, calls this the "review and revise" requirement. Review and revise requires analysis in three areas:

- Effectiveness of the Element – a description of actual results.
- Progress in implementation – each program should be analyzed to compare what was projected in the Element to what was achieved.
- Appropriateness of goals, objectives, and programs – a description of what should be retained or changed.

The draft evaluation that was distributed at your September 2 meeting follows the matrix format that HCD recommends. I suggest that the evaluation matrix should be Appendix A to the Housing Element. Once the Committee has signed off on the evaluation matrix (with revisions you may recommend), I will draft a summary of the evaluation findings that can be included in the Introduction to the Housing Element.

An important bottom line on the evaluation is whether the Town zoned adequate sites to accommodate its RHNA numbers. If the Town had failed to provide adequate sites, the unmet portion of the last RHNA allocation would be carried over to the Housing Element we are currently developing. On the other hand, the Town can take credit for units that were under development after the first of the year in 2007, which is the case for Corte Madera. The following table compares Corte Madera's housing production since 1999 to the RHNA numbers for the old and new Housing Elements.

| Income Category | Extremely Low | Very Low | Low | Moderate | Above Moderate | Total Units |
|--|----------------------|-----------------|------------|-----------------|-----------------------|--------------------|
| 1999 – 2006 RHNA | | 29 | 17 | 46 | 87 | 179 |
| Units Approved or Built 1999 - 2006 | | | | | | |
| • Aegis | | | | | 118 | 118 |
| • San Clemente Place | | 60 | 18 | 1 | | 79 |
| • Single family homes | | | | | 9 | 9 |
| • Second units | | 4 | 4 | 2 | | 10 |
| 1999 – 2006 totals | | 64 | 22 | 3 | 127 | 216 |
| 2007 -2014 RHNA | 34 | 34 | 38 | 46 | 92 | 244 |
| Units Built 1/1/07 to 6/30/08 | | | | | | |
| • San Clemente Place | 31 | 29 | 18 | 1 | | 79 |
| Remaining Need | 3 | 5 | 20 | 45 | 92 | 165 |

Please review the draft Evaluation of 2002 Housing Element Policies and Programs. It should be behind tab #2 in your binder. Does the analysis in the draft evaluation make sense? Does it provide enough information? Can you agree with the "Recommendations

for the Housing Element Update” that are suggested for each program? I will assist you with your discussion of the draft evaluation.

For more information on HCD’s expectations for the review and revise section, see their website at

hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php

4. B. Discussion of Housing Needs Analysis

From the HCD website: “Housing element law requires local governments to adequately plan to meet their existing and projected housing needs, including their share of the regional housing need. A complete analysis should include a quantification and a descriptive analysis of the specific needs and resources available to address identified needs.”

As indicated in the work program, Chapter 2 of the Element will be an analysis of existing housing need. The draft Housing Needs Analysis attached to this memo (Attachment 3) closely follows the suggestions on HCD’s website. Hopefully, you will find that most of the data and analysis in the draft is self explanatory. We will be required to include a discussion of “strategies and programs” to meet each of the needs identified in this analysis. These discussions should include a description of available resources and a description of the programs in the new Housing Element that are designed to address the need. I have included a discussion of resources for most of the identified needs. Obviously, we can’t describe the programs since they haven’t been developed yet. However, this would be appropriate time to begin to discuss the programs that might be developed and included in the new Housing Element to address identified needs. I have highlighted areas in the draft Housing Needs Analysis that need to be supplemented with a discussion of programs.

Please read the draft Housing Needs Analysis. Is this material readable (feel free to suggest grammar and other edits)? Are the needs adequately documented and described? What conclusions do you draw in terms of what our housing priorities should be? I will make a short presentation on the material and help with your discussion. Based on your comments, I will revise this material for your next meeting.

Conclusion

This is an ambitious agenda. I think a reasonable goal would be to discuss the entire evaluation at this meeting so that I can deliver a final draft for sign-off at your September 30 meeting. I suggest that we try to get half way through the draft Housing Needs Analysis at this meeting and plan to continue that discussion on September 30. If we can wrap up the discussion of needs on the 30th, I will deliver revised text for the Housing needs Analysis for your October 21 meeting.

As always, if you have any questions before the meeting, don’t hesitate to call me at 927-5066. My e-mail address is

rpendoley@ci.corte-madera.ca.us

Have a great weekend.

Attachments

Attachment 1. Revised meeting Guidelines

Attachment 2. Revised Work Program

Attachment 3. Draft Housing Needs Analysis

Attachment 4. Draft Meeting notes, September 2, 2009

Attachment 1
Revised Meeting Guidelines

Attachment 2
Revised Work Program

Attachment 3
Draft Housing Needs Analysis

Attachment 4

Draft Meeting Notes, September 2, 2009