

**TOWN OF HILLSBOROUGH**  
SAN MATEO COUNTY

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**General Plan Annual Progress Report**  
2012

Housing Policy Department  
Received on:  
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**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 progress 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:**

- ✓ Continued survey of second units regarding use, rent range and number of bedrooms.
- ✓ Completed draft design guidelines for faculty housing on private school property.
- ✓ Participated in Sustainable Communities Strategy (SCS) and Regional Housing Needs Allocation (RHNA) process.

- ✓ Adopted Resolution confirming participation in San Mateo County Sub-region and endorsing RHNA numbers.

**General Plan Amendments Initiated by the Public:** None

**Development Applications Processed:**

ADRB APPLICATIONS December	2012	
	month	YTD
New Houses:		
those associated with teardowns	2	15
those on vacant lots	0	0
<b>Total New Houses Approved by the ADRB</b>	<b>2</b>	<b>15</b>
<b>Other Applications Approved by the ADRB</b>	<b>3</b>	<b>28</b>
Administrative Review - Applications Received	18	232
<b>Administrative Review - Approvals</b>	<b>20</b>	<b>213</b>
<b>TOTAL APPLICATIONS APPROVED</b>	<b>25</b>	<b>256</b>

**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 2012 permits for 34 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 designated former 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. Former Hillsborough Mayor Tom Kasten continued 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 served as Co-chair of HEART's Legislative Committee. Former Councilmember Christine Krolik served as the Chair on the board of Shelter Network, and as a volunteer with Home and Hope. Council members and Town Building and Planning staff also participated 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. Draft design guidelines specific to multifamily employee housing have been prepared.

*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, which have since been developed.

*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. Former Mayor Tom Kasten represented 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 2011–2012, the Town contributed approximately \$8,500.00 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 2012, the Town permitted 16 net new housing units, bringing the total net new housing units to 86 for the 2007-2014 Housing Element cycle. Of these 86, approximately 71 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. 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 or subdivision 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/or 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 87 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 2012, four qualifying subdivision proposals were 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 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 has been 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.

*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, parking flexibility 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 second units to meet the needs of larger family households, 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. The survey includes a one-page anonymous 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 27% of Hillsborough's second units approved within 2012 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 65%.

*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 2012 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

<b>Land Use Element</b>	<b>Responsibility</b>	<b>Timeframe</b>
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 and Planning 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; the Town currently has a proposal for an amendment to the Nueva School permit to operate.
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	Building and Planning Department	Ongoing

maintained at a level that meets the community's needs.		
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 and Planning 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
<b>Circulation Element</b>		
Action C 1.1 The Public Works Department will continue to utilize the Pavement Management System to plan	Public Works/Engineering	Ongoing

for the on-going maintenance of the Town's roadways.		
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 lane 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

<p>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.</p>	<p>Public Works/Engineering</p>	<p>2010 complete.</p>
<p>Action C 3.1 The Town will review all construction plans for conformance with Municipal Code parking requirements.</p>	<p>Building &amp; Planning Department</p>	<p>Ongoing</p>
<p>Action C 3.2 The Town will update the parking strip requirement.</p>	<p>Public Works/Engineering</p>	<p>2008</p>
<p>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.</p>	<p>Police</p>	<p>Ongoing; annual updates</p>
<p>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.</p>	<p>Building and Planning Department/Public Works/Engineering</p>	<p>With development proposals along Crystal Springs Road</p>

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
<b>Open Space and Conservation Element</b>		
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 and Planning 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
<b>Public Safety Element</b>		
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 and Planning 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 and Planning 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 and Planning Department	Ongoing

Action PS 4.2 The Town will continue to enforce existing ordinances for floodplain regulations, drainage requirements and development standards.	Building and Planning, 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, Building and Planning, 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

# TOWN OF HILLSBOROUGH

San Mateo County

1600 Floribunda Avenue  
Hillsborough, CA 94010

Jess E. Benton, Mayor  
Laurence M. May, Vice Mayor  
Marie Chuang, Councilmember  
Shawn Christianson, Councilmember  
Alvin L. Royse, Councilmember



## A G E N D A

**MONDAY, FEBRUARY 11, 2013**

**CITY COUNCIL MEETING**

**5:00 pm SPECIAL MEETING**

**6:00 pm REGULAR MEETING**

**Hillsborough Town Hall**

### SPECIAL MEETING (5:00 pm)

#### I. ROLL CALL

#### II. PUBLIC COMMENT:

*Under Government Code 54954.3, members of the public have the right to address the City Council on any matter within the Council's jurisdiction. However, the Council may not take action on any non-agenda item (except in emergency circumstances). Before addressing the Council, speakers are requested to complete a yellow speaker's card and submit it to the City Clerk. Please come to the podium, state your name and address, limit remarks to 3 minutes, and do not repeat comments by other speakers.*

#### III. PUBLIC ANNOUNCEMENT OF CLOSED SESSION ITEMS

#### ADJOURN TO CLOSED SESSION

#### CLOSED SESSION

- **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**  
(Subdivision (a) of Section 54956.9)

Name of case: Town of Hillsborough v. California Public Utilities Commission, et al., San Francisco Superior Court Action No. 512661

Name of case: Newpath Networks, LLC; Crown Castle NG West Inc. v. Town of Hillsborough, San Mateo Superior Court Action No. CIV518695

Name of case: Jerrold Rosenblatt vs. City of Hillsborough, et al, United States District Court for the District of California Civil Action No. C 12 5210

#### ADJOURN CLOSED SESSION

**REGULAR MEETING (6:00 pm)**

**I. ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. REPORT FROM CLOSED SESSION**

**IV. MINUTES: January 14, 2013**

**V. INFORMATION:**

1. WIRELESS COMMUNICATIONS FACILITIES AND THE TOWN'S AESTHETIC CHARACTER

**VI. CONSENT CALENDAR:**

*The Consent Calendar includes routine items, which do not require discussion. A Councilmember may remove an item for discussion, and any member of the audience may request a Councilmember to remove an item for discussion. The items are approved in one motion.*

2. MONTHLY CLAIMS: JANUARY 1 THROUGH JANUARY 31, 2013

**VII. OLD BUSINESS:**

3. PAVEMENT MANAGEMENT PROGRAM UPDATE REPORT PRESENTATION

**VIII. PUBLIC HEARING:**

4. ORDINANCE AMENDING CHAPTER 12.04 OF THE HILLSBOROUGH MUNICIPAL CODE REGARDING STREET PRESERVATION - ADOPTION
5. RESOLUTION APPROVING A REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 1055 TOURNAMENT DRIVE
6. CONSIDERATION OF THE 2012 GENERAL PLAN IMPLEMENTATION REPORT

**IX. PUBLIC COMMENT:**

*Under Government Code 54954.3, members of the public have the right to address the City Council on any matter within the Council's jurisdiction. However, the Council may not take action on any non-agenda item (except in emergency circumstances). Before addressing the Council, speakers are requested to complete a yellow speaker's card and submit it to the City Clerk. Please come to the podium, state your name and address, limit remarks to 3 minutes, and do not repeat comments by other speakers.*

**X. CITY COUNCIL ITEMS:**

*This section of the agenda provides the City Council an opportunity to ask questions on any project of interest. No action can be taken on any item not on the agenda.*

**XI. ADJOURNMENT**

**SPECIAL ACCOMMODATIONS:**

*If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the City Council meeting, or if you need an agenda in an alternate form, please contact the City Clerk's Office at 375-7412 at least 24 hours before the scheduled City Council meeting.*

**MINUTES:**

*A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled City Council meeting. Once minutes are approved by the City Council they will be made available the following day. City Council Agendas and approved minutes are available at the Town's website, [www.hillsborough.net](http://www.hillsborough.net).*

**ATTACHMENTS:**

*Any items listed as "Attachments" to the agenda are available on the Town's website or at the City Clerk's office.*

*Any writings or documents provided to a majority of the City Council regarding any item on this agenda, except as exempt from public disclosure under applicable law, will be made available for public inspection in the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.*

**AUDIO / VISUAL ADVISORY:**

*Those persons who wish to use PowerPoint, CDs, DVDs or other mediums when presenting to the City Council, will be required to submit media items to the City Clerk by 12:00 p.m. on the day of City Council meetings. Media items can be emailed to [mvokovama@hillsborough.net](mailto:mvokovama@hillsborough.net) or brought in on disc or flash drives to the City Clerk's Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010.*



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 1

INFORMATION  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

### ITEM SUBJECT: WIRELESS COMMUNICATIONS FACILITIES AND THE TOWN'S AESTHETIC CHARACTER

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**SUMMARY:** The Town of Hillsborough first adopted a wireless communications ordinance in 2006. The goal of the Town's ordinance was to regulate the location of wireless communications facilities in the Town in a manner that recognizes the benefits of wireless communications technology but accommodates the values of the community. Specific points listed in the ordinance included reducing visual effects of wireless communications facilities, preserving the rural character of the Town, encouraging co-location of facilities, and locating facilities where impacts on the Town's residents are minimized.

Since 2006 there have been many changes in the wireless industry including the implementation of new technologies and equipment. Also, since the Town adopted its first ordinance, new legislation and court rulings have reshaped how local wireless ordinances are to be applied. At the federal level, the Federal Communications Commission (FCC) has issued a significant order regarding how rapidly wireless applications are to be processed by local governments. Most recently, in February 2012, Congress made a sweeping change to the Federal Telecommunications Act requiring that certain types of wireless projects must be allowed by state and local governments.

In light of these significant changes, the City Council adopted a moratorium on the processing of all wireless communications facilities in September 2012. The purpose of the moratorium is to allow the community and staff an opportunity to study the issue of how to properly balance wireless needs, infrastructure impacts and community aesthetics, and then to develop a new Town wireless ordinance to reflect that balance.

In March 2012, the Town learned that a contractor, Crown Castle, intends to install 13 new wireless antenna nodes in the Town's rights-of-way on behalf of Verizon Wireless. Four of these wireless sites would be on existing wood telephone poles while the other nine would be on new "street light" style poles, each 35 feet to 45 feet high. The project also involves trenching about seven miles of the Town's roadways, installation of about eight miles of new overhead fiber optic cable lines on existing telephone poles, as well as installation of new wireless utility boxes in the Town's rights-of-way.

In June 2012, without notice to the Town, Crown Castle secured the permission of a staff member at the California Public Utilities Commission (CPUC) to construct its wireless system for Verizon Wireless. Due to environmental and aesthetic concerns never considered by the CPUC, in December 2012, the Town filed suit against the CPUC to set aside its staff-level approval and to

require that wireless communications projects like this be subject to a proper environmental review process.

In December 2012, Crown Castle filed a separate lawsuit against the Town alleging that the Town's wireless ordinance and current moratorium are both unenforceable. The lawsuit seeks a court order compelling the Town to approve the project. The City Council has directed the City Attorney to defend that lawsuit.

In order to help develop meaningful and effective rules and policies for how wireless services are deployed, the City Council will conduct informational discussions during its regular City Council meetings over the next several months. The proposed time line in 2013 for these meetings is as follows:

- February 11: Informational presentation, questions and public comment
- March 11: Informational presentation, questions and public comment
- April 8: Public comment and direction to staff from the City Council
- May 13: Draft ordinance presented
- June 10: Ordinance introduced
- July 8: Public hearing and potential adoption of ordinance

Depending on the types and number of comments received, the schedule proposed above may be subject to some adjustment. If this occurs, staff will provide an update to the City Council.

The public meetings begin at 6:00 pm and will be held in Hillsborough Town Hall, 1600 Floribunda Avenue. All members of the public are invited to attend and participate in these meetings.

**FISCAL IMPACT:** There is no fiscal impact associated with this agenda item. The lawsuits will have associated costs but are unknown at this time.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this informational agenda item.

**ATTACHMENTS:** None

**PREPARED BY:** Katharine Leroux, Assistant City Manager

**RECOMMENDATION:** This is an informational item only. Allow comments from the public. No action is required by the City Council.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 2

CONSENT CALENDAR  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

ITEM SUBJECT: MONTHLY CLAIMS: JANUARY 1 THROUGH JANUARY 31, 2013

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**SUMMARY:** The monthly claims for the month of January 2013 in the amount of \$3,138,650.96 are submitted for approval.

**FISCAL IMPACT:** Claims have been expended pursuant to the approved budget.

**ENVIRONMENTAL ISSUES:** There are no environmental issues associated with this agenda item.

**ATTACHMENTS:** Monthly Claims Listing

**PREPARED BY:** Marie Bernardo, Assistant Finance Director

**RECOMMENDATION:** Approve the monthly claims for January 2013 as submitted.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 3

OLD BUSINESS  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

**ITEM SUBJECT: PAVEMENT MANAGEMENT PROGRAM UPDATE REPORT PRESENTATION**

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**SUMMARY:** In August of 2012, the Town contracted with the firm of Nichols Consulting Engineers to perform an inventory of the Town's street system and update the Town's Pavement Management Program (PMP). The Town's PMP is revised after pavement condition surveys and pavement condition indexes (PCI) are updated by a certified consultant. Nichols surveyed the Town's entire roadway network in September of 2012 and updated our PCI scores in the Metropolitan Transportation Commission (MTC) database.

This presentation will provide an overview of the Town's Pavement Management Program, an update on the Town's pavement network and condition, an outline of the budget needs, and analyses of various budget scenarios and their pertinent effects on pavement condition and deferred maintenance. The PMP provides a ten-year forecast on the Town's roadway system based on budget decisions, and the City Council's input and recommendations can be provided to staff during the March 8, 2013 City Council Workshop which will help staff with the future direction of this program.

**FISCAL IMPACT:** There is no fiscal impact associated with this agenda item.

**ENVIRONMENTAL ISSUES:** This agenda item is exempt from the California Environmental Quality Act (CEQA).

**ATTACHMENTS:** None

**PREPARED BY:** Paul Willis, Director of Public Works

**RECOMMENDATION:** For discussion only; no action is required.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 4

PUBLIC HEARING  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

**ITEM SUBJECT: ORDINANCE AMENDING CHAPTER 12.04 OF THE HILLSBOROUGH MUNICIPAL CODE REGARDING STREET PRESERVATION - ADOPTION**

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**SUMMARY:** On January 14, 2013, the City Council introduced this agenda item, waived the first reading and set the public hearing for adoption on February 11, 2013. The addition of Chapter 12.04.130 will contain provisions that will not limit the development of properties or emergency repairs. However, mitigation measures and conditions may be imposed to ensure that the integrity of the roadways and aesthetic values are preserved.

Recommended additions to Chapter 12.04:

- A. Public roadways which have been constructed, reconstructed or paved by Town staff, under Town contract or under permit shall not:
  - 1. Be excavated for a period of five years if at least one inch of asphalt has been placed.
  - 2. Be excavated for a period of two years if a slurry seal has been placed.
- B. Exemptions may be approved by the City Engineer to facilitate residential development or emergency utility repair. Mitigations to repair structural and aesthetic damage may be required for full roadway width and full block increments.
- C. Roadways not covered under Subsection A shall pay a slurry seal in-lieu fee to cover the equivalent cost of a full width slurry on the portion of roadway affected by the permittee's excavation.

**FISCAL IMPACT:** There may be a positive fiscal impact associated with implementing this street preservation as future repair costs will be reduced and fees collected will be added to the Town's annual roadway repair budget.

**ENVIRONMENTAL ISSUES:** This agenda item is exempt from the California Environmental Quality Act (CEQA).

**ATTACHMENTS:** Ordinance

**PREPARED BY:** Paul Willis, Director of Public Works

**RECOMMENDATION:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the ordinance amending Chapter 12.04 of the Hillsborough Municipal Code regarding street preservation.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 5

PUBLIC HEARING  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

### ITEM SUBJECT: RESOLUTION APPROVING A REVOCABLE ENCROACHMENT PERMIT APPLICATION FOR 1055 TOURNAMENT DRIVE

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**SUMMARY:** The owners of 1055 Tournament Drive have submitted a revocable encroachment permit application to the Town. In the permit application, the owners propose to install two new columns approximately 62 inches high, a four-foot high pedestrian gate and fencing up to a total of four feet in height in the public right-of-way as shown in Exhibit A. Design review and approval are required from the Planning Department prior to installation. Encroachment permits related to outdoor fixtures over 18 inches tall are reviewed by the City Engineer and approved by the City Council.

The owners desire to increase safety of their existing driveway bridge which crosses over a steep slope. The property has unique characteristics and the proposed new outdoor fixtures will minimize impacts to the public right-of-way, enhance safety and match the appearance through the adjacent neighbors. There are no utility conflicts with the locations of the outdoor fixtures. Notices for the public hearing have been sent to adjoining neighbors as required by the Hillsborough Municipal Code. Staff recommends approval of the revocable encroachment permit application for 1055 Tournament Drive.

**FISCAL IMPACT:** There is no fiscal impact associated with this agenda item.

**ENVIRONMENTAL ISSUES:** This agenda item is exempt from the California Environmental Quality Act (CEQA).

**ATTACHMENTS:** Resolution, Exhibit A, Exhibit A-1 and public comments received

**PREPARED BY:** Paul Willis, Director of Public Works

**RECOMMENDATION:**

1. Open the public hearing and receive comments;
2. Close the public hearing; and
3. Adopt the resolution approving the Revocable Encroachment Permit Application for 1055 Tournament Drive.



# TOWN OF HILLSBOROUGH

San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

# 6

PUBLIC HEARING  
CITY COUNCIL MEETING  
FEBRUARY 11, 2013

## AGENDA STAFF REPORT

### ITEM SUBJECT: CONSIDERATION OF THE 2012 GENERAL PLAN IMPLEMENTATION REPORT

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

1. Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the General Plan; and
2. Submit to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD) an annual report on the status of the General Plan and progress in its implementation.

The report is required to include the status of the plan and progress in its implementation, the progress in meeting the regional housing needs allocation, and local efforts to remove governmental constraints to the maintenance, improvement and development of housing. State law requires that the report be subject to a public hearing.

Included in the City Council agenda packet is a report and accompanying chart demonstrating the Town of Hillsborough's status of the General Plan Implementation Plan.

**FISCAL IMPACT:** There is no fiscal impact associated with the preparation and consideration of the 2012 General Plan Implementation Report.

**ENVIRONMENTAL ISSUES:** There are no environmental impacts associated with the preparation and consideration of the 2012 General Plan Implementation Report.

**ATTACHMENTS:** Draft 2012 General Plan Implementation Report

**PREPARED BY:** Elizabeth Cullinan, Director of Building and Planning

**RECOMMENDATION:**

1. Open the public hearing and receive public comment;
2. Close the public hearing; and
3. Accept the 2012 General Plan Implementation Report.

## ANNUAL REPORTS

### BOX 6

Pleasant Hill	Rec 04/29/10	Rancho Santa Margarita	Rec 07/20/09
Pleasant Hill	Rec 04/10/09	Rancho Santa Margarita	Rec 07/16/07
Plumas County	Rec 12/22/10	Red Bluff	CY 2010
Port Hueneme	Rec 03/25/10	Redding	Rec 03/22/10
Pleasant Hill	Rec 04/29/10	Redding	Rec 03/22/09
Pleasant Hill	Rec 04/10/09	Redding	Rec 03/11/08
Plumas County	Rec 12/22/10	Redding	Rec 03/30/07
Port Hueneme	Rec 03/25/10	Redlands	Rec 03/24/08
Porterville	Rec 04/01/10	Rocklin	Rec 06/02/10
Porterville	Rec 04/01/09	Rocklin	Rec 03/26/09
Porterville	Rec 03/31/08	Rocklin	Rec 12/24/07
Poway	Rec 03/22/10	Rohnert Park	Rec 03/26/09
Poway	Rec 03/06/09	Rohnert Park	Rec 03/27/08
Poway	Rec 04/05/07	Rohnert Park	Rec 04/13/07
Rancho Cordova	Rec 05/12/08	Rolling Hills	Rec 01/26/09
Rancho Cordova	Rec 04/05/07	Rolling Hills Estates	Rec 12/03/10
Rancho Cucamonga	Rec 12/22/10	Roseville	Rec 04/01/10
Rancho Palos Verdes	Rec 05/10/10	Roseville	Rec 04/01/08
Rancho Palos Verdes	Rec 10/09/07	Roseville	Rec 03/26/09
Rancho Palos Verdes	Rec 04/14/09	Roseville	Rec 04/10/07
Rancho Palos Verdes	Rec 03/13/08	Sacramento	Rec 05/13/10
Rancho Santa Margarita	Rec 05/10/10	Sacramento	Rec 06/11/09

Sacramento	Rec 02/25/09	San Gabriel	Rec 04/12/10
Sacramento	Rec 06/12/08	San Gabriel	Rec 04/13/09
Sacramento	Rec 06/12/08	San Gabriel	Rec 02/19/08
Sacramento	Rec 05/10/07	San Gabriel	Rec 06/18/07
Sacramento County	Rec 04/04/10	San Joaquin	Rec 03/18/09
Sacramento County	Rec 05/28/09	San Joaquin	Rec 03/18/08
Sacramento County	Rec 05/28/08	San Jose	Rec 03/29/10
Sacramento County	Rec 05/21/07	San Jose	Rec 03/28/08
San Anselmo	Rec 06/22/10	San Jose	Rec 12/27/04
San Anselmo	Rec 06/22/09	San Juan Capistrano	Rec 12/07/07
San Anselmo	Rec 04/07/08	San Luis Obispo	Rec 06/23/10
San Benito	Rec 03/10/09	San Luis Obispo	Rec 10/03/09
San Bernardino	Rec 04/01/10	San Luis Obispo County	Rec 03/30/09
San Bernardino County	Rec 03/27/09		
San Bruno	Rec 03/29/10		
San Bruno	Rec 03/28/09		
San Bruno	Rec 05/28/08		
San Diego	Rec 04/05/10		
San Diego	Rec 04/03/09		
San Diego	Rec 03/28/08		
San Diego	Rec 03/28/07		
San Diego	Rec 01/05/07		
San Francisco	Rec 12/12/10		
San Fernando	Rec 12/23/10		
San Fernando	Rec 12/21/10		