TOWN OF HILLSBOROUGH

SAN MATEO COUNTY

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General Plan Annual Progress Report

2011

Introduction:

Government Code Section 65400 requires that all cities and counties do the following:

- Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan; and

- Submit to their legislative bodies an annual report on the status of the General Plan and progress in its implementation. A copy of the Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). The report shall include the status of the plan and progress in its implementation and the progess in meeting its share of regional housing needs, and local efforts to remove governmental constraints to the maintenance, improvement and development of housing.

OPR indicates that the main purpose and most important function of the Progress Report is to provide local legislative bodies with information regarding implementation of the General Plan. The Progress Report should provide a clear correlation between land-use decisions that have been made during the year and goals, policies and implementation programs of the adopted General Plan. Providing a copy of the report to HCD fulfills a statutory requirement to report certain housing information, including the local agency's progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (as defined in Government Code Sections 65584 and 65583).

Hillsborough is somewhat unique in that there is only one zoning district in the Town and one predominant land use, single-family residences. Therefore, there are not significant decisions related to land uses being made in Hillsborough, as there are in other cities in the State of California.

Agency-Initiated Planning Activities:

- ✓ Completed survey of second units regarding use, rent range and number of bedrooms.
- ✓ Commenced design guidelines for faculty housing on private school property.
- ✓ Created housing website.

General Plan Amendments Initiated by the Public: None

Development Applications Processed:

ADRB APPLICATIONS	2011	
December	month	YTD
New Houses:		
those associated with teardowns	2	13
those on vacant lots	1	1
Total New Houses Approved by the ADRB	**3**	14
Other Applications Approved by the ADRB	**3**	41
Administrative Review - Applications Received		178
Administrative Review - Approvals	**2**	**145**
TOTAL APPLICATIONS APPROVED	8	**200**

Subdivisions

No subdivisions were processed within this time period.

Housing Information:

On June 11, 2009 the City Council adopted the 2009 Housing Element. Additionally, on July 1, 2009 the California Department of Housing and Community Development certified the Town's Housing Element. The Certified 2009 Housing Element identifies a need for 86 new units to be constructed between 2007 and 2014, 34 of which should be within lower income categories. The 2009 Housing Element demonstrates a possible total of 151 newly constructed units, more than enough to meet the overall projected housing need of 86 units within the necessary income levels for the planning period. In 2011 permits for 24 new units were issued, 14 of which were for second units.

Additionally, following is a summary of the Town's progress with regard to the goals, policies and programs of the 2009 Housing Element.

2009 Housing Element Goals, Policies and Programs:

Goal 1 Increased housing opportunities in Hillsborough and surrounding communities.

Policy 1-A Actively participate in meeting the housing needs of the community.

Program 1-A1 Appoint one Councilmember to work on subregional housing efforts.

The City Council has designated Mayor Tom Kasten to represent the Town and provide continuing participation in subregional efforts.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: Not Applicable (NA)

Program 1-A2 Work with nearby communities to explore subregional housing needs and solutions.

1. Work with other communities on cooperative solutions to regional housing problems. (For example, work with nearby communities to explore subregional housing needs and solutions; work with similar communities to explore legislative needs and changes.)

2. Develop innovative ideas for increasing the availability of housing.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: Not Applicable (NA)

The Town of Hillsborough provides financial and volunteer support to numerous housing organizations. Hillsborough Mayor Tom Kasten continues to serve on the Housing Endowment and Regional Trust (HEART) governing board, which includes representatives from the community, businesses, nonprofits, member cities, and the County. He also serves as Co-chair of HEART's Legislative Committee. Mayor Christine Krolik serves as the Chair on the board of Shelter Network, and is a volunteer with Home and Hope. Council members and Town Building and Planning staff also participate in "Affordable Housing Week" and the "Housing Leadership Day" sponsored by the Housing Leadership Council.

Program 1-A3 Work with local institutions under Chapter 17.16 of the Zoning Ordinance to consider developing employee housing on existing institutional lands in Hillsborough.

The Burlingame Country Club (located in Hillsborough) and the town's two private schools provide a total of three housing units for employees. The zoning ordinance was amended in 2003 to permit "multifamily rental housing on the school site for use and occupancy by faculty and other employees of the school" (§17.16.030(E)) and "on the country club site for use and occupancy by employees of the country club" (§17.16.010(A)(2)). Accordingly, such institutions can now build multifamily units which are not subject to the half-acre minimum lot size. This program has the potential to provide affordable housing where none existed and to reduce commute traffic. Salaries of staff range from $35,000 to $100,000. One of the Town's private schools is considering constructing employee housing on their property in the future.

Responsibility: *City Council*

Time Frame: *2007-2014*

Quantified Objective: *15 units, as follows: 8 very-low income units; 6 low income units; one moderate income unit.*

Program 1-A4 Work with local institutions to draft and adopt guidelines for multifamily employee housing on existing institutional lands in Hillsborough during the planning period.

An applicant wishing to develop multifamily employee housing on private school properties in Hillsborough is required to present the Town with an amendment to the school's "permit to operate." All other characteristics of the development (lot coverage, floor area, parking, landscape requirements, etc.) are currently reviewed on a case-by-case basis in accordance with the design guidelines, and with an emphasis on relating the development to its context both on and off site. Development of design guidelines specific to multifamily employee housing is in process.

Responsibility: *City Council*

Time Frame: *2011*

Quantified Objective: *Not Applicable (NA). Included in 1-A3 above.*

Program 1-A5 Work with local and nearby districts (including but not limited to the San Mateo County Community College District) to promote and support the development of affordable housing for faculty, staff, and others on existing institutional lands.

This program does not require any change to Hillsborough codes, as the lands are likely to be outside of the Town limits and/or not subject to local zoning. It also has the potential to provide affordable housing where none existed. Town staff has engaged in discussions with the community college district to encourage the development of affordable multifamily housing on existing institutional lands.

Responsibility: *City Council*

Time Frame: *2009-2014*

Quantified Objective: *NA*

Program 1-A6 Evaluate and report annually to the City Council on progress in developing cooperative solutions to regional housing problems.

Hillsborough has been and continues to be actively involved in subregional housing planning efforts. Mayor Tom Kasten represents the Town on the San Mateo County City/County Association of Governments (C/CAG), the countywide subregional body which oversees the Housing Element Regional Housing Needs Allocation (RHNA) through a Policy Advisory Committee (PAC). Additionally, a member of the Town Building and Planning staff serves on the organization's Technical Advisory Committee (TAC). These representatives report periodically to the City Council. Additionally, Housing Element programs, are reported formally to the Council in a public hearing annually by the presentation of this report.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: NA

Program 1-A7 Continue Town contributions to San Mateo County homeless and transitional housing programs. Enhance regional and subregional housing efforts by exploring partnerships through existing programs.

The Town's Police Department records and the San Mateo County Homeless Census show no homelessness in Hillsborough. However, the Town committed long ago to work jointly with other San Mateo County cities toward alleviating the problem of homelessness in the County. Hillsborough was one of the first cities to contribute to a trust fund established in the 1990s to financially support homeless shelters and transitional housing. In the fiscal year 2010–2011, the Town contributed approximately $9,000.00 to Shelter Network, HIP Housing, Jobs for Youth, Sustainable San Mateo County and HEART.

The Town's policy is to continue to work to address the problem on a subregional basis with other cities and through nonprofit organizations as the most effective way to meet the special housing needs of those who are homeless and at-risk of becoming homeless.

Note: Emergency shelters and transitional housing for the homeless are covered under Goal 3, "A continuum of housing opportunities for members of the Hillsborough community in all stages of life." Program 3-A2 covers supportive and transitional housing; Program 3-A5 covers emergency shelters.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: $6,600 annual funding

Policy 1-B Facilitate the private development of housing in Hillsborough.

Program 1-B1 Process design review applications and building permits promptly.

The prompt processing of subdivision and design review applications and building permits has resulted in average construction rates for single family residences and above average rates for second units, consistent with projected demand for housing in Hillsborough. The Town continues to assist in the housing development process. During the calendar year 2011, the Town permitted 15 net new housing units, bringing the total net new housing units to approximately 100 for the 2007-2014 Housing Element cycle. Of these 100, approximately 80 were second units.

Responsibility: Building and Planning Department

Time Frame: 2007-2014

Quantified Objective: 36 above-moderate income units

Program 1-B2 Continue to waive planning and building permit fees for second units. (Cf. Program 3-C1.)

Following adoption of the 1999-2006 Housing Element in 2002 and a Second Unit ordinance in 2003, the construction of second units jumped from an average of one per year to an average of 15.5. The Town continues to waive the planning and permit costs associated with second units.

For other programs relating to second units, see 3-C1, 3-C2, 3-C3, and 3-D1.

Responsibility: Building and Planning Department

Time Frame: Ongoing

Quantified Objective: NA (See objective for Program 3-C1)

Policy 1-C Use vacant land on the periphery of Hillsborough to increase housing opportunities.

Program 1-C1 Consider annexations of land adjacent to Hillsborough that permit housing opportunities.

Staff discusses the Town's housing needs with potential developers who are or may be interested in annexing and subdividing, while at the same time calling the developers' attention to the potential for second units. Using the middle of the range from a 2008 report prepared specifically for San Mateo County, 85 percent of all second units are affordable to lower income households, as follows: a conservative estimate is that 55 percent are free and are therefore affordable to extremely low income households; an additional 10 percent are affordable to very low income households; and an additional 20 percent are affordable to low income households. If annexation during the period 2007-2014 were to produce 12 additional units, staff expects that at least eight of those would have second units, with one unit affordable to moderate-income households, and seven affordable to low, very-low, and extremely low income households.

Together, programs 1-C1 and 2-A1 show potential for 12 second units if properties are annexed and subdivided. With the primary program for second units (3-C1) estimated to produce 70 units, the Town has the potential for a total of 82 new second units during the current planning period. To date, the Town has approved approximately 80 second units during the current Housing Element cycle.

Responsibility: *Building and Planning Department, City Council*

Time Frame: *2007-2014*

Quantified Objective: *20 units as follows: 12 Above-Moderate units, 1 moderate income second unit, 2 second units affordable to low income households, 1 affordable to very-low income households, and 4 affordable to extremely low income households.*

Goal 2 Housing consistent with the character of the community.

Policy 2-A Allow subdivision of existing vacant lots larger than one acre.

Program 2-A1 Continue to permit subdivision of vacant parcels that are large enough to accommodate two or more half-acre lots, but which cannot meet street frontage or lot width requirements.

Hillsborough modified its subdivision ordinance in 2003 to permit subdivision of these lots, thereby accommodating additional housing units without altering the large-lot residential character of the community. During 2011, one qualifying subdivision proposal was under Town review.

Responsibility: *Building and Planning Department, City Council*

Time Frame: *2007-2014*

Quantified Objective: *10 units as follows: 6 above-moderate income units; 1 second unit affordable to low income households, and 3 second units affordable to extremely-low income households.*

Policy 2-B Use a density bonus to encourage the creation of affordable housing in future subdivisions.

Program 2-B1 Continue to use the density bonus, as provided by Chapter 17.60 of the Hillsborough Municipal Code, to encourage affordable or senior housing or both, as well as affordable housing for families of five or more persons.

The Town's density bonus ordinance provides incentives for affordable and senior housing to be added to small developments. Section 17.60.040(C) includes criteria by which the Council will evaluate such proposals from developers. The legislature changed the density bonus statute extensively in 2005, and the Town's ordinance was revised in 2010 to conform with State law.

Responsibility: *City Council*

Time Frame: *2007-2014*

Quantified Objective: *6 units as follows: 3 low income units; 3 units for moderate income seniors*

Goal 3 A continuum of housing opportunities for the members of the Hillsborough community in all stages of life.

Policy 3-A Allow board and care and related facilities, especially for elderly and disabled residents who wish to remain in the community.

Program 3-A1 As required by State law, continue to allow board and care facilities for six or fewer residents.

The intent of this program is to provide board and care opportunities for individuals, some of whom may be longtime Hillsborough residents who can no longer remain in their homes and who wish to continue living in Hillsborough.

Hillsborough has had several board and care facilities over the years.

Responsibility: *Building and Planning Department, City Council*

Time Frame: *Ongoing*

Quantified Objective: *4 houses serving 24 seniors, disabled, and other qualifying residents, as follows: 6 above moderate, 12 moderate income, and 6 low income.*

Program 3-A2 Assure that the Zoning Ordinance continues to treat supportive and transitional housing like single-family homes.

Section 17.16.010(d)(3) of the Hillsborough Zoning Ordinance specifically allows any use which may not be prohibited by State or federal law and which is otherwise not provided for. Supportive and transitional housing are examples of such uses. Additionally, the Town updated their Municipal Code in 2010 to more specifically allow these types of housing.

Responsibility: *City Council*

Time Frame: *Ongoing*

Quantified Objective: *NA*

Program 3-A3 Amend Section 17.16.010 of the Zoning Ordinance within one year of adoption of this housing element to clarify that transitional and supportive housing are allowed as permitted uses as required by State law.

The Hillsborough Zoning Ordinance, Section 17.16.010(d)(3), already allows "Any other use not otherwise provided for in this section and which, by state or federal law, may not be prohibited in the residence district." Uses which may not be prohibited by state law include transitional and supportive housing. Additionally, an ordinance amendment adopted in 2010 clarified for members of the community and sponsors of transitional and supportive housing that such housing is permitted in the same way as a single family residence would be.

Responsibility: *City Council*

Time Frame: *2009-2010*

Quantified Objective: *NA*

Program 3-A4 Inform local developers of opportunities to provide transitional and supportive housing.

The Town has developed a housing program website identifying transitional and supportive housing opportunities.

Responsibility: *Building and Planning Department*

Time Frame: *Ongoing*

Quantified Objective: *NA*

Program 3-A5 Amend Chapter 17.16 of the zoning ordinance within one year of adoption of this housing element to allow an emergency shelter at the Town's Civic Center within the former fire station as a permitted use, subject to standards, as required by State law.

The Town's former fire station has sufficient capacity to accommodate any need for Hillsborough's emergency shelter needs in a year-round shelter. The Ordinance Amendment, adopted in 2010, ensures that operation of the emergency shelter will be subject to the same development and management standards that apply to other developments in the Town's residential zoning district, and establishes written, objective standards for emergency shelters at the specified location.

Responsibility: City Council
Time Frame: 2009-2010
Quantified Objective: NA

Policy 3-B Continue to permit the renting of rooms in Hillsborough homes to provide additional housing opportunities for single people.

Program 3-B1 Continue to allow the renting of individual rooms in Hillsborough houses.

The Town does not require a business license for the renting of rooms, and has expanded its outreach efforts to the school community and Town Hall Staff for existing shared housing organizations within the county, so that the community and the support organizations know that the renting of rooms is allowed. Additionally, the Town's website now advertises home sharing opportunities and programs.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: NA

Program 3-B2 Continue to support and promote the shared housing concept.

In addition to partnering with HIP for shared housing, the Town is currently working with HIP to promote second units. The Town has developed a Housing website which includes a link to HIP and other organizations. Local information indicates that a number of the town's seniors want to share a room to help them out financially and physically but may not know how to proceed. Additionally, Staff published an article in the community newsletter for February 2010 highlighting the program and its opportunities.

Responsibility: City Council
Time Frame: Ongoing
Quantified Objective: 5 units housing the very-low income

Policy 3-C Continue to allow both attached and detached second units within the existing allowable Floor Area Ratio of Hillsborough homes.

Program 3-C1 Continue to promote and inform the public about the provisions of Chapter 17.52 of the Zoning Ordinance which allow "second units" to be (1) created within existing homes; (2) created by converting existing detached accessory buildings (freestanding cabanas or pool houses); (3) developed as new detached accessory buildings to existing homes; or (4) developed as part of newly constructed single-family residences—either as detached units or incorporated within the main house.

The Town has promoted the benefits of both attached and detached second units via the web site, community newsletter, in the field and at the counter, explaining the streamlined processes and fee waivers for second units as well as the opportunities for service/rent exchanges, generational family living and mortgage assistance.

In order to encourage the construction of some second units to meet the needs of large family households (five or more persons), the Town is promoting the construction of second units with multiple bedrooms and through the 2010 Ordinance Amendment can now provide additional flexibility in parking requirements for second units with three or more bedrooms. Planning and building permit fees for all second units continue to be, waived (see Program 1-B2).

Responsibility: *Building and Planning Department*

Time Frame: *2007-2014*

Quantified Objective: *70 units as follows: 5 above moderate income units, 5 moderate income units, 14 low income units, 7 very-low income units, and 39 units for extremely low income households.*

Program 3-C2 Amend the Zoning Ordinance to delete the prohibition against simultaneous renting of both a primary residence and second unit on the same property.

During the public outreach portion of the 2009 Housing Element adoption, concerns were raised by members of the community about only being able to rent either the second unit or primary residence, but not both. The Housing Element Implementation Ordinance adopted in 2010 included an elimination of this requirement, thereby allowing the simultaneous renting of both the primary residence and the second unit.

Responsibility: *City Council*

Time Frame: *2009-2010*

Quantified Objective: *NA*

Program 3-C3 Approve second units through an administrative process; ascertain intent for use of the second unit and level of affordability.

From 2003 to Fall 2008, local codes required second units over 500 square feet to be approved by the Architectural Design Review Board. In September 2008, the Town amended Chapter 17.52 of the Zoning Ordinance to allow second units up to the maximum of 1,200 square feet to be approved administratively, irrespective of location on the property or within a building.

As a way to obtain basic information about the uses of second units in the community in general, staff now collects surveys—for use in connection with second unit applications—a one-page anonomous questionnaire to ascertain the owner's initial intent for use of the unit (e.g., intergenerational family, housing for domestic workers, rental income, guest quarters, number of bedrooms, etc.) and initial rent level. The results show that approximately 30% of Hillsborough's second units are two or more bedrooms and that all of the units rented accommodated low income households. The rate of return for the survey was approximately 77%.

Responsibility: Building and Planning Department

Time Frame: 2008-2009

Quantified Objective: (See objective for Program 3-C1, above)

Policy 3-D Continue to allow existing second units to be used for rental housing whether the unit is attached to the main house or is a separate detached unit.

Program 3-D1 Renew, for an additional number of years, the provisions in §17.52.040 to convert existing, appropriate residential space to second units when upgraded to code.

During the 2011 year, the Town has continued marketing the conversion program through its web site, in the field and at the counter.

Responsibility: Building and Planning Department, City Council

Time Frame: 2009-2011

Quantified Objective: 20 second units as follows: 3 moderate income units, 2 very-low income units, 4 low income units, and 11 extremely-low income units.

Goal 4 Equal housing opportunities for all.

Policy 4-A Eliminate discrimination in housing based on age, race, color, religion, sex, marital status, national origin, ancestry, or occupation.

Program 4-A1 Continue to designate the City Attorney as the appropriate City official to receive and forward housing discrimination complaints for investigation and action.

Hillsborough supports fair access to housing for all persons without regard to race, color, religion, sex, marital status, national origin, or ancestry. Project Sentinel, whose services are funded by cities and counties, serves Hillsborough in helping people resolve housing problems. The nonprofit agency assists home seekers and housing providers through counseling, complaint investigation, mediation, conciliation and education. Additionally, the Town has developed a Housing website section, which includes information on this topic.

Responsibility: City Attorney, City Council

Time Frame: Ongoing

Quantified Objective: NA

Program 4-A2 Continue to implement Chapter 17.42 of the Zoning Ordinance (Reasonable Accommodation) to expedite retrofit efforts to comply with the Americans with Disabilities Act (ADA), require ADA compliance in all new development that is subject to ADA, and provide flexibility in the development of housing for persons with disabilities.

Since this program was implemented in June 2003, a number of applications have been approved to add elevators and wheelchair ramps, and to make other modifications to facilitate disabled access to homes and institutions.

Responsibility: Building and Planning Department, City Council

Time Frame: Ongoing

Quantified Objective: NA

Program 4-A3 Reach out to local service providers of special needs groups to assist in the identification and analysis of constraints to the provision of housing for persons with disabilities.

The intent of this program is to identify unmet needs and—to the degree possible—overcome any constraints, including lack of capacity and available resources. Section 17.42 of the Town's Municipal Code allows for exceptions to development standards based on the provision of reasonable accommodation to those with special needs. Additionally, the Town's Building and Planning Department has worked with the Center for Independence of the Disabled (CID) and through Building Code updates to identify and resolve constraints to providing housing for persons with disabilities.

Responsibility: Building and Planning Department, City Council

Time Frame: Ongoing

Quantified Objective: NA

GENERAL PLAN IMPLEMENTATION PLAN

Land Use Element	Responsibility	Timeframe
Action LU 1.1 The ADRB will apply the Hillsborough Residential Design Guidelines when reviewing new construction and significant remodeling.	ADRB, Building and Planning Department	Ongoing
Action LU 1.2 The Town will enforce its Residential Landscaping requirements to maintain the attractive visual character of Hillsborough, as well as to promote water conservation.	ADRB, Building and Planning Department	Ongoing Additionally, on June 14, 2010 the Town adopted an updated water efficient landscape ordinance consistent with Assembly Bill 1881
Action LU 1.3 The Town will enforce its Nuisance Ordinance, which allows for the clean-up of overgrown properties that pose a safety hazard or create a visual nuisance inconsistent with the character of Hillsborough	Code Enforcement	Ongoing
Action LU 2.1 The Town will enforce the Construction Management Ordinance to ensure the timely completion of construction projects.	Building Department	Ongoing
Action LU 2.2 The Town will explore methods to clarify for the public the Town's various development review and construction processes.	Planning & Building Departments	Ongoing
Action LU 3.1 The Town will provide for public review and involvement prior to approval of any proposed change to the conditions of a private school permit.	Building and Planning Department	Ongoing
Action LU 3.2 The Town will provide notice to the HCSD when a private school proposes new development or a change to operations so that the District may comment on the proposal.	Building and Planning Department	Ongoing
Action LU 4.1 The Town will continue to utilize its budget planning process to ensure that Town-provided services are maintained at a level that meets the community's needs.	Building and Planning Department	Ongoing

Action LU 4.2 The Town, in cooperation with the HCSD and San Mateo Union High School District, will continue to collect in-lieu fees, as allowed by State law, from new development for the construction of school facilities.	Finance Department	Ongoing
Action LU 4.3 The Town will support the HCSD in the preparation and implementation of its Facilities Master Plan.	Building Department	Ongoing
Action LU 4.4 The Public Works Department will continue to monitor water and sewer distribution and collection lines to determine those needing repair and provide needed repair, as feasible.	City Council, Public Works/Engineering Department	Ongoing
Action LU 4.5 The Town will continue to implement the Recycling of Construction and Demolition Ordinance to minimize the amount of construction debris disposed of in the landfill.	Public Works Director/Building & Planning Department	Ongoing
Action LU 4.6 The Town will continue to contract for the collection of household recycling from each home on a regular basis. When renewing or amending the contract, consideration will be given to the need to meet the State's 50% diversion requirements for solid waste, the ease of pick-up, hours of collection, visual design of recycling containers, location where containers are collected for pick-up and overall cost for recycling collection.	Public Works Director	Ongoing
Action LU 4.7 For Town contracted services, the Town will utilize the contract negotiation process to ensure that the specific needs of the community for various services, such as telecommunications, library and refuse collection, will be met by the selected service provided.	Department Heads	Ongoing
Circulation Element		
Action C 1.1 The Public Works Department will continue to utilize the Pavement Management System to plan for the on-going maintenance of the Town's roadways.	Public Works/Engineering	Ongoing

Action C 1.2 The Police Department will monitor accident reports and complaints to identify locations that are at high risk for accidents. They will work with the Public Works Department to identify and implement appropriate improvements to reduce the incident of accidents.	Police, Public Works/Engineering	Ongoing
Action C 2.1 The Town will work with SM County, the SFPUC and Caltrans to implement feasible improvements at the intersection of Black Mountain Road/Hayne Road/Skyline Blvd. to improve traffic flow or limit the amount of regional cut-through traffic traveling into the Town. Such improvements might include adding a separate eastbound left-turn land and a separate shared through/right-turn lane. The Town may consider adoption of traffic impact fees to fund the Town's share of improvements.	Police, Public Works/Engineering	Improvements at the intersection of Black Mountain Road/Hayne Road/Skyline Blvd. to improve traffic flow or limit the amount of regional cut-through traffic traveling into the Town are complete.
Action C 2.2 The Town will work with HCSD through the District's Facility Master Plan process to identify roadway improvements for site access and on-site circulation at the schools, as well as explore and implement traffic control programs to reduce congestion in the area around the public schools. The Town will also work with the District to identify and implement short-term measures, such as providing additional police presence, to address traffic congestion until long-term improvements are made.	Police, Public Works/Engineering	Ongoing
Action C 2.3 The Town will work with the School District and local private schools to develop a network for parents to facilitate organizing carpools as well as encouraging safe walking and biking.	Police	Ongoing
Action C 2.4 The Town will identify minimum Levels of Service for intersections and roadways shared with adjacent communities and pursue agreements with adjacent communities to maintain those intersections at the agreed upon Level of Service.	Police, Public Works/Engineering	Ongoing

Action C 2.5 While accepting a lower Level of Service where appropriate, the Town will monitor every 5 years via traffic counts roadway segments or intersections that are operating at LOS D or lower. The Town will explore feasible mitigation measures to reduce congestion at these locations.	Public Works/Engineering	2010 complete.
Action C 3.1 The Town will review all construction plans for conformance with Municipal Code parking requirements.	Building & Planning Department	Ongoing
Action C 3.2 The Town will update the parking strip requirement.	Public Works/Engineering	2008
Action C 4.1 The Town will coordinate with the School District and other entities to develop "Suggested Routes to School Plans" for all public and private schools in the Town. Plans shall identify all pedestrian and bicycle facilities, and traffic control devices for residents to determine the most appropriate travel routes. The plans shall also identify existing easements for potential use for off-street pedestrian pathways.	Police	Ongoing; annual updates
Action C 5.1 The Town will pursue the creation of an off-street bicycle trail along Crystal Springs Road, consistent with the County's Trail Plan and Bicycle Route Plan. In this effort, the Town will work with current property owners, including the SFPUC, to incorporate the trail into future development along the route. The Town will recommend that the County of San Mateo research, identify and compete for available funding to assist with the completion of the trail. Hillsborough will also request that the County and C/CAG study feasible alignments that would avoid negatively impacting sensitive biological resources located along San Mateo Creek.	Building and Planning Department/Public Works/Engineering	With development proposals along Crystal Springs Road

Action C 5.2 The Town will develop a community awareness program to encourage local use of safer bicycle routes, including referring residents to the C/CAG Bicycle and Pedestrian Advisory Committee's bicycle route map. The Town will include bicycle and pedestrian safety and enforcement when developing community awareness programs.	Police	Ongoing
Open Space and Conservation Element		
Action OSC 1.1 The Town will continue to cooperate with the HCSD through their Joint Powers Agreement to maintain the Hillsborough Recreation Department.	City Council, City Manager	Ongoing
Action OSC 1.2 The Town will adopt an ordinance in compliance with the Quimby Act to require new development to provide land dedication and/or in-lieu fees in the amount equal to 3 acres of parkland per 1,000 new residents.	Building and Planning Department	2006
Action OSC 3.1 The Town will evaluate the Tree Removal Ordinance to recognize the need to allow for a system of gradual replacement of important trees as they age to ensure that there is a mixture of healthy trees in the community and that there is not a period during which all of the trees die of old age at the same time.	Building and Planning Department	2009
Action OSC 3.2 The Public Works Department will be responsible for maintaining the health of trees on public property as necessary. Trees on private properties should be maintained by property owners.	Public Works/Code Enforcement	Ongoing
Action OSC 3.3 The Town will continue to direct residents to the procedures in the Voluntary Resolution of Disputes Regarding Trees and Views Ordinance to allow neighbors to come to agreement on a balance between the desire for larger trees and preservation of views.	City Manager, Code Enforcement	Ongoing

Action OSC 3.4 The Town will provide information to residents on how to reduce the impact of deer on private property, such as planting vegetation that deer generally dislike and fencing. Residents will be reminded that it is illegal to feed deer and that it poses a risk.	Newsletter/Building & Planning Department	As applicable and through landscape plan review.
Action OSC 4.1 The Town will adopt and implement a Creek Protection Ordinance to ensure that new development does not have a negative impact on creeks and streams.	Public Works/Engineering	CEQA currently being used.
Action OSC 4.2 The Town will continue to participate in the San Mateo Stormwater Pollution Prevention Program	Public Works/Engineering, Building Department	Ongoing
Action OSC 4.3 The Town will encourage property owners to incorporate water conservation techniques into their landscaping to reduce water usage.	City Council, Public Works, Building and Planning Department, Newsletter	Ongoing Additionally, on June 14, 2010 the Town adopted an updated water efficient landscape ordinance consistent with Assembly Bill 1881
Action OSC 5.1 The Town will continue to enforce the Historic Preservation Ordinance.	Building and Planning Department	Ongoing
Action OSC 5.2 The Town will require projects subject to CEQA to analyze impacts to cultural resources per state law.	Building and Planning Department	Ongoing
Action OSC 5.3 The Town will require construction projects to stop if archaeological or paleontological resources are uncovered during grading or other on-site excavation activities.	Building and Planning Department	Ongoing
Public Safety Element		
Action PS 1.1 The Central County Fire Department will review plans for all new buildings and major additions and make recommendations for modifications to reduce fire hazard.	Fire	Ongoing

Action PS 1.2 When property owners are not correctly maintaining their property, the Town will implement fire control maintenance measures as needed, provide necessary fire prevention improvements on properties that pose a public safety threat, and pass the costs on to the owners.	Fire	Ongoing
Action PS 1.3 The Town will work with the Central County Fire Department to review and update, if necessary, the Town's and Department's regulations and approach regarding fire protection to ensure adequate fire protection.	Fire	Ongoing
Action PS 1.4 The Town will continue to work with the Central County Fire Department to ensure that regional approaches to fire protection and suppression are implemented in Hillsborough.	Fire	Ongoing
Action PS 2.2 The Town will continue to implement its Hillside Lot Size Ordinance.	Public Works/Engineering	Ongoing
Action PS 2.2 The Town will continue to require construction plans for all new houses to be reviewed by a registered professional engineer.	Building Department	Ongoing
Action PS 3.1 The Town will review all new building plans & substantial renovations for compliance with the UBC and any additional state or federal seismic safety regulations prior to permit approval.	Building Department	Ongoing
Action PS 3.2 The Town will distribute information to residents on emergency procedures in case of an earthquake.	Fire	Ongoing: The Hillsborough Neighborhood Network has been formed to establish a strategic community approach to address emergencies.
Action PS 4.1 The Town will continue to participate in the National Flood Insurance Program.	Building Department	Ongoing

Action PS 4.2 The Town will continue to enforce existing ordinances for floodplain regulations, drainage requirements and development standards.	Building, Public Works and Engineering Departments	Ongoing
Action PS 5.1 The Police Department will continue to provide information on crime prevention and community outreach.	Police	Ongoing
Action PS 5.2 The Town will continue to support the Bay Area Air Quality Management District in monitoring air pollutants.	City Council, City Manager	Ongoing
Action PS 5.3 The Town will continue to promote energy conservation by the public and private sectors.	City Council, City Manager, Planning, Building, Public Works Departments; Newsletter	Ongoing Additionally, in 2010 the Town adopted a Climate Action Plan through a Citizens Advisory Committee.
Action PS 5.4 The Town will work with the County to offer a periodic drop-off program for household hazardous waste and distribute information on alternative non-toxic landscaping treatments, especially to the Country Club and schools.	Public Works/Recycling Specialist	Ongoing
Action PS 6.1 The Town will develop a local emergency preparedness plan that identifies a city chain of command, outlines an action checklist and coordinates with the SM County Emergency Operations Plan.	Fire	2009
Action PS 6.2 The Town will provide community awareness and education programs for citizens describing procedures and evacuation routes to be followed in the event of a disaster.	Fire	Ongoing
Action PS 6.3 The Town will conduct periodic drills using emergency response systems to test the effectiveness of the Town's procedures.	Fire	Ongoing

Noise Element		
Action N 1.1 The Town will continue to advocate that noise abatement measures are taken by Caltrans for Caltrans roadways affecting the Town, whenever feasible.	Public Works/Engineering	When applicable
Action N 1.2 The Town will continue to enforce the Noise Ordinance, Response to Unruly Gatherings Ordinance and Toy Ordinance.	Police	Ongoing
Action N 1.3 The Police Department will continue to enforce the California Vehicle Code pertaining to noise standards for cars, trucks, and motorcycles.	Police	Ongoing
Action N 2.1 The Town will continue to participate on the Airport/Community Roundtable and coordinate with the SFO Airport Land Use Commission and SFO's Aircraft Noise Abatement Office.	City Council, City Manager	Ongoing
Action N 2.2 The Town will cooperate with the Comprehensive Airport Land Use Plans' requirements for review of proposed land use policy actions within land influenced by airports.	Building and Planning Department	When applicable