Town of Moraga

Planning Department
329 Rheem Boulevard
Moraga, CA 94556

Housing Policy Department
Received on:
MAY 04 2015
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MEMORANDUM

To: **The California Department of Housing and Community Development**

From: **Coleman Frick, Assistant Planner**

Date: **4/28/2015**

Subject: **General Plan Annual Report — 2014**

Enclosed is the Town of Moraga's January 1 – December 31, 2014 Annual Planning Report. This report includes three components:

1. **Annual Planning and General Plan Implementation Report**
   The cover report provides, in narrative form, an overview of the 2002 General Plan and summary of General Plan goals, as well as the Town's progress in achieving those goals, organized by mandated element. As noted in the report, the State General Plan guidelines identify seven mandatory elements (land use, circulation, conservation, housing, noise, open space, and safety). The Town's General Plan incorporates the content of these seven mandated elements into a total of 10 elements (land use, community design, housing, circulation, open space and conservation, public safety, community facilities and services, and growth management).

   As required by State Law, the report gives special attention to the housing-related programs in the General Plan, since the State requires more detailed and specific reporting of the Town's progress in meeting its share of the regional housing need. This information is reflected in the "Housing Element" section and in sections of the report addressing "Regional Housing Need" and "Governmental Constraints to Affordable Housing," as well as in the series of tables discussed below, included in Appendix 2. The 2015–2023 Housing Element update, certified by the State on February 11, 2015, includes revised RHNA goals. Progress related to these revised goals will be assessed by the 2015 annual report.

2. **General Plan Implementation Program Status Summary (Appendix 1)**
   Appendix 1 to the report summarizes, more specifically, progress towards accomplishing each of the 104 implementation programs listed in the General Plan's "Action Plan." The table lists each program by number, summarizes its status as either "complete," "ongoing," or "on-hold/deferred" (meaning that no, or limited, progress was made on its implementation to date). The table also includes a column that briefly summarizes key accomplishments for the past calendar year (i.e. 2014), and a column indicating the work programs or other action items that are targeted for completion the next calendar year, 2015.

3. **Housing Element Implementation Tables (Appendix 2)**
   Appendix 2 provides information and data related to Housing Element implementation, including tables summarizing the Town's progress accomplishing General Plan Housing Element programs and quantified objectives.

Please contact the Town of Moraga Planning Department if you have questions or need further information.

Thank you,

Coleman Frick
Town of Moraga| 329 Rheem Blvd.
925.888.7039 | www.moraga.ca.us

TOWN OF MORAGA

ANNUAL PLANNING AND GENERAL PLAN IMPLEMENTATION REPORT

January 1 – December 31, 2014

Housing Policy Department
Received on:
MAY 04 2015

Prepared by:

Town of Moraga Planning Department
329 Rheem Boulevard
Moraga, CA 94556
(925) 888-7040

Approved by:

Ellen Clark, Planning Director

Date: April 27, 2015

Introduction and Purpose

California Government Code Section 65400(a) requires local planning agencies to: "Investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or element of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan."

An annual report including the following information is required to be prepared and submitted to the Moraga Town Council and the State of California Office of Planning and Research and Department of Housing and Community Development (HCD) by April 1st of each year:

1. The status of the general plan and progress in its implementation;
2. The Town's progress in meeting its share of the regional housing needs;
3. Local efforts to remove governmental constraints to the maintenance, improvement, and development of housing; and
4. The degree to which the Town's approved general plan complies with the State General Plan Guidelines and the date of last revision to the general plan.

In addition to State law requirements, the Town of Moraga General Plan Action IP-A4: Annual General Plan Review calls for the Town to: "*Conduct an annual review of the General Plan prior to initiating the Town budget process, reporting on the status of the Plan's implementing programs, and revising the schedules for implementation accordingly to reflect implementation priorities for the coming year and ensuring linkage between implementation priorities and the Town's annual budget. Additionally, the review should identify current issues in need of attention and recommend new or revised goals, policies or implementing programs, as appropriate, including proposed General Plan amendments.*"

The purpose of this report is therefore to meet the requirements of State law, and importantly, to inform the Town Council and the community of Moraga about the status of implementing the General Plan, such as housing issues and development in Moraga, consistent with Action IP-A4. The report should be used to identify what necessary adjustments, if any, should be made to further implement the General Plan in the upcoming year.

This report summarizes the planning activities for the Town of Moraga from January 1 to December 31, 2014.

TOWN OF MORAGA
ANNUAL PLANNING AND GENERAL PLAN IMPLEMENTATION REPORT
January 1 – December 31, 2014

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TOWN OF MORAGA
ANNUAL PLANNING AND GENERAL PLAN IMPLEMENTATION REPORT
January 1 – December 31, 2014

EXECUTIVE SUMMARY

The Town of Moraga January 1 – December 31, 2014 Annual Planning Report was prepared by the Town of Moraga Planning Department in accordance with California Government Code Section 65400 and Moraga General Plan Policy IP-A4. This report was presented to and accepted by the Moraga Town Council on April 22, 2014.

November 12, 2014 marked Moraga's 40th Anniversary, an accomplishment celebrated at Town events in September and November. In the last 40 years, the Town has experienced modest levels of growth and development, and continues to maintain the unique character which gives the Town its identity, and draw people to Moraga. This report summarizes the measures and actions that took place in 2014 associated with the implementation of each of the Town's General Plan elements, and with specific reference to each of the individual elements required by State law. These elements include Land Use, Circulation, Conservation, Open Space, Noise, Safety, Economy, and Housing.

The Town continued to make significant progress implementing the General Plan in 2014. These achievements are discussed under the appropriate General Plan element section of this report, and summarized in Appendix 1: General Plan Implementation Status.

The Town adopted the 2015–2023 Housing Element update on January 28, 2015. However, the previous Housing Element, adopted in January 2010 for the 2007–2014 planning period was still in effect during 2014, and so this annual report reviews the Town's progress towards the goals identified in that document. The Town's progress in meeting the 2007-2014 Housing Element goals is discussed in this report. The Housing Element Implementation Tables, Appendix 2, detail the Town's progress in meeting regional housing needs, as well as removing governmental constraints to the development of affordable housing.

This report also includes information on planning applications that were initiated, underway or completed in 2014. The Town continues to experience economic improvement following the slowdown of California's housing market and economy that began in 2008, including an uptick in sales tax and property tax revenues, as well as an increase in development activity. In 2014, these trends continued with an increase in applications for residential alterations and additions, and significant progress towards entitlement or final approvals for several larger projects, some of which had been stalled for a number of years.

These include approval of the Camino Ricardo project, a 26 unit single family subdivision; approval of the General Development Plan (GDP) and Vesting Tentative Map for the Rancho Laguna 27 unit subdivision; approval of a GDP and Tentative Map for the Hetfield Estates 11 lot subdivision; and approval of a Conceptual Development Plan (CDP), GDP and Tentative Map for the 17 lot Via Moraga project, a small-lot single family development on Moraga Road. Progress on review of the Town Center Homes project, a 36-unit attached single family development within the Moraga Center was made, with several study sessions and approval (subsequently appealed) of a Conceptual Development Plan. Two Conceptual review applications were also

received; one for a prospective annexation and subdivision of a portion of the Carr Ranch property; and one for the Park Street Homes project, a multi-family development adjacent to the Rheem Theater.

2002 General Plan Background

State General Plan Guidelines

The Town of Moraga General Plan was adopted on June 4, 2002. The General Plan was prepared using the State's General Plan Guidelines (Government Code 65040.2). The General Plan includes the seven mandatory elements: land use, circulation, conservation (Open Space and Conservation Element), housing, noise (Open Space and Conservation Element), open space (Open Space and Conservation Element, Community Facilities and Services Element), and safety (Public Safety Element). The General Plan also includes three optional elements: Community Design, Community Facilities and Services, and Growth Management.

The General Plan's elements present the goals and policies for each topic. Implementation actions related to those policies are contained in a separate "Action Plan" chapter within the General Plan. The following sections provide an overview of each element and progress towards implementing its various actions. Appendix A incorporates a summary progress and accomplishments the Town achieved in 2014 towards the implementation actions outlined in the Action Plan.

Key Efforts and Challenges in Implementing the General Plan

The following key efforts were accomplished in 2014 to implement the General Plan:

- Successful implementation of public infrastructure improvements, particularly roads and storm drains, funded by Measure K, a local general sales tax measure. The first two years of paving resulted in half of all neighborhood streets being treated and a significant increase in Town's overall Pavement Condition Index from 48 to 64. The Town received awards from the Metropolitan Transportation Commission and League of California Cities for significant improvements to road conditions.
- Initial construction began for the remodel of 331 Rheem Boulevard which will serve as a community meeting space, the physical location for Town Board and Commission meetings, and house the Council Chambers.
- Town Council accepted and directed staff to bring forward implementation of strategies in the Moraga Climate Action Plan, a long-term plan to reduce greenhouse gas emissions and improve air quality 15% below 2005 levels.
- The Town received a $50,000 TDA Grant to prepare a comprehensive update of the Moraga Pedestrian-Bicycle Master Plan.
- The Town received a $150,000 Metropolitan Transportation Commission (MTC) Priority Development Area Grant, to develop and implement zoning and other regulations for the Moraga Center Specific Plan.

- Upgrades were completed to parks facilities including the installation of pavers at the skate park to reduce maintenance costs, and repair of interior pathways at Moraga Commons Park.
- Broad and inclusive public outreach was conducted for the Livable Moraga Road and Hillside and Ridgeline projects through community workshops and the launch of "Open Town Hall" and significant progress was made on both projects.
- Comprehensive revisions of the Town's Signs and Outdoor Advertising and Nuisance Abatement Ordinances, update of the Building Code, and addition of the Administrative Citation Ordinances were adopted, clarifying standards and application procedures.
- The Town initiated the processes for formation of the Moraga Geologic Hazard Abatement District in order to address geologic hazards, particularly landslides.
- The Town continued its regular and extensive public outreach to the Moraga Community through bi-weekly Town Council, Planning Commission and Design Review Board meetings, and public noticing through community events, Town website and About Town newsletter.

The Town encountered a number of challenges while furthering the goals of the General Plan:

- Staffing has stabilized over the course of the year, with some limited turnover of staff in Planning and Public Works that has limited available staff resources to implement programs and projects to some degree. However, the most significant challenge has come in balancing the increased volume of development applications, demanding additional staff time and resources, with other planning efforts aimed towards General Plan implementation.

- The General Plan, while continuing to appropriately direct and manage growth, development, and conservation in Moraga is now twelve years old. There are a number of areas in which the General Plan is in need of update and refinement, particularly to ensure it aligns effectively with policies, guidelines plans and ordinances that have been developed since its adoption, including those in State law. Examples of this include new requirements for "complete streets" policies to be included in the General Plan, for General Plans to address greenhouse gas emissions and reductions, and to address wildland fire hazards. More broadly, the hillsides and ridgelines project has revealed some concerns about questions of growth and development in Moraga, and particularly the effects of that growth on open space, traffic, schools and services.

- The Town's Municipal Code, particularly its zoning regulations, has not been comprehensively updated since shortly following incorporation, in 1979. While the Town made significant progress on and/or adopted some much-needed updates to the Municipal Code, including adoption of a new Sign Ordinance, nuisance and code enforcement ordinance, and historic preservation ordinance, many sections of the code

remain unclear, poorly organized, and difficult to apply to current projects modes of development.

Even with these challenges, the Town made substantial progress in implementing the General Plan in 2014, as outlined in this report. The following sections and discussion present each of the General Plan elements and the Town's work related to the element's goals.

Land Use Element

Three elements in the General Plan address land use. These elements are Land Use, Community Design, and Growth Management. The Land Use Element includes six goals, addressing the major categories of land use, and one special study area, Bollinger Canyon, where future development is anticipated and in need of careful planning due to its unique character and resources.

- **Goal LU 1: Residential** A high quality residential environment consisting primarily of detached single-family homes.
- **Goal LU2: Commercial** A commercial environment that is compatible with Moraga's predominantly residential character.
- **Goal LU3: Community Focal Points.** Vibrant, attractive, and functional community focal points in and around the Moraga Center and Rheem Park shopping centers that enhance community character and livability.
- **Goal LU4: Institutional.** Promotion and preservation of public and private institutional uses that serve the public interest and enhance the quality of life in Moraga, including Saint Mary's College, churches, and public and private schools.
- **Goal LU5: Agriculture.** Promotion and preservation of Moraga's remaining agricultural resources as an important part of the Town's heritage and character.
- **Goal LU6: Bollinger Canyon Special Study Area.** Consideration of development of this area is subject to completion of a detailed study and preparation of an area plan by the property owner for the Town's review and approval to guide development and conservation efforts in the Bollinger Canyon area.

The town worked on a number of major planning applications in 2014 including:

- City Ventures Project, a 36-unit townhome project on a 3.06 acre parcel between Moraga Way and County Club Drive in the Moraga Center Specific Plan Area. Following numerous study sessions and hearings, a Conceptual Development Plan for the project was approved in November 2014; this decision was subsequently appealed to the Town Council, and as of early 2015 was proceeding through appeal hearings.
- The Via Moraga Project, a 17 unit single-lot subdivision on the 2-acre site of a former bowling alley, on Moraga Road. An Initial Study/Mitigated Negative Declaration was circulated for the project. On appeal, the Town Council approved a Conceptual Development Plan and General Plan land use map amendment in 2014. The Planning Commission subsequently approved a General Development Plan and Vesting Tentative Map, also in 2014.

- Camino Ricardo Project, a 26-lot single family home development off of Camino Ricardo. This project was brought before the Design Review Board and Planning Commission for hearings in 2014. A CDP, GDP and Vesting Tentative Map were approved in early 2014. Also in 2014, the Town Council approved a Development Agreement between the Town of Moraga and the developer, SummerHill homes, securing a series of benefits to the Town including dedication of a 2.5 acre public park/open space area, construction of new trails, new sidewalk, and funding for pedestrian improvements on Moraga Road.
- Los Encinos Project, an approved 10 lot subdivision located off Baitx Drive on the southern end of Town. The applicant submitted plans for nine single-family homes for Design Review.
- Rancho Laguna II Subdivision, a 27-lot single family home development off of Rheem Blvd. A General Development Plan, Vesting Tentative Map, and Design Review were approved in 2014. The applicant is moving forward with processing for the Precise Development Plan.
- Hetfield Estates, an 11 lot subdivision located off of Hetfield Place. In 2014, the GDP and Tentative Map were approved.
- The Carr Ranch Project (Camino Pablo Estates), a proposed development fronting Camino Pablo that is located within the Town's Sphere of Influence, but outside the municipal boundary. The applicant submitted a pre-application with the Town in March, 2014, to discuss the possibility of annexation into the Town as part of a potential subdivision and development process.
- Bollinger Canyon Special Study Area. In 2014, work continued on the EIR and entitlements for the Bollinger Valley Project.

MOSO and Hillside Development Standards

The Town continues to implement policies and programs intended to minimize the effects of new growth and development; promote a compact urban form that protects key scenic areas, including open space and ridgelines; reduce sprawl; and protect sensitive natural resources. Specific efforts and accomplishments in this regard include enforcement of hillside development, grading, Scenic Corridor, and Moraga Open Space Ordinance (MOSO) requirements for all projects proposed within applicable areas, as well as application of Design Guidelines standards.

In 2013, the Town issued a Request for Proposals and Scope of Work to review, analyze and develop potential amendments to existing regulations and guidelines related to development on hillsides and ridgelines. The project scope included researching and creating technical documents regarding hillsides and ridgelines and to thoroughly study and vet, through a public process, potential amendments to existing regulations and policies, with the intent of clarifying

and reducing ambiguities in regulations that implement the Moraga Open Space Ordinance and/or a to protect hillsides and ridgelines. A Request for Proposals for consultant services was issued on November 2013. PlaceWorks (formerly DC&E) was selected in January, 2013.
In 2014, PlaceWorks, under the guidance of the Planning Department and Steering Committee, reviewed and analyzed the existing hillside and ridgeline regulations, and facilitated two public workshops. This effort resulted in a detailed background report which included draft landslide-hazard maps, potential amendments to existing regulations, and potential priority conservation areas. This first phase report summarizes the extensive range of policies and regulations for hillside and ridgeline development including MOSO and related guidelines, and identified 14 Key Issues that could be addressed through the Hillsides and Ridgelines project as it develops. Each Key Issue was identified as a result of input received from workshops, Steering Committee meetings, and through other forms of public outreach. New draft landslide hazard maps were also developed, based on improved mapping technologies and analysis.

In 2015, the Steering Committee and Town Council will provide direction to staff on how best to utilize the Hillsides and Ridgelines background report information for a potential revision of the Town's hillside and ridgeline development regulations. This will include a study of policy options to address the various issues identified and further public outreach to receive input on those options and their ultimate resolution.

Moraga Center Specific Plan
The Town adopted the Moraga Center Specific Plan in 2010 after a multi-year planning effort. Development under the Specific Plan will establish a focused mixed commercial and residential neighborhood in the area in and around the existing Moraga Center Shopping Center. The Specific Plan allows for higher density infill and mixed use (residential, commercial and office) development that is well connected by transit, pedestrian and bicycle facilities. The Moraga Center area has been designated as a Priority Development Area (PDA) by the Association of Bay Area Governments and Metropolitan Transportation Commission, making it eligible for priority grant funding. Town Council authorized staff to submit an application for CCTA PDA Planning grant to develop code amendments, policies, and design standards to more effectively implement the Moraga Center Specific Plan. In December, the CCTA awarded $150,000 in funding for the Town's Moraga Center Specific Plan Implementation project for the project, with work to begin in 2015.

Zoning Code Updates
Staff continued to identify and develop focused updates to the Zoning Code. In 2014 the Town adopted a comprehensive update of the Sign Ordinance, Chapter 8.88 of the Zoning Code. The update included revisions that clarified exempt and prohibited signs, organized design standards for commercial and non-commercial signs by zoning district, and amended the

review process. An Ordinance was adopted adding Title 1 General Provisions to Chapter 1.28 Administrative Penalties, which creates a process for issuing administrative citations for violations of the Municipal Code and establishes a two-step appeal process. Chapter 7.16, Nuisance Abatement, was amended to streamline the nuisance abatement procedures and establish a two-step appeal process. The Building Code, Title 15 was updated in response to the State's adoption of the 2013 California Building Standards Code. Minor amendments were made to four sections of the Zoning Ordinance to ensure Housing Element certification. Staff will continue to engage with the Planning Commission and other stakeholders in 2015 to update and revise the Municipal Code, including revisions that may be recommended as part of the Hillside and Ridgelines process, and Moraga Center Specific Plan Implementation project.

Housing Element Update (2014)

The Town initiated the process of updating its Housing Element as required by State Law for the 2015-2023 planning cycle. The 2015-2023 Moraga Housing Element Update identifies and analyzes existing and projected housing needs in an effort to preserve, improve, and develop housing for all economic segments of the community, describes housing needs in Moraga, identifies available sites for housing development and potential barriers to housing production, and contains the proposed policies to address these needs and barriers. The updated Housing Element was adopted by the Town Council on January 28, 2015 and certified by the State on February 11, 2015.

Community Design Element

The Community Design Element is one of the three elements (the others are Land Use and Growth Management) in the General Plan that addresses land use. The Community Design Element includes the following goals to guide development and design associated with seven key aspects of the Town's character:

- **Goal CD1 Natural Setting.** Protection and preservation of the natural scenic qualities that make Moraga unique.

- **Goal CD2: Public Places.** A network of accessible and prominent public places with clear visual and circulation connections between them.

- **Goal CD3: Scenic Corridors.** Scenic roadways leading into and through the Town that strengthen community identity and reflect Moraga's semi-rural character.

- **Goal CD4: Single Family Neighborhoods.** High quality residential neighborhoods that preserve their existing scale, character and quality and provide an inviting pedestrian environment to promote walking and biking between neighborhoods.

- **Goal CD5 Multi-Family Residential Developments.** Multi-family developments that are centrally located, well designed, and appropriate to Moraga's context and character.

- **Goal CD6: Commercial Areas.** High quality commercial districts that serve as important community focal points, gathering places, and activity centers.

- **Goal CD7: Historic Resources.** Preservation of historically significant buildings and sites as a valued part of the community's character and a link to its past.

Design Review

To implement the policies and actions of this Element, the Town worked extensively with the Design Review Board (DRB) in 2014 to conduct design review and attain approval of a wide range of projects including; residential additions and remodels, subdivision developments, new commercial development, and signage. Twenty-three projects, one zoning text amendment, and a comprehensive update of Chapter 8.88 (Signs and Outdoor Advertising), were brought before the DRB for review in 2014.

A total of 50 Administrative Design Reviews (ADR) applications were received and reviewed by staff in 2014. Of these, 35 were approved in 2014. These applications primarily comprised small

residential additions and exterior improvements. Town staff analyzed project features, addressed neighborhood concerns, and worked with applicants to resolve potential conflicts with Town ordinances and codes. All projects subject to design review are carefully measured against the Town's Design Guidelines, with the goal of ensuring consistency and compatibility with surrounding development, protecting community character, minimizing visual impacts to neighboring properties and scenic corridors, and maintaining high quality design throughout Moraga. The changes to design review procedures adopted in 2013, intended to streamline approval of minor exterior changes for residential and commercial projects have been effective, allowing staff additional discretion to approve projects with clearly minimal aesthetic impacts over the counter, or administratively, without requiring the time and expense of a full DRB review.

Historic Preservation

In April 2014, the Planning Commission reviewed a draft Historic Preservation Ordinance designed address how the Town designates and regulates historic landmarks. Based on Planning Commission recommendations, the draft Ordinance was revised. The draft Historic Preservation Ordinance was presented to and adopted by Town Council in early 2015. One significant change from the version recommended for approval by Planning Commission was the exclusion of an owner consent requirement for nomination or designation of a landmark. In 2015 staff will work to develop forms and procedures for nomination and designation of historic landmarks.

Scenic Corridors

Both the hillside and ridgeline project, and the Moraga Center Specific Plan project, which were initiated in 2014, are expected to consider the Town's Scenic Corridor standards, and refine regulations as needed to ensure that preservation of scenic corridors and important views are properly balanced with policies that allow for reasonable development of properties adjacent to those corridors.

Growth Management Element

The last of the three elements in the General Plan that address land use, the Growth Management Element, is intended to promote low impact, well-planned and orderly growth in Moraga, consistent with Contra Costa County's regional growth plan. One goal is set forth in this element, with twelve implementing policies that establish level of service and other performance standards applicable to new development, and to ensure that such development appropriately mitigates its possible negative effects.

- **Goal GM1: Growth Management.** Maintenance of approved Performance Standards for Town facilities, services and infrastructure.

The Town continued to implement the goals and policies of this element by applying performance standards and level of service standards in project review, both through the entitlement process, and through the application of the California Environmental Quality Act (CEQA).

Consistent with the Element, projects are routinely required to provide traffic impact and other analyses to thoroughly evaluate their impacts on the local and regional traffic network, and, where necessary, to mitigate those impacts through payment of fees or construction of improvements.

Circulation Element

The Circulation Element of the 2002 General Plan includes four goals that address safe and efficient circulation and mobility. The first three goals are oriented towards auto travel, which remains the primary mode of transportation for most Moraga residents, and a final goal aimed at improving other modes including walking, cycling and transit.

- **Goal C1: Traffic Circulation and Safety.** A circulation system that provides reasonable and safe access to the Town, egress from the Town, and internal movement.

- **Goal C2: Regional Coordination.** A regional circulation system that meets the expectations and needs of Lamorinda residents

- **Goal C3: Commercial Area Traffic and Parking.** Properly designed and managed circulation and parking to promote safety and minimize traffic congestion within and adjacent to commercial areas.

- **Goal C4: Pedestrians, Bicycles and Transit.** Encourage Moragans to walk, bike, take transit or rideshare as a means of reducing traffic trips, improving environmental quality, and maintaining a healthy lifestyle.

As noted above with regard to the Growth Management Element, the Town continues to make significant efforts to plan for and mitigate the effects of new growth and development on local and regional traffic by requiring analysis and mitigation of traffic-related development impacts, including required construction of traffic infrastructure improvements, and/or payment of fair share costs. As required by the General Plan, when a development proposal is determined to generate 50 or more peak hour trips, it is subject to review and a finding of conformance with the Lamorinda Action Plan. This review is conducted by the Lamorinda Program Management Committee which includes elected officials from the three Lamorinda jurisdictions.

In addition, the following accomplishments were of note in 2014 with regard to implementation of the Circulation Element's goals and policies.

Measure K Program

Measure K is a local, general purpose one-cent sales tax measure principally focused on repairing the Town's failing streets and storm drains that have suffered from deferred maintenance over the years due to a lack of funding. In November 2012 he measure was passed by more than seventy percent of Moraga voters, following a more than two year process of scoping, outreach and community input. The measure has generated approximately

$1.5 million annually, with expenditures overseen through a specially-appointed Local Sales Tax Oversight Committee.

The Town leveraged $600,000 of the annual sales tax revenue for a $7,720,000 Certificate of Participation to fund an intensive three-year paving repair program. The first pavement repair project was completed in 2013 and addressed nearly half of all residential streets requiring preventative maintenance pavement treatments. The first year (2013) of the three-year intensive pavement program focused on streets in "Fair" condition that were resurfaced with preventative maintenance treatments; the second year (2014) focused on streets in "Poor" condition by rehabilitating with overlay treatments; and next year (2015) the program will focus on streets in "Very Poor/Failed" condition, many of which will require reconstruction. The first two years of paving resulted in half of all neighborhood streets being treated and a significant increase in Town's overall Pavement Condition Index from 48 to 64.

Traffic Safety

The Moraga Police Department continued with its efforts to strenuously enforce traffic safety regulations and proactively encourage safe driver behavior, including participation with local schools in their Healthy Choices programs regarding traffic safety education. The Police Department also participated, along with other regional agencies, in the "Avoid the 25" DUI enforcement and outreach program.

Livable Moraga Road Project

In late 2011, the Town received a $325,000 Transportation for Livable Communities (TLC) grant, funded by Contra Costa County's Measure J, to complete planning and design for the segment of Moraga Road between Campolindo High School and St. Mary's Road. In addition to planning for the broader corridor, this project will advance planning for the General Plan's Rheem Park Area, which is identified in the General Plan and other Town planning documents as a significant focus for new commercial and mixed use development. This is a continuation the efforts of the Beautification Committee and Economic Development Advisory Committee (EDAC) to improve the area in and around the Rheem Park Shopping Center.

The project will develop corridor designs for a "complete street" that can safely and efficiently accommodate automobiles, pedestrians, bicyclists, and transit, while also addressing the overall character of the streetscape and connectivity with adjacent neighborhoods. Design drawings developed through the plan will support capital improvements and investment in the corridor. In 2013 the Town selected Alta Planning & Design as project consultants. Staff initiated a public outreach program and formed a Technical Advisory Committee (TAC) to work closely with staff and the consultants throughout the project. A series of stakeholder meetings, walking tour, and community workshops were held in 2013 to gather community input on the

Moraga Road corridor. New traffic data was collected and a survey of existing conditions was completed in 2013.

Significant progress was made Livable Moraga Road in 2014. Previously collected existing conditions data was analyzed and developed into conceptual alternatives for four segments of the Moraga Road corridor. Draft concepts for the corridor were discussed at public workshops in March. Input from this public process led to presentations of revised draft concept plans to Planning Commission, Town Council, and the Park and Recreation Commission in May, 2014. In fall, 2014, valuable input resulting from Council and Commission meetings led to the creation of revised alternatives for Segment 3 (Donald Drive to Corliss Drive). These alternatives were presented at a community workshop, followed by a TAC meeting; and subsequently, a Joint Planning Commission, Design Review Board, and Park and Recreation Commission meeting.
Two additional TAC meetings in November and December (2014) were conducted to finalize a recommendation for Segment 3 to Town Council.

Next steps for the project will include additional public outreach focused on Segment 3, which is the most physically constrained segment, and the only segment for which modifications to vehicle travel lanes are among the options developed by the consultant. Other remaining tasks include development of 35% design drawings, finalization of streetscape elements, and CEQA review—scheduled for the middle of 2015.

Moraga Pedestrian and Bicycle Master Plan Update and Wayfinding Plan
In November 2013, the Town submitted a preliminary application to the Countywide Bicycle Advisory Committee (CBAC) for a Transportation Development Act (TDA) Grant to help fund an update of the 2004 Moraga Bicycle and Pedestrian Plan. In early 2014, the Town submitted an application for the 2014 TDA Grant cycle for the purpose of addressing certain gaps in the 2004 plan. These gaps include: the absence of a robust network of local facilities, the 2004 plan's primary focus on recreational trails, a lack of detail regarding the design, location and cost of future facilities, and incompatibilities in the plan concerning local conditions. The Moraga Pedestrian and Bicycle Master Plan (PBMP) Update will provide the necessary tools, vision and strategies to guide the physical development of a functional and integrated network of pedestrian and bicycle facilities, including sidewalks and trails; and develop specific goals and policies that will create a walkable, bike-friendly Moraga that reduces vehicle miles travelled.
The PBMP will also implement the General Plan and Moraga Center Specific Plan, including its policies, and land use designations.

In late 2014, the Town received a $50,000 Transportation TDA Grant and selected a consultant

to prepare the PBMP update. In addition, the Town's 2014-15 Capital Improvement Plan includes the preparation of a Town-wide Wayfinding Plan to develop a coordinated program of directional signage for vehicles, pedestrians and cyclists, intended to help system users move more efficiently to their destinations and promote a more cohesive visual identity for Moraga. Due to clear overlap between the scope of the Pedestrian and Bicycle Master Plan Update and the Town-wide Wayfinding Plan, a need for consistency within the Town's overall transportation system, and integration of signage into the PMBP system, opportunities were identified to achieve efficiencies by coordinating the two efforts. In February, 2015, Town Council approved staff's proposal to combine both efforts into a single plan. In spring 2015, a Citizens Advisory Committee (CAC) will be formed to provide guidance and input for the process, and later in the year a draft Plan will be presented to Town Council.

Regional Transportation Planning

In 2014, the Town continued to participate in the Lamorinda Fee and Finance Authority, Lamorinda Program Management Committee, and Southwest Area Transportation Committee. The Town worked with Orinda, Lafayette and County Connection on a joint feasibility study to provide alternate transit service, including a shuttle or circulator between the three Lamorinda cities and the BART stations (Lamorinda Service Plan). The Town participated in reviewing and recommending Lamorinda Action Plan, the sub-regional transportation plan. This included obtaining and working with a consultant to complete a comprehensive update of the Lamorinda Fee and Finance Authority (LFFA) traffic impact fees, expected to be adopted in 2015. The Town also participated in review of the updated Countywide Transportation Plan (CTP), to be adopted in 2015.

Open Space Element (Open Space and Conservation Element)

The Open Space and Conservation Element addresses open space in Moraga. In particular, Goal OS 1 calls for the protection of the Town's open space land. The Element's other five goals relate more closely to conservation topics, and are discussed in more detail in that section of this report.

- **Goal OS1. Open Space Preservation**. Preservation of as much open space land as possible, including protection of all major and minor ridgelines and lands that help meet residents' recreational needs.

Parks and Recreation Facilities

The Town continued to operate and maintain all Town parks and recreation facilities in 2014, including Moraga Commons Park, Rancho Laguna Park, Moraga Library and the Hacienda de las Flores facility. The historic Hacienda de las Flores is an important facility for the Town, housing the Parks and Recreation department, and providing a popular venue for public and private events in its rooms and gardens. Efforts were successful in relocating several Town departments housed at the Hacienda to offices at 329 Rheem Boulevard, and to move the Town's corporation yard to a facility at 331 Rheem, thereby freeing up space for more public functions.

In 2014 the Town negotiated a Development Agreement with SummerHill Homes for a 2.5 acre open space park as part of the Camino Ricardo development project. The Town also developed schematic plans for an ADA accessible pathway in the Commons Park to serve the public; this will be particularly beneficial for those that attend events hosted at the bandshell. Through 2014, a Joint Facilities Planning Subcommittee worked on long-range partnerships and recreational facility and field planning. One result from the Subcommittee was a large group of Town Council members, members of various Town Commissions and Committees, Foundation members, and staff visiting the recently completed Pleasant Hill Recreation and Park District recreational facilities. These facilities include a senior center, teen center, community center and 11 acre active community park.

Conservation Element (Open Space and Conservation Element) Goals 2 to 5

Goals 2 through 5 of the Open Space and Conservation address a range of conservation topics including environmental quality generally, protection and conservation of air and water quality, and energy conservation:

- **Goal OS2 Environmental Quality.** Environmental quality in the future that is as good or better than today.

- **Goal OS3 Water Quality and Conservation.** Protection of water resources through protection of underground water aquifers and recharge areas; maintenance of watercourses in their natural condition; and efficient water use.

- **Goal OS4 Air Quality.** Preservation and maintenance of air quality.

- **Goal OS5 Energy Conservation.** Lower levels of energy consumption and use of more environmentally friendly energy alternatives.

Water Quality

In 2014, the Town continued to implement General Plan conservation goals by ensuring project compliance with programs and requirements intended to preserve natural and environmental resources. In 1987, amendments to the Federal Water Pollution Control Act, also referred to as the Clean Water Act, expanded the existing National Pollutant Discharge Elimination System (NPDES) permit program to begin regulating, among other things, discharges from storm drains owned and operated by municipalities.

The Town is a participant of the Contra Costa Clean Water Program which assists the Town with fulfilling various provisions of the NPDES permit. The Town is responsible for other provisions such as treatment of runoff, as set forth in the Contra Costa Clean Water Program Stormwater (C.3.) Guidebook. These regulations, which have been in place for a number of years, set progressively more stringent standards to minimize runoff into the stormwater system, protect water quality, and reduce the hydrologic impacts of new development. The sixth edition of the C.3 guidebook was published in February 2012, and an addendum on Technical Criteria for Non-LID Facilities was published in March of 2013.

In 2014, the Town amended Chapter 15.04 (Building Codes) of the Municipal Code to reflect 2013 California State Building Codes and modifications due to local climatic, geological or topographical conditions. This amendment is designed to establish consistency between the drainage requirements of Contra Costa County and those of the Town. The Town worked diligently to enforce and implement stormwater control regulations to minimize and avoid pollutant discharges from private development projects, and during construction of Town capital projects; and to minimize the impacts of such projects on streams and creeks. Moraga also participated in the Contra Costa Clean Water program to provide information on of stormwater control regulations.

Air Quality

The Town continued to implement air quality requirements, primarily by reviewing new developments for consistency with the Bay Area Regional Air Quality Management Plan, and by referral of major projects for review by Bay Area Air Quality Management District (BAAQMD). On a local level, Town Council accepted the Moraga Climate Action Plan (CAP), which is the Town's long-term plan to reduce greenhouse gas emissions and improve air quality. The CAP contains 40 strategies related to energy efficiency, land use, transportation, water, wastewater

and soil waste management that in combination are anticipated to reduce the Town's greenhouse gas emissions 15% below 2005 levels. In 2015, the Town will begin implementation of a selection of the measures from the CAP.

California Green Building Code

California Building Codes, which are updated on a triennial basis, have placed an increasing focus on green building, including measures to improve energy efficiency, increase waste diversion, and promote use of less environmentally damaging building materials. The most recent revisions, known as the California Green Building Code or "CalGreen" introduced a series of wide-ranging provisions to promote more sustainable modes of development. The California Building Standards Commission adopted the 2013 California State Building Code, which included the California Green Building Code, as the new minimum required standards for building construction in California. In January of 2014 Town Council approved an ordinance adopting the 2013 California State Building Code with enhancements to some building requirements to address local seismic and fire hazards.

Tree Protection

The Town of Moraga places high value on its natural landscape and abundant trees, with certain species protected through tree permit requirements. The Town continued to enforce these requirements in 2014. The Town of Moraga has been a Tree City USA Town since 2009.

Noise Element (Conservation and Open Space Element)

The Conservation and Open Space Element addresses noise:

- **Goal OS6: Noise.** A peaceful and tranquil community.

The Town continues to enforce the noise limits stated in Moraga Municipal Code Chapter 7.12, Noise Regulation. The California Environmental Quality Act (CEQA) requires a noise analysis for all proposed development projects. Mitigation measures are identified for each project to reduce noise impacts. The Town includes these project specific mitigation measures as conditions of approval for the project to reduce noise impacts. Nuisance complaints related to noise are handled by continued enforcement through the Moraga Police Department.

The Town continued to work with Saint Mary's College to address noise and lighting complaints associated with the College's intramural fields. Resolution of this issue through redesign of the lights, and operational requirements to reduce inappropriate noise from the fields is expected in 2015.

Safety Element (Public Safety Element)

The General Plan Public Safety Element includes five goals and related policies intended to safeguard the community from natural and man-made hazards.

- **Goal PS1. General Public Safety:** A semi-rural environment that is relatively free from hazards and as safe as practicable.
- **Goal PS2. Police and Emergency Services:** A community environment that is free from crime and prepared for any potential disaster.
- **Goal PS3. Fire Safety and Emergency Services:** A high level of fire and life safety.
- **Goal PS4. Seismic and Geologic Hazards:** Minimal risk to lives and property due to earthquakes and other geologic hazards.
- **Goal PS5. Flooding and Streambank Erosion.** Minimal risk to lives and property due to flooding and streambank erosion.

Building and Safety Codes

The Town continues to contract with Contra Costa County to enforce State and local building code requirements to minimize loss of life, injury, and property damage from seismic activity, earthquakes, flooding and fire. In 2014, the Town adopted two ordinances to update the Town's nuisance abatement procedures and create a process for issuing administrative citations to enhance code enforcement capabilities and to ensure that building and safety codes are effective. In addition, the Town adopted an ordinance to update its building code to adopt the 2013 California State Building Code changes to some building requirements for addressing local seismic and fire hazards.

Fire Safety Codes

The Town continues to work closely with the Moraga Orinda Fire District (MOFD) to review proposed development projects to ensure adequate emergency access and fire equipment access. In 2014, the Town implemented its annual management and removal of vegetation from Town-owned property and roadways, as directed by the Fire Marshal.

Emergency Operations

In 2011, the MOFD created a part-time position of Emergency Preparedness Coordinator who has worked together with all three Lamorinda communities to improve disaster preparedness and response capabilities. Guidance has been provided to all three communities to create new Emergency Operations Plans (EOP). Moraga's EOP was accepted by the Town Council on June 27, 2012. The EOP Disaster Response Plan is provided to all MPD officers and reserves in electronic format for ongoing training and use during a disaster response. In 2014, Town staff received training in Emergency Operations Center (EOC) functions and activation. An earthquake activation drill for Town staff was held October 16, 2014 and on October 23, 2014 MPD staff served as facilitators for an EOC drill for Saint Mary's College staff. A multijurisdictional training for elected officials was also held in December 2014.

Moraga Geologic Hazard Abatement District

State law authorizes local jurisdictions to create Geologic Hazard Abatement Districts (or GHADs) in order to prevent, mitigate, abate, or control geologic hazards. In May, 2014, Town Council directed staff to pursue formation of a new Moraga Geologic Hazard Abatement District. In July 2014, Council adopted a resolution declaring that the Town is subject to "GHAD Law." As a result, three development projects (Palos Colorados, Rancho Laguna II, and Hetfield Estates) were conditioned through the design review process for inclusion into the Town's GHAD in order to address on-site geologic hazards, particularly landslides. In 2015, Town Council will continue the GHAD formation process, including public hearings to consider formation of the GHAD, appointment of the GHAD Board, and review of Plans of Control for each of the subdivisions within the GHAD.

Gateway signage

In the fall of 2013 the Town Council requested that staff initiate the process of replacing the Town Marquee with a new electronic community message board. The new message board is intended to serve the community for emergency notifications, community meetings and information as well as town-wide events/programs of interest to all. The message board would replace the existing marquee on Moraga Road, adjacent to the Moraga Commons Park. The sign is scheduled to be installed by late spring 2015.

Community Facilities and Services Element

The Public Facilities and Services Element is an optional element of the General Plan. It includes the following goals specific to the Moraga Community:

- **Goal FS1: Town Administration.** Efficient and effective management of the Town, including maximum economies from the expenditure of public monies and involvement of citizens as human resources to research problems and recommend solutions.

- **Goal FS2: Schools.** Continued high quality schools.

- **Goal FS3: Parks and Recreation.** Parks and recreational facilities that respond to community needs and priorities and are consistent with Town resources.

Five Year Financial and Capital Improvement Plan

During the annual budget process, the Town Council considers and adopts an updated Five-Year Financial Plan as a strategic tool to better manage the Town's limited financial resources. The Five-Year Financial Plan for the ongoing services makes projections of the Town's revenue and expenditures over a five year period based on historical trends and current information about future revenue sources and expenditures. The Five-Year Financial Plan for the CIP is an attempt to illustrate the current and long-term needs of the Town with respect to construction projects and equipment purchases. In 2014, the Town adopted an Operating and Capital Improvement Program for fiscal year 2014-2015 that aligned with the Five-Year Financial Plan.

Generally, the Town relies on grants and other one-time resources to support the CIP. In 2014 the Town Council also approved a five-year Capital Improvement Plan that included programs specifically for community facilities and elements. The renovation of 331 Rheem Blvd. as the Corporation Yard/Council Chambers/Community Meeting Room received funding approvals. Town Council also funded a Hacienda ADA Accessibility to the Upper Floors Study, Annual Hacienda de las Flores Improvement Program, Moraga Library Restroom Improvement, Municipal Building Repainting Program, Annual Commons Park Improvement Program, Storm Drain Master Plan, and Street Rehabilitation Program.

Recreation Services and Programs

The Parks and Recreation department continued to offer and support an extensive range of events and programs in 2014, including organization of the eighth annual Moraga Triathlon and the sixth year of Camp Hacienda, a day camp run by part-time, seasonal recreation leaders. Additional programs such as the Mother/Son Dinner Dance, Breakfast with Santa, Spring Egg Hunt, 4th of July, Community Faire, and the Pear and Wine Festival continued to be successful. Seasonal camps such as magic, carpentry, sports, educational, special interest and drama will

continue. The Cinco de Mayo and Oktoberfest events, organized by the Hacienda Foundation continued successfully in 2014.

The Town continued to work with the Moraga School District, Campolindo High School and with Saint Mary's College to facilitate shared use of facilities because demands for recreation programming continue to increase, and because Town facilities in Moraga, especially active field space, is limited. In the fall of 2013 the Town Council and Moraga School District Governing Board established a Joint Ad Hoc Facilities Planning Subcommittee to address community needs including inventory of existing resources and recommending short-term (ways to partner through joint facilities usage) and long-term facilities planning (ways to improve and enhance sports fields/facilities) within the Town of Moraga. The Subcommittee met monthly in 2014. Currently the Town has a use agreement for a sports field at Saint Mary's College, but no such agreement exists with the Moraga School District or Acalanes Union High School District (Campolindo High School)

From May 2013 to April 2014 the Parks and Recreation Department and Hacienda de las Flores, hosted, on a trial basis, a non-exclusive use breakfast and lunch café and bakery during weekday hours Monday–Friday. This trial had some success, but eventually resulted in discontinuation of the service due to competing interests for the community use of the Hacienda de las Flores.

Nexus Study Update

As noted, in 2014 the Town continued to work on the 2008 Nexus Study update, which establishes impact fees for new development intended to accommodate the impacts of that growth on Town infrastructure. The updated fees, which will be adopted in 2015, address General Government Facilities; parks, public safety (police) storm drains, and traffic. The update will ensure the fees better reflect anticipated community needs, as well as cost adjustments to the extent project costs have increased beyond the basic cost index increases allowed annually.

Housing Element

Housing element law requires local governments to adequately plan to meet the existing and projected housing needs of all economic segments of the community[1]. All Housing Elements must meet the requirements of the California Government Code 65583 and 65584. A certified Housing Element ensures that Town laws and policies are fair and nondiscriminatory.

The Town completed a Housing Element update in January 2010, and the Element was certified as compliant by the State in May 2010. The 2010 Housing Element update addressed the planning period 2007-2014, and met the purposes identified by State law, including assessment of current and future housing needs and constraints in meeting those needs; and providing a strategy that establishes housing goals, policies, and programs.

The Housing Element addresses the statewide housing goal of "attaining decent housing and a suitable living environment for every California family." In 2013 the Town began preparation of the 2015–2023 Housing Element update. During 2014, the Housing Element Update went through several workshops and study sessions with the Planning Commission and Town Council. In January, 2015, Town Council will be presented with the Housing Element Update for the 2015–2023 Planning Cycle.

This annual report assesses the Town's compliance with the 2010 Housing Element, which was in effect during the 2007–2014 planning period. Attachment 2 identifies the Town's actions towards completion of Housing Element programs, and status of the Town's compliance with the deadlines outlined in therein. This is the last year covered by the 2010 Housing Element update, next year's annual report will assesses 2015–2023 Housing Element update, which will outline revised goals, policies, and programs.

The Housing Element provides the planning framework of goals, policies and programs to meet housing need in the community; however, housing construction is reliant on the private sector. The decision of private sector entities to build can be affected by market demand, financing, and the local approval process, including CEQA review. The recent economic recession limited the availability of lending for some projects in the community, causing delays in the start of construction and reductions in the scope of some approved projects. In 2014, the Town issued two building permits for single-family dwellings, an increase from zero permits issued in the 2013 calendar year. As noted, the Town also saw an uptick in development applications, and applications for residential remodels, indicating an overall trend towards investment in building new housing and improving the existing housing stock.

[1] Housing and Community Development website, http://www.hcd.ca.gov/

Affordable Housing Support

The Town continues to support existing affordable housing units by coordinating with property managers. Town staff audits the annual income recertification program to ensure tenants still qualify, and to verify that property owners maintain the continued availability of affordable units. Staff determines the utility allowance and rent using 80% of the Median Income for Contra Costa County as a benchmark. When units become available for rent, Town staff reviews the advertisement, and audits the applicant income verification process and wait list prioritization.

REGIONAL HOUSING NEEDS

The Regional Housing Need Allocation (RHNA) is the state-mandated process to identify the total number of housing units (by affordability level) that each jurisdiction must accommodate in its Housing Element. Table 1 summarizes the quantified housing goals for the Town of Moraga for the 2007-2014 Housing Element period, in fulfillment of the Town's share of the Regional Housing Need Allocation (RHNA). In 2014, permits for two new residential units were issued, however no new residential units were completed and therefore none were designated as below-market rate or affordable housing.

The RHNA and Housing Element provide the housing goals and identify housing need for the community. The decision of private developers to construct new housing will be affected by policies and programs of the Housing Element, as well as market demand, financing, and the approval process (including CEQA review and cost of land). Although the Town certified its Housing Element in 2010, the economic recession limited the availability of lending for some projects in the community, causing a decline in development project, delays in the start of construction and reductions in the scope of some approved projects.

Table 1 Quantified Housing Goals and Progress

Affordability Level	New Construction	Rehabilitation	Section 8
Extremely Low (<30% AMI)	42	0	3
Very Low (30% - 50% AMI)	42	2	2
Low (50% - 80% AMI)	64	3	0
Moderate (80% - 120% AMI)	97	0	0
Above Moderate (>120% AMI)	62	0	0
Total Target	307	5	5
Units Constructed[2] 2007-2013	9		

[2] "Units Constructed" is determined based on completion of final building inspections

Units Constructed 2014	0
Total Units Constructed 2007-2014	9
Remaining Target	298

Area Median Income
The Area Median Income (AMI) for Contra Costa County, as determined by the State of California. This number varies based on household size, but was $61,950 for an individual and $88,500 for a four-person household in 2014.

Regional Housing Need Allocation Update 2014–2022
The RHNA allocations for Bay Area counties and cities for the period 2014–2022 were published by ABAG in July 2013. The Town of Moraga's updated allocation was for a total of 229 units, including 75 very-low, 44 low, 50 moderate and 60 above-moderate income units.

2015–2023 Housing Element Update
In 2014 the Town initiated the State mandated update of the Housing Element for the 2015-2023 planning cycle. This process included new stakeholder and community meetings, and study sessions with the Planning Commission and Town Council. The Towns RHNA number had been reduced from 307 housing units in the 2007–2014 planning cycle to 229 housing units in the 2015–2023 planning period. The update included new goals, policies and programs being added to the element and removal of programs that have been completed during the previous planning period. Several Zoning Text Amendments were adopted in compliance with State law, which included allowing transitional and supportive housing within residential zoning districts, emergency shelters by right in the Institutional Zoning District, Reasonable Accommodation for individuals with disabilities, and Density Bonus provisions.

The updated 2015–2023 Housing Element was adopted by the Town Council in January of 2015, with the majority of the work being conducted during 2014. The Housing Element update found that the Town's housing goals, policies and programs meet the requirements of the State of California and the needs of the community. The 2015–2023 Housing Element consists of minor updates to demographic information, goals, policies, and programs. The update process included necessary changes to the 2007–2014 Element in order to ensure that the Town currently has appropriate housing capacity and has sufficiently designated land for future capacity covering all economic segments of the community.

GOVERNMENTAL CONSTRAINTS TO AFFORDABLE HOUSING

The Housing Element is required to analyze and identify potential government constraints to the production of affordable housing, and where possible, identify programs that will help to lessen these constraints. Examples of such constraints are government-imposed fees that contribute to the overall cost of housing production, development standards that make it more difficult or costly to develop, or review processes that add time and cost to housing development proposals.

The analysis of government constraints found that the Town's permitting, development review, and fees represent actual staff costs and time to process applications, and are not unduly restrictive to new development, nor inconsistent with similar fees and processes in other jurisdictions, particularly for single-family homes. Development Impact Fees charged by the Town and other agencies, such as local school districts, were found to represent a relatively small proportion (two to five percent) of the total cost of a new dwelling unit. Nonetheless, the analysis did find that some aspects of the development review process, including the three-stage approval process for larger planned unit developments and subdivisions, and multiple opportunities for appeals during the approval process, might hinder some projects. The Moraga Center Specific Plan, under development while the Housing Element was being prepared, was identified as a significant opportunity for the Town to address its housing needs, due to its designation of high density land use areas through a new R-20 zone, opportunities for new senior and workforce housing, and streamlining opportunities for residential and other projects found to be consistent with the Plan.

Programs identified in the 2007–2014 Housing Element to reduce governmental constraints to housing production include various programs to update the Zoning Ordinance and Design Guidelines; adopt and implement the Moraga Center Specific Plan, and Rheem Center Specific Plan.

A complete summary of the Town's progress to achieving the programs identified in the Housing Element is included in Appendix 2.

PLANNING APPLICATIONS

The following table summarizes the status of planning applications submitted in 2014, as of December 31, 2014. This represents a three percent increase in overall requests from 2013, and 16% increase in ADR requests.

Table 2: 2014 Planning Applications

Application Types	Requests	Approved	Denied	Withdrawn/ Elevated	In Process
General Plan Amendments	0	1	0	0	0
Use Permits	10	2	0	1 Withdrawn	7
Tentative Maps	3	2	0	0	1
Final/Parcel Maps	0	0	0	0	0
Variances	2	0	0	0	2
Design Review Board	23	14	0	1 Withdrawn	8
Administrative Design Review (ADR)	50	35	0	4 Withdrawn	11
Lot Line Adjustments	3	0	0	0	3
Building Permits	460	-	-	-	-
Sign Permits	3	3	0	0	0
Tree Removal Permits	2	2	0	0	0

TOWN OF MORAGA
ANNUAL PLANNING AND GENERAL PLAN IMPLEMENTATION REPORT
January 1 – December 31, 2014

APPENDICES

Appendix 1: General Plan Implementation Program Status Summary

Appendix 2: Annual Element Progress Report—Housing Element Implementation

Implementation Program		Status	2014 Accomplishments	2015 Goals/Planned Activities
A. GENERAL PROGRAMS				
A1	**General Plan Diagram** Use the General Plan Diagram to guide land use planning activities in the Town and its Sphere of Influence area. Use the Circulation System of the General Plan Diagram to guide activities related to goods movement, emergency vehicle routes, street closures and other activities that affect the transportation system, local businesses and residents. Review and update the General Plan Diagram as part of the annual General Plan review process.	Ongoing	• Progress was made on the Bollinger Valley Project, which will include an amendment to the General Plan and General Plan diagram. • A General Plan land use map amendment was approved by the Town Council for the Via Moraga project, a 17 unit residential project. • In March, 2014, annexation of Carr Ranch (the property fronting Camino Pablo southeast of Sanders Ranch Road at the southeastern edge of town) was discussed as part of a potential subdivision and development process.	• Continue and/or complete process for General Plan amendment application for Bollinger Valley Project. • Consider General Plan map amendment for the Park Street Homes project on the vacant site next to the Rheem Theater. • Based on direction from Town Council, proceed with process to initiate annexation of the Carr Ranch Property, and begin review of the pre-zoning and development of the site, in accordance with LAFCO procedures.
A2	**Annual Town Budget** Prepare, review and adopt an Annual Budget to identify and fund ongoing Town programs, services, activities, and projects, including capital improvement projects needed to maintain and enhance the community's character, quality and livability. Capital improvement projects shall include park and recreation facility improvements; public safety improvements; and improvements to the circulation system that are necessary to maintain and improve traffic operations and/or levels of facility performance, identifying funding sources (Town funds and other) as well as intended project phasing.	Ongoing	• Current Fiscal Year (2014-15) Operating and Capital Improvement Program (CIP) Budgets adopted on June 11, 2014. • Town issued $7.72 million 2013 Certificates of Participation using annual revenue from voter-approved Measure K Local One Cent Sales Tax in November 2012 to fund annual debt payments. • 2013 COP funding is dedicated to pavement/infrastructure rehabilitation program and is in the middle of a three-year accelerated implementation program.	• Prepare and adopt Fiscal Year (2015-16) Operating and Capital Improvement Program (CIP) Budgets by June 30, 2015.
A3	**Annual Needs Assessment** Conduct an annual assessment of service levels in relation to community needs as part of the Town budget process.	Ongoing	• Service levels were evaluated as part of the FY 2014-15 budget process.	• Review service levels as part of the FY 2015-16 budget development process.
A4	**Annual General Plan Review** Conduct an annual review of the General Plan prior to initiating the Town budget process, reporting on the status of the Plan's implementing programs and revising the schedules for implementation accordingly to reflect implementation priorities for the coming year and ensuring linkage between implementation priorities and the Town's annual budget. Additionally, the review should identify current issues in need of attention and recommend new or revised goals, policies or implementing programs, as appropriate, including proposed General Plan amendments.	Ongoing	• Town Council will review the General Plan status report on April 22, 2014. • This table updates the table included as General Plan Appendix F, including, where appropriate, identification of priorities for 2015.	• Track progress of General Plan Implementation Programs throughout the year.
A5	**Public Opinion Surveys** Conduct periodic surveys of public opinion on the Town's various programs and activities.	Ongoing	• Extensive public outreach conducted for Livable Moraga Road and Hillsides and Ridgelines projects through community workshops and launch of	• Conduct public opinion surveys on the preferred option for Livable Moraga Road Segment 3 between Donald Drive and Corliss Drive.

			"Open Town Hall."	• Develop and execute a strategy (similar to initial Measure K survey) to determine the public's priorities with respect to additional police officer(s), the ongoing repair/maintenance of Town Facilities, the construction of new Parks and Recreation facilities, a sports field, and the acquisition of Open Space as required by the General Plan, as well as other Town initiatives.
A6	**Citizen Participation** Continue to encourage citizen participation in all Town activities, including ongoing review and management of the General Plan and development decision-making. Other areas in which to emphasize citizen participation include: • Recreation Programs. Encourage resident participation in community events and activities, including recreation programs, both as participants and as leaders, instructors or coaches. • Public Safety Activities. Involve residents, businesses and service organizations in citizen task forces to study special areas of safety concern, and in safety education activities, such as neighborhood watch, drug awareness, disaster preparedness, and similar programs.	Ongoing	• *Recreation Programs*: 2014 saw the continuation of a number of successful programs and events including the Moraga Triathlon, Cinco de Mayo, 4th of July, Pear and Wine Festival, and Oktoberfest. • *Public Safety*: MPD continued citizen engagement through reactivation of the Citizen Corps Council, Community Emergency Response Team (CERT), Moraga Neighborhood Emergency Preparedness (MNEP) group, Radio Amateur Civil Emergency Service (RACES) group. • Parks and Recreation added three new community events: 40th Anniversary Celebrations, Community Garage Sale, and Family Campout at Rancho Laguna Park. • Moraga, Orinda, Lafayette, , MOFD, and St. Mary's College partnered in 2014 to conduct the ShakeOut Emergency Operations Center (EOC) activations and test communications abilities. Additionally, the same entities attended specialized EOC training together along with members from Lamorinda CERT, Red Cross, CC County, SMC, and PG&E.	• Continue to seek citizen participation through service groups, scout organizations, and community groups to off-set Town costs on various projects/programs. • Police will purchase a mobile trailer to store all FOC/EOC equipment at 331 Rheem Blvd. • Conduct public opinion surveys on the preferred option for Livable Moraga Road Segment 3 between Donald Drive and Corliss Drive. • Continue to encourage a high level of public participation in community workshops for the hillside and ridgeline regulation study. • Create a new Pedestrian-Bicycle Advisory Committee to assist with the development of the Pedestrian-Bicycle Master Plan and Wayfinding Plan Update.
A7	**Citizen Commissions** Continue to appoint and support Moraga residents to serve on commissions related to the Town's planning and development and service delivery. Commissions include the Planning Commission, Design Review Board, Park and Recreation Commission, and Youth Involvement Committee. Each Committee shall have a designated charge and shall be involved in the review and discussion of relevant issues, making recommendations as appropriate to staff and the Town Council.	Ongoing	• The Planning Commission, Design Review Board, Park and Recreation Commission, Youth Involvement Commission and Local Sales Tax Oversight Committee met regularly throughout 2014. • The Hillsides and Ridgelines Steering Committee was formed to include members of the Town Council, Planning Commission, Park and Recreation Commission and Design Review Board, and began work on the update of hillside and ridgeline regulations. • The Livable Moraga Road Town Advisory Committee (including representatives of the Planning Commission, Design Review Board, Park and Recreation Commission and former Traffic Safety Advisory Commission) continued to meet and provide input on the project.	• Create a new Citizen's Advisory Committee to assist with the development of the Pedestrian-Bicycle Master Plan and Wayfinding Plan Update. • Hillsides and Ridgelines Steering Committee will continue to guide the update of hillside and ridgeline regulations. • Create a new Advisory Committee for the MCSP Implementation project.

			• The Town Council accepted the Moraga Climate Action Plan which was based on the recommendations of the Climate Action Task Force.	
A8	**Homeowner Assistance** Provide long-term technical assistance to homeowner associations to address public safety issues and concerns, for an appropriate fee or assessment. Assistance shall also be provided in the form of public information and education programs.	Ongoing	• Moraga PD continued to participate in local group forum discussions regarding neighborhood issues and disaster programs. • Moraga PD website continued to provide homeowners the ability to request extra patrol or vacation watch services online. • Moraga PD provided 275 Vacation House Watch services to residents.	• Police will continue to offer Neighborhood Watch presentations, home security checks, and Vacation House Watch services.
A9	**Conflict Resolution** Participate in the Contra Costa Transportation Authority's conflict resolution process as needed to resolve disputes related to the development and implementation of policies described in the Growth Management Element.	Ongoing	• No conflict resolution processes were required in 2014.	
A10	**Private Sector Support** Encourage the donation of funds, goods and services by the private sector according to the established guidelines and policies of the Town.	Ongoing	• A total of approximately $35,000 in donations to support Parks programs was received in 2014. • Raised over $6,000 in sponsorships for the annual Moraga Triathlon. • Friends of Moraga Library contributed over $20,000 to support the library. • Moraga PD in association with MOFD and CERT, received donations to upgrade emergency preparedness efforts and to provide additional disaster training exercises. • Moraga PD solicited and received four new AED's from the Rescue One Foundation valued at approx. $8,000. • Town Council approved a development agreement with SummerHill homes for the Camino Ricardo project which, together with Development Impact fees has a total value of $2.9 million including dedication and construction of a park, trail and bridge connections, sidewalk construction and donation of $55,000 for pedestrian improvements.	• Continued fundraising and volunteer efforts for other improvements and upgrades to Town facilities and to support events. • Expecting continued financial support from the Friends of the Library to again fund Sunday hours. • Hacienda Foundation plans to fund up to $20,000 in building upgrades/improvements annually, as part of a five year plan to spend $100,000 on such improvements. • Moraga Park Foundation will complete installation of new landscaping at the entrance of the Moraga Library. • Town will consider a use permit application with Adventure Day Camp (the old Moraga Tennis and Swim Club) for a new facility on Larch.
B. ORDINANCES				
B1	**Zoning and Subdivision Ordinances** Revise the Town's Zoning Map, Zoning Ordinance and	Ongoing	• Adopted a comprehensive update of Chapter 8.88,	• Continue comprehensive revisions to Municipal

	Subdivision Ordinance, as needed, to maintain consistency with the adopted General Plan and, specifically, to achieve the following: • Incorporate the land use plans of the Moraga Center Area and Rheem Park Area Specific Plans, when completed. Until such time that the new Specific Plans are completed, the 1990 General Plan designations and existing zoning shall apply in the specific plan areas. • Retain existing residential zoning and discourage non-residential uses in these zones. • Provide for density bonuses in residential districts, consistent with State law requirements (California Govt. Code 65915). • Continue to allow the renting of rooms/quarters in single-family homes as a permitted use in single-family zones. • Permit emergency and transitional housing in the Community Commercial Zoning District. • Continue to allow manufactured housing on single-family lots if placed on permanent foundations and subject to compliance with Town Design Guidelines. • Review the requirements for second units and implement changes, including permitting detached units under certain circumstances. • Prohibit the creation of new non-MOSO lots unless the after-graded average slope of the proposed development area is less than 25%.		Signs and Outdoor Advertising, to consolidate and clarify signage standards and ensure legal consistency. • Adopted an Ordinance adding Title 1 General Provisions, Chapter 1.28, Administrative Penalties, to create a process for issuing administrative citations for violations of the Municipal Code and establish a two-step appeal process. • Amended Chapter 7.16, Nuisance Abatement, to streamline the nuisance abatement process and establish a two-step appeal process. • Amended Zoning Ordinance to ensure Housing Element certification. This included amending Section 8.04.020: Definition, and amending corresponding permitted uses in applicable zoning districts, Adding Chapter 8.164, Emergency Shelters; Chapter 8.168, Reasonable Accommodation; and Chapter 8.172, Density Bonus to Title 8, Planning and Zoning, of the Town of Moraga Municipal Code. • Work began and progress was made on a study to update the Town's hillside and ridgeline regulations, including two public workshops, preparation of a detailed background report, and initial issues identification.	Code; work with community members, Planning Commission, and Design Review Board members to identify potential amendments and updates to regulations. • Continue work on the hillside and ridgeline regulation study, anticipated for completion in early 2015. • Adopt Historic Preservation Ordinance in early 2015. • Commence with work on the Moraga Center Specific Plan Implementation project. • Draft amendments to Chapter 8.92, Animals, to streamline the permit process and expand the range of properties in which small animal keeping is permitted, for consideration by Planning Commission. • Draft an ordinance streamlining the permitting process for small residential rooftop solar energy systems in conformance with AB 2188.
B2	**Moraga Open Space Ordinance** Continue to implement the development policies and standards set forth in the Moraga Open Space Ordinance, in accordance with its Interpreting and Implementing Guidelines.	Ongoing	• The Planning Department reviewed and processed a number of applications in 2014 in accordance with the requirements of the Moraga Open Space Ordinance. • Work began and progress was made on the study of updates to the Town's hillside and ridgeline regulations, including two public workshops, preparation of a detailed background report, and initial issues identification.	• Complete the hillside and ridgeline regulations update, including adoption of amendments to clarify and reduce ambiguity in the existing MOSO guidelines and related regulations.

B3	**Condominium Conversions Ordinance** Revise the Condominium Conversion Ordinance to exempt limited equity residential cooperatives that meet all of the following requirements to the extent necessary to comply with State Law: • Minimum of 20 percent of the units as housing affordable to very-low to moderate income households, • Resale controls to assure long term affordability of the low- and moderate-income units, • Right of first refusal of purchase of units by occupants, and • Relocation assistance to low- or moderate-income households who are unable to afford the purchase of units that are converted.	On Hold/ Deferred	• No work to update the Condominium Conversion Ordinance was undertaken in 2014. • No condominium conversion applications were processed in 2014.	
B4	**Traffic Impacts Ordinance** Require developers to fund or construct their "fair share" of transportation improvements.	Ongoing	• In FY 2013-2014 just over $551.00 was collected to cover the developments' share of local traffic improvement costs. • The Town continued work to update the nexus study to revise the 'fair share' projections for impact fees, including local fees and sub-regional (LFFA) fees charged by the cities of Lafayette, Moraga and Orinda.	• Complete local and LFFA impact fee study and make recommendations for adjustment to the fee schedule.
B5	**High Risk Areas Zoning Overlay** Establish a zoning overlay district for all high-risk areas. Development may be permitted only if geologic and geotechnical investigations or project mitigations result in a very low level of risk to life and property. If so, require the project geotechnical engineer and the Engineering geologist to make explicit findings that this is the case, and require review by the Town's consulting geotechnical engineer and Engineering geologist. Mitigations, if necessary, should be made conditions of project approval.	Ongoing	• Work began and progress was made on the study of updates to the Town's hillside and ridgeline regulations, including two public workshops, preparation of a detailed background report, and initial issues identification. • At the direction of Town Council, staff pursued formation of a new Moraga Geologic Hazard Abatement District in order to in order to prevent, mitigate, abate, and control geologic hazards, particularly landslides. Three development projects (Palos Colorados, Rancho Laguna II, and Hetfield Estates) were conditioned through the design review process for inclusion in the Town's GHAD.	• Complete the hillside and ridgeline regulations update, including adoption of amendments to clarify and reduce ambiguity in the existing MOSO guidelines and related regulations. • Consider formation of the Moraga Geologic Hazard Abatement Districts in spring, 2015. Review Racho Languna II Plan of Control, establish GHAD contracting structure, and appoint GHAD staff positions.
B6	**Moderate Risk Areas Zoning Overlay** Establish a zoning overlay district for all moderate-risk areas and discourage development in areas so designated. Where possible, avoid building in moderate risk areas. Where it is not possible to avoid building in such areas entirely, due to parcel size and configuration, limit development accordingly through density regulations, subdivision designs that cluster structures in the most stable portions of the subdivision, site designs that locate structures in the	Ongoing	• See IP-B5.	• See IP-B5.

	most stable portion of the parcel, and specific requirements for site Engineering, road design, and drainage control.			
B7	**Hillside Zoning Overlay** Establish a Hillside Zoning Overlay for all hillside sites with greater than 20 percent slope. Regulate densities and require that permitted structures be built in the most stable portion of each parcel. Prohibit the construction of new residences on average slopes of 25 percent or more within the proposed development area of a lot, with the exception of existing lots that were either legally created after March 1, 1951 or specifically approved by the Town Council after April 15, 2002. In the case of existing lots with an average slope of 25% or more within the proposed development area, the design of all new residences shall be subject to design review approval.	Ongoing	• See IP-B5.	• See IP-B5.
B8	**Fire Safety Ordinance** Work in conjunction with the Moraga-Orinda Fire District to enact appropriate ordinances to require the use of built-in fire protection systems in all new commercial buildings and in single family residential buildings where water supply and access do not meet fire code requirements or distance to a fire station exceeds 1.5 miles, or square footage exceeds 5,000. The ordinance should also establish guidelines for fire trails and fuel breaks in open space areas, for minimum roofing requirements, and for the design, use and management of Emergency Vehicle Access routes.	**Complete.** Ordinance adopted June 2009.		• The Town will initiate revisions to the Safety Element in order to comply with SB1241 requirement regarding fire safety.
B9	**Seismic Safety Ordinance** Adopt an ordinance requiring the reinforcement of hazardous buildings. The ordinance should: • Identify critical facilities such as public facilities and infrastructure, evaluate their seismic safety, and develop a schedule for strengthening those facilities found to be below standard. • Require critical facilities, such as schools and medical facilities, to meet the highest possible standards. • Set priorities for non-critical facilities and establish procedures and a schedule for achieving compliance. • Require basic elements of seismic retrofitting upon transfer of property, including inexpensive and cost-effective measures such as bolting of houses	Ongoing. State has authority over some critical infrastructure, such as schools, and seismic safety regulated through building code.	• Amended Chapter 15.04, Building Codes, to reflect the 2013 California State Building Codes and modifications due to local climatic, geological or topographical conditions.	• Continue to update the Municipal Code to stay compliant the State regulations on seismic safety.

	to foundations, reinforcement of chimneys, sheathing of cripple walls and bracing of hot water heaters. • Include guidelines for post-earthquake decisions regarding evacuation and condemnation of damaged buildings.			
B10	**Geologic Hazards Abatement District Ordinance** Consider adopting a Geologic Hazards Abatement District Ordinance, in accordance with State enabling legislation.	Ongoing (consider in conjunction with IP-B5,B6, B7)	• See IP-B5.	• See IP-B5.
B11	**Transportation Systems Management Ordinance** To attain traffic service standards, adopt and implement a Transportation Systems Management (TSM) ordinance or alternative mitigation program.	Ongoing	• Town Council accepted the Climate Action Plan, which includes eight measures related to transportation and land use. • Began working with Orinda, Lafayette, and County Connection on a joint feasibility study to provide alternate transit service, including a shuttle or circulator between the three Lamorinda cities and the BART stations. • Continued to make progress on the Livable Moraga Road project, including public workshops and presentations of the draft concept plans to Planning Commission, Design Review Board, and the Park and Recreation Commission.	• Complete alternative transit service feasibility study. • Present the 35% design plans for the Livable Moraga Road project to Town Council. • Commence with work on the Moraga Pedestrian-Bicycle Master Plan Update and Wayfinding Plan, anticipated for completion in January 2016. • Complete the Lamorinda Service Plan to identify alternative transit options, including shuttle service from Moraga to BART.
B12	**Flood Control Ordinance** Establish a flood control ordinance using FEMA guidelines. The ordinance should establish standards for structural setbacks along streams, set standards for property line setbacks, and require that streamside property be owned and managed in common.	**Partially Complete.** Ordinance Adopted June 2009.		• Implementation of this program in the near term will require resources beyond the level currently available in the Engineering Department.
B13	**Historic Preservation Ordinance** Develop and adopt a Historic Preservation Ordinance to preserve designated historic buildings and sites and to allow owners of designated historic buildings to apply for tax relief through Mills Act Agreements. Issues to address include definition and designation of historic buildings and sites (including historic orchards); demolition procedures and permits; review of structural modifications and use changes; and design and development review criteria and procedures. Establish guidelines for site and building use, rehabilitation, relocation, and adaptive reuse, and	Ongoing	• Presented draft Historic Preservation Ordinance to Planning Commission for a recommendation to Town Council for adoption.	• Adopt a Historic Preservation Ordinance by February 2015, and develop forms and procedures for nomination and designation of historic landmarks.

	implement discretionary design reviews.			
B14	**Non-smoking Ordinance** Periodically evaluate the effectiveness and scope of the Town's non-smoking ordinance, and revise as appropriate.	Ongoing	• No deficiencies with the Town's Non-Smoking Ordinance were identified in 2014.	
B15	**Moraga Tree Ordinance** Implement and monitor the Moraga Tree Ordinance to preserve and protect trees in the community as they contribute to the beauty and environmental quality of the Town, with particular attention to designated 'tree-covered areas' (OS2-9) and 'trees of historical significance' (CD7.1), as defined in the Ordinance.	Ongoing (Ordinance updated in 2000)	• Staff processed two tree removal permits for trees that are protected.	• Ongoing enforcement of the Tree Ordinance.
B16	**Recycled Water Ordinance** Consider adopting a Recycled Water Ordinance in accordance with State law.	**Complete.** Ordinance Adopted July 2003.		
B17	**Moraga Grading and Erosion Control Ordinance** Adopt a comprehensive grading and erosion control ordinance. Require all grading on average slopes of 25% or more within the development area to be considered by the Town Council following a recommendation by the Planning Commission. In addition, identify the maximum average slope within a development area that can be graded and prohibit grading of average slopes in excess of the limit. Require natural contour grading of all slopes in excess of 20%.	**Complete.** Ordinance Adopted August 2006.		• Continue to implement the Ordinance through issuance of grading permits, enforcement and monitoring or improvements.
C. DEVELOPMENT REVIEW				
C1	**Development Review** Undertake development reviews to ensure compliance with applicable local, regional, state, and federal laws and adopted policies. Ensure that developers contribute funding for on-site and off-site improvements that mitigate impacts of development. Specifically, review development proposals to ensure: ▪ Neighborhood Quality. Continue to examine site and building plans to ensure that layout and design meet Town objectives for neighborhood quality (including minimizing burglary, vandalism, and other crimes). ▪ Performance Standards. Ensure that one or	Ongoing	• All new development was evaluated for compliance with the General Plan, applicable local and other agency regulations, and performance standards as part of the review process. • Processed 50 Administrative design review permits, 23 Design Review Board Permits, 10 use permits, two variances and three sign permits. • Work began and progress was made on the study to update the Town's hillside and ridgeline regulations, including two public workshops, preparation of a detailed background report, and initial issues identification. • Adopted updated Sign Ordinance.	• Solicit input from the Planning Commission and Design Review Board on the development review and entitlement process. • Complete the hillside and ridgeline regulations update, including adoption of amendments to clarify and reduce ambiguity in the existing MOSO guidelines and related regulations. • Review, update, and clarify Town regulations for processing subdivision development applications to reduce ambiguity and create more clearly defined review processes for applicants and Town Council, Board, and Commissions.

	more of the following conditions will be met: ▪ Performance standards will be maintained consistent with adopted mitigation programs following project occupancy; ▪ Additional mitigation measures are available and will be required of the project sponsor in order to insure maintenance standards; or ▪ Capital projects planned by the Town or special districts will result in the maintenance of standards. Improvements should be in place at the time of project implementation. ▪ Acceptable Noise Levels. Discourage the siting of residences adjacent to major arterials unless noise can be reduced to acceptable levels, consistent with State law. Encourage designs that orient sensitive portions of buildings away from noise sources, utilize the natural terrain to screen structures from major arterials or other noise sources, and use appropriate design techniques to reduce adverse noise impacts. ▪ Solar Access. Discourage the design and siting of buildings in a manner that may reduce solar access for adjacent buildings or properties. ▪ Emergency Response. Appropriate consideration of emergency response planning. ▪ Fire Prevention. Appropriate fire prevention measures, including fire protection systems and fire-retardant roofs in accordance with adopted ordinances and standards. ▪ Safe Subdivision Design. Subdivision design and platting of each parcel so that there is a safe building location. ▪ Slope Stability. Location of development in the most stable portion of each subdivision and/or parcel, with a statement from the project Engineering geologist and geotechnical engineer to this effect, subject to review of the Town's consulting geotechnical engineer and Engineering geologist. ▪ Seismic Safety. Design and construction according to the seismic standards of the latest edition of the Uniform Building Code, with public buildings, multi-story buildings, office and commercial buildings, and public infrastructure designed to the highest feasible standards of seismic design by a structural engineer according to expected levels of			

	seismic shaking, with review by a qualified structural engineer.			
C5	**Traffic Impact Studies** Conduct a Traffic Impact Study as part of the application review process for projects estimated to generate more than 50 peak hour trips per day, consistent with the technical guidelines published by the Contra Costa Transportation Authority.	Ongoing	• All development that would generate more than 50 peak hour trips is subject to review and a finding of conformance with the Lamorinda Action Plan by the Lamorinda Program Management Committee.	• Work with the Southwest Area Transportation Committee (SWAT) and Contra Costa Transportation Authority (CCTA) to adopt an update to the Lamorinda Action Plan. • Continue to review projects for conformance with the Lamorinda Action Plan.
C6	**CEQA / Environmental Impact Reports** Continue to utilize the CEQA process to evaluate and document the potential environmental impacts of proposed development and avoid environmental degradation, requiring environmental impact analysis and appropriate mitigations as necessary in accordance with applicable laws.	Ongoing	• The Town requires the development of an Environmental Impact Report where an Initial Study indicates that the proposed development could have a potentially significant impact on any environmental factor. • In 2014, an Initial Study/Mitigated Negative Declaration was circulated for the Via Moraga development project, and the 2015- 2023 Housing Element Update.	• Continue to implement CEQA.
C7	**Geotechnical Reports** Require a geotechnical report to accompany building permit applications for all new construction, except minor building additions. For hillside sites with slopes steeper than 20 percent, require an Engineering geologic report and retain a geotechnical engineer and Engineering geologist to review such reports on behalf of the Town, according to established guidelines and procedures for review and approval. Ensure that all geologic and geotechnical reports are made a part of the public record, organized in such a manner that they will become an evolving source of local geotechnical information.	Ongoing	• In 2014, eight development projects required/provided geotechnical reports for review. The Town used a consulting geologist and geotechnical engineer to peer review required reports. • Engineering offices developed a new filing that includes a section reserved as a repository for geologic and geotechnical reports.	
C8	**Fee Waivers/Deferrals and Expedited Permit Processing** • Review the Town's fee structure to ensure that development pays no more than its fair share of providing public service improvements consistent with the General Plan. Provide fee waivers or deferrals for projects that contain low- or moderate-income housing. Fee waivers or deferrals should be commensurate with the percentage and income levels of the affordable units proposed, and should be offered only when necessary to assure the financial feasibility of the project and/or the affordability of the low- or moderate-income units. • Provide expedited permit processing and permit	Ongoing	• The Town's fee schedules were reviewed and updated in conjunction with adoption of the FY14-15 budget and reflect the fair share of actual costs to process applications. • The Town initiated work and hired a consultant to conduct a study to update the 'fair share' projections for impact fees. • The Town did not receive any applications for affordable housing projects, or requests for expedited permit processing and assistance for developers of affordable housing, but remains open to such requests.	• Complete impact fee study and make recommendations for adjustment to the fee schedule.

	assistance to developers providing affordable housing to ensure that unnecessary delays do not occur that could jeopardize project funding or result in substantial increases in project costs.			
D. CODES AND ENFORCEMENT				
D1	**Building and Grading Codes** Review and revise the Town's building and grading codes, as necessary, to ensure that the highest standards of the geotechnical Engineering profession are being followed. Specifically, aim for the highest standards in the areas of: ▪ Foundation design for expansive soils ▪ Hillside drainage ▪ Fill settlement ▪ Slope stability analysis ▪ Liquefaction analysis and mitigation ▪ Landslide repair In the grading code, require that roads constructed in hillside areas be engineered to standards that facilitate proper emergency access and the delivery of necessary services, while reducing the potential for excessive maintenance and repair costs. Develop an average slope limit beyond which grading shall be prohibited unless grading is required for landslide repair or slope stabilization.	Ongoing	• The planning and building plan check process includes review of projects for conformance with current building code standards to address geotechnical hazards. • See C7.	• Continue to review development project for geotechnical hazards and require peer review of geotechnical reports by the Town's geotechnical consultant.

D2	**Building Inspection, Code Enforcement and Hazard Abatement** Encourage the County to continue to respond to complaints of substandard property conditions by inspecting properties and enforcing applicable building, health and safety codes. Regularly inform elected and appointed officials regarding code compliance and enforcement issues. For critical structures and development in risk areas, encourage the County to implement a pro-active program of building inspection, code enforcement, and hazard and nuisance abatement. Specifically: ▪ Substandard Structures. Inspect and vacate or condemn structures that are damaged or are in imminent peril, using public nuisance abatement powers. ▪ Hazards in Town Buildings. Reduce non-structural hazards in all Town buildings. ▪ Continuing Education for Seismic Safety. Require inspectors to attend continuing education programs to ensure their familiarity with principles of seismic design and with seismic code requirements. ▪ Grading and Foundation Inspections. Establish inspection procedures to ensure that all grading and foundation work is observed and documented at specific critical stages. For sensitive sites, require periodic grading and foundation inspection by the Town's Engineering geologist and/or geotechnical engineer. ▪ Inspection of Critical Public Buildings. For particularly critical public buildings, require periodic inspection by the Town's structural engineer for seismic safety.	Ongoing	• The Town continued to work with Contra Costa County to conduct building inspections, enforce the Building Code, and abate hazardous building conditions. • Amended Chapter 15.04, Building Codes, to adopt the 2013 California State Building Code standards and modifications due to local climatic, geological or topographical conditions. • Adopted an Ordinance adding Title 1 General Provisions to Chapter 1.28, Administrative Penalties, to create a process for issuing administrative citations for violations of the Municipal Code and establish a two-step appeal process. • Amended Chapter 7.16, Nuisance Abatement, to streamline the nuisance abatement process and establish a two-step appeal process.	• Train Town staff on new code enforcement processes.
E. DESIGN GUIDELINES				
E1	**Scenic Corridor Design Guidelines** Review and update design guidelines and development standards for the Town's designated Scenic Corridors to provide consistent landscaping, design features, and development controls. Guidelines should address: ▪ Street tree selection and spacing and, where appropriate, median trees and groundcover plantings. ▪ View protection, especially to ridgeline and hillside areas. ▪ Signage and/or graphic systems to identify the	**Complete** Revised Design Guidelines adopted 2010.		• Review Scenic Corridor guidelines and consider updates as part of the Hillsides and Ridgelines Project.

	two commercial centers and important community facilities. ▪ Private signage (location, size and materials). ▪ Building setbacks, heights and architectural features. ▪ Landscaping in setback areas, yards and planted courtyards visible from the street. ▪ Provisions for drought-tolerant species, use of recycled water, and other water conservation measures. ▪ Pedestrian-oriented lighting. ▪ Sidewalk design, along the frontage of residential and commercial areas.			
E2	**Residential Design Guidelines** Review and update design standards and guidelines to address residential design issues in existing and potential future single-family residential developments, including: ▪ Subdivision Design to encourage lot and street configurations adapted to topography and natural features. ▪ Street Design to discourage closed loop streets. ▪ Landscape Character, to encourage street trees and landscaping and retain significant views, with provisions for drought-tolerant species, use of recycled water, and other water conservation measures. ▪ Pedestrian Environment to create interconnected sidewalk/pathway linkages to adjacent neighborhoods, commercial centers and community facilities such as parks and schools; provide for pedestrian-oriented lighting; and, where feasible, encourage landscape strips between the sidewalk and curb to buffer pedestrians from automobiles. ▪ Home Design to encourage home designs that are consistent with existing residential character, with appropriate height, scale and setback requirements; and to discourage the visual dominance of garages on streets by limiting the frontage (by percentage and by location) occupied by garage doors. ▪ Energy Efficiency to encourage home designs and retrofitting conserve energy through use of active and/or passive solar energy systems, ceiling insulation, ceiling fans, low-energy appliances, and/or other measures.	**Complete** Revised Design Guidelines adopted 2010.		• Develop scope of work and seek funding for comprehensive updates of the Design Guidelines and Design Review procedures.

	▪ Equipment Screening to encourage appropriate screening of mechanical equipment, solar collectors, satellite dishes, communication devices and similar devices, with special attention given to buildings whose roofs are viewed from higher elevations. ▪ Infill Development to promote more sensitive building additions and infill projects that preserve the scale and character of the existing neighborhood. ▪ Public Places to provide facilities and amenities appropriate to the neighborhood, such as neighborhood parks, childcare centers, schools and churches, ensuring appropriate siting and design. ▪ Clustering to preserve natural features and open spaces and minimize grading. ▪ Landscaping in Hillside Areas to address issues such as fire resistance, erosion control, drought tolerance, and visual buffering for privacy. ▪ Estate Housing to address issues specific to large-lot developments in outlying areas.			
E3	**Multi-Family Residential Design Guidelines** Review and update design standards and guidelines to address issues specific to the planning, design and management of multi-family residential developments, including: ▪ Site Design to encourage developments that are oriented towards the public street rather than to an internal parking area. ▪ Density and Housing Type Mix to encourage a variety of housing types and discourage too high a concentration of any one unit or building type in a single area. ▪ Building Design to encourage buildings that reflect the scale and quality of their surroundings and which fit the character of existing residential neighborhoods. ▪ Landscaping to encourage developments that blend with the natural setting, with provisions for drought-tolerant species and fire resistive plan species, use of recycled water, and other water conservation measures. ▪ Sense of Entry and Individuality to provide a public entry point and a 'sense of address' toward the street or directly to an open space on the site. ▪ Outdoor Spaces and Amenities to encourage garden spaces and outdoor play spaces on the	**Complete** Revised Design Guidelines adopted 2010.		• Develop scope of work and seek funding for comprehensive update of Design Guidelines and Design Review procedures.

	site. ▪ Pedestrian Environment to create a place where it is pleasant and safe to walk, orienting buildings towards public sidewalks and providing yards and landscaped setbacks. ▪ Pedestrian and Bicycle Linkages to encourage walking and biking to nearby community facilities and commercial centers. ▪ Automobile Access and Parking to minimize large parking areas or garage door openings along public streets, encouraging screened parking areas, side-yard parking, and/or 'alleys' to access parking at the rear of developments. ▪ Public Places to provide facilities and amenities appropriate to the development and neighborhood, such as park space or childcare centers, ensuring appropriate siting and design.			
E4	**Commercial Design Guidelines** Review and update design standards and guidelines for Moraga's commercial centers as part of the Moraga Center Area and Rheem Park Area Specific Plans. Issues to address include: ▪ Building Design to establish appropriate building heights, setbacks and architectural design standards and create a pleasant village-like atmosphere with a strong 'sense of place.' ▪ Visual Environment to create a more pleasing and inviting visual environment by locating and screening storage yards, parking areas, service areas and other ground level paved areas shall be screened from off site views by perimeter and tree canopy planting. Special attention should be given to views from nearby and distant hillside neighborhoods. Large flat-roofed areas and rooftop equipment shall be screened from off-site views. ▪ Pedestrian Environment to create a strong pedestrian orientation, with buildings sited and designed to create a pleasant pedestrian experience along public street frontages and active uses adjacent to the public sidewalk; and to create pedestrian places and amenities such as covered walkways, courtyards, and plazas with appropriate landscaping and lighting. ▪ Landscaping to provide consistent tree planting along all major streets and pedestrian paths; encourage more extensive on-site landscaping, including use of drought tolerant and fire resistive	**Complete** Revised Design Guidelines adopted 2010.		• Develop scope of work and seek funding for comprehensive update of Design Guidelines and Design Review procedures.

	plant species, use of recycled water, and other water conservation measures. ▪ Traffic Access and Circulation to minimize the number of driveway openings on major public streets, encourage side street access when feasible, and create a grid or modified grid of streets similar to traditional town or village streets. ▪ Redesigned Parking Areas to create a stronger pedestrian orientation, with parking lots divided into smaller 'parking courts' alternated with building frontages.' ▪ Pedestrian and Bicycle Linkages to promote walking and biking between residential neighborhoods and nearby commercial services. ▪ Signage to improve consistency of appearance and wayfinding. ▪ Transit to locate transit-supportive uses within close proximity of transit stops, incorporate stops in convenient locations in commercial areas, and provide linkages between commercial areas and regional destinations.			
E5	**Public Safety Guidelines** Develop planning and design guidelines for implementation of design ideas that can help prevent or reduce crime (e.g., through attention to sight-lines to front doors and windows and from front windows to the street).	On Hold/ Deferred	• Police Department participated in several development projects to review measures for traffic safety and crime protection.	• Recommend continuing site-specific review of all development applications to Police rather than through generalized Design Guidelines.
E6	**Historic Resource Design Guidelines** Establish guidelines for the design and review of rehabilitation, retrofit, and new construction projects in or adjacent to historic buildings, sites and other resources as designated by the Town. The guidelines shall address issues related to preservation and conservation (CD7.2), infill development (CD7.3), 'Spanish Heritage' design (CD7.4) and landscaping (CD7.5).	On hold/ Deferred. (Recommend coordination with Historic Preservation Ordinance)	• Presented draft historic preservation ordinance to Planning Commission for a recommendation to Town Council for adoption.	• Adopt a Historic Preservation Ordinance by February 2015, and develop forms and procedures for nomination and designation of an historic landmark
F. OTHER GUIDELINES AND STANDARDS				
F1	**Guidelines for Development in Swales** Prepare siting and Engineering guidelines to control development at the base of swales, as shown on the Town's Development Capability Maps. These should address location of structures, setbacks, and need for special drainage or diversionary structures.	On hold /Deferred	• Installation of dry swales and other stormwater control devices are being evaluated and added to individual projects as appropriate, to help delay runoff flows, decrease erosion potential, and reduce pollutant levels, consistent with stormwater regulations.	• State regulations and County permitting require these aspects to be addressed without the need for separate local guidelines.
F2	**Stream Channel Standards**	On hold	• Development project review on sites involving	• Implementation of this program in the near term

	Prepare Town standards for the design and maintenance of natural stream channels, addressing: ▪ Vegetation removal ▪ Re-vegetation ▪ Permitted bank and bed stabilization techniques ▪ Irrigation setbacks from top of bank ▪ Energy dissipation at outlets ▪ Design of storm drain inlets and outlets ▪ Maintenance of culverts and inlets ▪ Bank modifications These standards can be used as a guide throughout all stages of the environmental and development review processes, as well as in providing guidelines to common owners of streamside property.	/Deferred	streams and creeks typically considers impacts to those waterways, as does CEQA review, where it is required.	will require resources beyond the level currently available in the Engineering Department
F3	**Storm Drain Standards** Develop and adopt standards for storm drain inlets and outlets to reduce potential for erosion or blockage.	On hold/ Deferred		• Implementation of this program in the near term will require resources beyond the level currently available in the Engineering Department.
F4	**Post-Earthquake Reconstruction Guidelines** Prepare guidelines for post-earthquake reconstruction, addressing: identification of risk areas, establishment of a reconstruction authority (similar to redevelopment authority), and determination of where uses and occupancies should be changed to reduce future risk. Require post-earthquake reconstruction to conform to all Town codes and ordinances.	On hold/ Deferred (Recommend coordination with development of the Seismic Ordinance See IP-B9)		• Implementation of this program in the near term will require resources beyond the level currently available in the Engineering Department.
G. ONGOING PROGRAMS				
G1	**Vacant Land Inventory** Maintain and update an inventory of vacant and under-utilized parcels in the Town, including an assessment of their potential development capacity.	Ongoing	• The vacant land inventory was reviewed and updated as part of a development impact fee study and preparation of the 2015-2023 Housing Element Update.	• Continue to maintain and update the vacant land inventory as needed.
G2	**Traffic Monitoring Program** Monitor the traffic levels on major arterial roads and the intersection capacity at the Town's signalized intersections on a bi-annual basis.	Ongoing		• Complete Bi-Annual Traffic Monitoring Study.
G3	**Pavement Management Program** Maintain a pavement management program to identify and prioritize maintenance projects in the Town's Annual Budget. Maintenance should also include regular cleaning of bicycle routes to remove debris and poor pavement conditions that discourage bicycle riding.	Ongoing	• Pavement Management Program is operational. Capital projects proposed are based on information generated from the MTC-sponsored StreetSaver program which considers the costs of preventative maintenance vs. pavement rehabilitation in prioritizing streets for work. • 2014 Pavement Repair project focus on preventative maintenance treatment on 106	• 2015 Pavement Repair project focus on reconstruction treatment on potentially 14 neighborhood street segments out of 439 identified public street segments. • In 2015, complete design phase for resurfacing Moraga Road from St. Mary's Road to Draeger Drive. • In 2015, begin Rheem Boulevard landslide repair

			neighborhood street segments out of 439 identified public street segments. • 2014 Pavement Repair project focus on overlay treatment on 28 neighborhood street segments out of 439 identified public street segments. • Street sweeping on major arterials occurs regularly to keep travel lanes clear and accessible to all. The Town continues to perform street sweeping to twice a year.	and repaving as part of the Rancho Laguna II development project by SummerHill.
G4	**Storm Drain Management Program** Revise our Storm Drain Management Program to document current storm drain system conditions, define system improvement priorities, and establish ongoing management and maintenance needs and procedures. Utilize the Town's Geographic Information System (GIS) to map and monitor system conditions.	**Complete.** Storm Drain Assessment Study completed in 2008	• Began Storm Drain Master Plan project which includes 1) System Mapping, 2) Condition Assessment, 3) Hydrology and Hydraulics, and 4) Future Land Use Conditions.	• Complete Storm Drain Master Plan project with an additional fifth phase to incorporate creeks and their culverts into the storm drain system analysis.
G5	**Town Beautification Program** Develop and implement a beautification program to enhance the natural beauty and aesthetic qualities of the Town's scenic corridors, commercial centers, community facilities, and residential neighborhoods.	Ongoing	• Made significant progress on Livable Moraga Road project, including community outreach and completion of existing conditions analysis and development and selection of alternatives. Undertook further study of Segment 3 (Donald Drive to Corliss) and developed refined alternatives • Community volunteers planted over 3,000 daffodil bulbs along Moraga Road and Moraga Way.	• Complete community survey on Segment 3 design options and present results to Town Council for consideration of preferred corridor-wide and Segment 3 concept. • Complete 35% design drawings and CEQA • Parks and Recreation will continue to support the Moraga Garden Club efforts with their local beautification projects.
G6	**Tree Planting Program** Develop and implement a comprehensive tree-planting program	Ongoing	• Maintained Tree Town USA status, as has been the case for the past several years.	• Continue to plant/replace trees to maintain Tree City USA status.
G7	**Air Quality Management Program** Refer significant development proposals to the Bay Area Air Quality Management District for review, and maintain consistency with the Bay Area Regional Air Quality Management Plan, as updated from time to time.	Ongoing	• Major development proposals reviewed for compliance with BAAQMD regulations. • Town Council accepted the Moraga Climate Action Plan.	
G8	**Noise Monitoring Program** Monitor noise problems and evaluate complaints regarding new noise sources in order to develop the most practical solutions.	Ongoing (Noise Ordinance amended in 2009 and 2011)	• Development proposals subject to review for compliance with noise ordinance. • Noise complaints investigated and enforced on an as-needed basis by Planning and/or Police Department.	

G9	**Hazardous Waste Management Program** Develop and implement a Hazardous Waste Management Program to: ▪ Locate and identify hazardous materials stored in the Town. ▪ Based on initial evaluation, identify regulations, as appropriate, for the storage of hazardous materials and/or reinforcement of structures. ▪ Coordinate permitting procedures for the transmission of hazardous or toxic materials into, out of or through the Town, consistent with County, State and Federal regulations.	Ongoing	• Capital improvement projects complied with provisions in project specifications to properly dispose of hazardous materials.	• Capital improvement projects will continue to comply with provisions in project specifications to properly dispose of hazardous materials.
G10	**Earthquake Emergency and Disaster Preparedness Plans** Periodically review and update the Town's Earthquake Emergency and Disaster Preparedness Plans in cooperation with the County Office of Emergency Services.	Ongoing	• Continued to work with Lamorinda Emergency Preparedness Coordinator to improve disaster preparedness and response capabilities. • Created mapping for EOP evacuation plan. • Provided Emergency Operations training for Elected Officials on September 23, 2014 • Earthquake activation drill successfully completed on October 16, 2014.	• Continue with Tri-City response exercises in 2014 to ensure all Town employees are trained and prepared to work in a coordinated disaster response effort. • Schedule and attend required FEMA training for all emergency responders. • Complete FOC/EOC set up at 331 Rheem Blvd. • Continue work on EOP Evacuation Plan.
G11	**External Hazard Control Program** Cooperate with the Moraga-Orinda Fire District in development and enforcement of weed abatement and vegetation management programs.	Ongoing	• Town implemented annual vegetation removal/management from Town-owned property and roadways, as directed by Fire Marshal.	• Complete RFP process for new As-Needed Weed Abatement contract and continue the weed abatement program throughout the town.
G12	**Recreation Programs** Schedule year-round classes in topics such as arts, sports, physical fitness, music, ecology, photography, cooking, drama, video and special interest needs.	Ongoing	Classes and programs provided in 2014 included: • Moraga Triathlon • Commons Drop-in Day Camps • Camp Hacienda • Cinco de Mayo • Oktoberfest • Child/Parent Dinner and Tea Party • Breakfast with Santa • MYIC Movie Nights • MYIC Service Projects • Moraga Beautiful • 4th of July • Pear& Wine Festival • Annual Community Faire • Egg Hunt	• Focus on enrichment classes that stress Tot sports and K-8 education. • Change, slightly some of our successful events • Focus on Camp Hacienda and improving the quality. • Focus on facility rentals. • Eliminate some low performing programs and replace with new programs.

			• Kidz Love Soccer • Lil' Sluggers Baseball • Tot music classes • Guitar instruction • CPR/First Aid classes • T'ai Chi • Yoga • Computer instruction • Senior Trips • Family Campout at Rancho Laguna Park • Community Garage Sale • Adult Art Classes • Experimented with a part-time café as an addition to the Hacienda offerings.	
G13	**Facility Master Plans** Regularly review and amend as necessary the Master Plans for all Town facilities, prioritizing capital improvement projects and maintenance activities as necessary in response to community needs and priorities and in light of resource constraints.	Ongoing	• Remodel of 329 Rheem Boulevard building completed, allowing for additional space at Hacienda site to be used for public events and activities. • Ongoing efforts to implement facilities included in 2007 Parks and Recreation Master Plan: o Completed community discussion regarding the proposed 2.5 acre park at the Camino Ricardo Subdivision. o Completed schematic drawings for Commons Park ADA park pathway adjacent to Bandshell. o Providing a recommendation through the Joint Facilities Planning Subcommittee to Town Council regarding joint/shared use of facilities, and planning for future recreational facilities.	• Work with Saint Mary's College to complete update of Campus Master Plan. • Provide a recommendation through the Joint Facilities Planning Subcommittee to Town Council regarding joint/shared use of facilities and planning for future recreational facilities. • Complete the Hacienda de las Flores Conceptual Plan renderings and seek community input. • Seek funding to complete Phase 2 of Moraga Library Restroom improvements.
G14	**Facility Management** Maintain all Town facilities, including Parks and Recreational facilities, at the highest standard achievable in light of resource constraints and staff limitations. Repair acts of vandalism as soon as possible.	Ongoing	• Maintenance and repair of Town facilities continued through 2014. Many of these services are on a contract basis to ensure they are provided cost effectively. • Developed inventory of all facility assets, life cycle, and replacement cost for Asset Replacement Fund. • Audit and Finance Committee to make recommendation to Town Council on Asset Replacement Fund to fund facility capital improvement projects.	• Continue to address deferred maintenance at our facilities (including parks) through our Capital Improvement Plan budget process.

G15	**Federal Insurance Qualifications** Undertake such actions as necessary to become and remain qualified for Federally subsidized flood and mudslide insurance.	Ongoing		• Implementation of this program will be differed in the near term as part of work planning in the Engineering Department.
H. HOUSING PROGRAMS				
H1	**Regional Housing Need** Continue to zone sufficient sites to meet Moraga's regional share of housing need as established by the Association of Bay Area Governments Regional Housing Needs Determination for the period 1999 through 2006.	Ongoing	• Initiated work on the Town's 2015 -2023 Housing Element Update. • Tables in Appendix 2 summarize the Town's progress in meeting Housing Element goals.	• Adopt 2015 -2023 Housing Element Update in early January and certify for compliance with the State. • Continue to reserve for residential development sites that have been identified as necessary to accommodate the Town's share of the regional housing needs consistent with 2015 – 2023 Housing Element policy H1.3.
H2	**Housing Partnerships** Work with Saint Mary's College, the Moraga School District, affordable housing developers, and other groups and organizations to define opportunities for collaboration in the development of new affordable housing to meet the needs of local employees and special needs populations. Identify potential sites, financial resources and regulatory mechanisms to facilitate the development of new units that can help meet the Town's 'fair share' housing requirements.	Ongoing		
H3	**Housing Rehabilitation Program** Participate in the County Housing Authority's Housing Rehabilitation Program which provides low interest loans for the rehabilitation of homes owned or occupied by very-low to moderate income households. Improve citizen awareness of this rehabilitation loan program by making pamphlets on this program available at the Planning Department and the public library.	Ongoing		
H4	**Affordable Housing Subsidies** Seek to increase the availability of state and federal subsidies for affordable housing in Moraga through the following actions: ▪ Petition the County Housing Authority for additional Section 8 subsidies if rental dwelling units can be located that are within federal fair market rent guidelines. If necessary, collect documentation on rent levels and need to substantiate an increase in the number of Section 8 certificates or vouchers.	On hold/ Deferred		• The incentives for affordable housing most likely to be pursued in Moraga are LFFA fee waivers and a development agreement for implementation of the Moraga Center Specific Plan. The other methods require expertise beyond that of the current staff.

	▪ Assist developers in accessing funding for the construction of senior housing or other low- or moderate-income housing for which state or federal subsidies are available. ▪ Participate in future issuances of mortgage revenue bonds or mortgage tax credit programs by Contra Costa County to support home ownership opportunities for low- and moderate-income Moraga residents. ▪ Support a waiver exemption of Lamorinda Fee and Financing Authority (LFFA) Impact Fees for affordable housing development. ▪ Encourage future development to consider a fair share affordable housing component for work force housing.			
H5	**Affordable Housing Trust Fund** Establish an Affordable Housing Trust Fund to which financial contributions can be directed to support affordable housing development in Moraga. Establish procedures and criteria for determining how the Fund's proceeds are to be managed and expended to support affordable housing development in the Town.	Incomplete		• Consider pursuing this action item if developers request this type of assistance.
H6	**Homeless Services and Referral** Provide referrals to private and public agencies that offer assistance and shelter to homeless individuals and families, and participate with designated inter-agency organizations to address homeless needs.	Ongoing/ As Needed		
H7	**Equal Housing Opportunities Coordinator and Information** Facilitate fair and equal housing opportunity by designating the Planning Director as the Town's Equal Opportunity Coordinator with responsibility to refer complaints to a district office of the California Department of Fair Employment and Housing. Provide information to the public regarding equal housing opportunity laws and the Town's Equal Housing Opportunities Coordinator. Prepare and distribute a pamphlet on equal housing opportunity to the public at Town Administration offices.	Ongoing	• Luxor Apartments (5 low income units) o Town staff audits the annual income recertification program to ensure the tenants still qualify and to verify that the property owner is maintaining the continued availability of affordable units. o When units become available for rent Town staff reviews the advertisement, and audits the applicant income verification process and wait list prioritization.	
H8	**Nondiscrimination Clauses** Continue to provide nondiscrimination clauses in rental agreements and deed restrictions for affordable housing constructed pursuant to this Element.	Ongoing		
H9	**Accessible Housing Information and Referral** Provide information to developers, homeowners and	Ongoing		

	other interested parties on the needs and techniques for producing adaptable and accessible housing for people with disabilities. Encourage consideration of such techniques in both new and rehabilitated housing, and provide referrals for people with disabilities who desire specially designed housing to meet their needs.			
H10	**Enhance Sustainable Building Guidelines.** Incorporate minimum sustainability features into design guidelines for new residential construction.	Ongoing	• The Town, through the Contra Costa County building division, reviews building permit applications relative to the latest version of the California Building Code, which includes extensive Green Building regulations. • Updated Chapter 15.04, Building Codes, to adopt the 2013 California State Building Code standards and modifications due to local climatic, geological or topographical conditions.	
H11	**Promote Secondary Units Where Appropriate.** Where appropriate, promote secondary units to meet the needs of seniors, extended families, households with domestic help, students and others. In particular, encourage secondary units in new subdivisions. Specific policies include: - Create a program to encourage owners of secondary units built without appropriate permits to bring their buildings up to code. - Identify measures to simplify the secondary unit approval process to encourage new units, while protecting the single family character of neighborhoods. - Develop a database to understand trends in secondary units.	Ongoing	• Staff presented the Town's Secondary Living Unit Ordinance and samples of secondary unit ordinances from neighboring jurisdictions to the Planning Commission for review/discussion.	• The Town will continue to review, and if necessary, update the Secondary Living Unit Ordinance.
H12	**Revise the Definition of Family.** Amend the (Zoning Code) definition of family so it is consistent with State and federal law, ensuring that it does not pose a constraint for people with disabilities, large families, etc.	On hold/ Deferred		• Update definition of "Family" in the General Plan as part of the 2015 -2023 Housing Element. • Update definition of "Family" in Municipal Code.
H13	**Promote Single Room Occupancy/Rooms for Rent.** Educate the community that it is permissible to rent rooms in single family homes. Methods to achieve this include putting information in the Town newsletter and on the Town website. As part of the regular meetings with Saint Mary's College, discuss ways to cooperate on promoting Single Room Occupancy/Rooms for Rent such as having an electronic college housing bulletin board.	Ongoing		

I. CIRCULATION SPECIFIC PROGRAMS				
I1	Transportation Systems Management Plan Review and Update the Town's Transportation Systems Management Plan to identify/define: ▪ Level-of-service standards for traffic operations, reflecting service levels for all street users (i.e., cars, buses, pedestrians, and bicycles); ▪ Designated routes for commercial trucks, transit, and emergency evacuation; ▪ Street design guidelines for improving arterial corridors and streets within commercial areas and residential neighborhoods; and ▪ Priority improvements to the existing arterial network to accommodate current and anticipated future traffic. ▪ Traffic monitoring program.	Ongoing	• Town participated in reviewing and recommending Lamorinda Action Plan, the sub-regional transportation plan, and obtaining and working with a consultant to complete a comprehensive update of the Lamorinda Fee and Finance Authority (LFFA) traffic impact fees.	• Begin update of the Pedestrian-Bicycle Master Plan and creation of a new Town-wide Wayfinding Plan. • Adopt updated LFFA fee schedule, including working towards more equitable allocation of regional traffic fees to the Town.
J. OPEN SPACE SPECIFIC PROGRAMS				
J1	**Open Space Preservation Program** Develop and adopt a program to preserve and/or protect important open space lands and natural resource areas in accordance with the Moraga Open Space Ordinance (MOSO). Areas to protect include: ▪ Major and minor ridgeline areas ▪ Steep slope areas ▪ Significant wildlife and waterway areas ▪ Agricultural lands ▪ Scenic areas The program should identify priority preservation areas not already protected under MOSO, and strategies to achieve preservation goals. Potential preservation strategies include but are not limited to: ▪ Acquisition through use of Town funds, formation of an assessment district, participation in a land trust, or other means; ▪ Transfer of development rights; ▪ Long-term leases; ▪ Dedication, easements, or donations of land through development agreements or other means; ▪ Development and use regulations; ▪ Tax incentive programs.	Ongoing	• Addressed the fire hazard along Donald Drive to the top of Mulholland Open Space Preserve, and trimmed bushes on either side of the roadway. • Conducted a volunteer effort at Mulholland Open Space Preserve to assist with invasive species removal and general maintenance as part of Moraga Beautiful. • Town Council authorized a study of the existing hillside and ridgeline regulations to consider possible amendments to those regulations. Issued RFP for consultants to review, analyze and develop potential amendments to existing regulations and guidelines related to development on hillsides and ridgelines. • Two areas in Moraga have been identified as potential priority conservation areas through the FOCUS program including Indian Valley, MOSO and non-MOSO open space areas. All land in these areas is privately owned.	• Commence with work on the hillside and ridgeline regulations study, anticipated for completion in early 2015.
J2	**Transfer of Development Rights Program** Review and update a Transfer of Development Rights (TDR) program to define both sending and receiving sites, transfer ratios, incentive strategies, and application and approval procedures.	On hold/ Deferred		• This program will be coordinated with the zoning risk overlay ordinances (outlined in B-5 through B-7).

J3	**Open Space Management Plan** Develop and adopt an Open Space Management Plan to establish management practices for the Town's natural habitat and open space areas. For open space areas under public ownership or control, clearly delineate public access and use areas, and those areas to be protected from human disturbance. Establish appropriate use controls and, where appropriate, provide compatible support facilities for activities such as hiking and picnicking while ensuring public safety and protection of adjacent private property.	On hold/ Deferred		• Implementation of this program in the near- term will require financial resources beyond the level currently available in the Parks and Recreation Department.
K. SPECIAL PLANS AND PROJECTS				
K1	**Moraga Center Area and Rheem Park Area Specific Plans** Undertake a coordinated specific plan process to address planning issues in the Town's two centrally located mixed use areas (the Moraga Center Area and Rheem Park Area, as shown on the General Plan Diagram) in accordance with the goals and policies of the General Plan.	Partially complete. Moraga Center Specific Plan Adopted January 2010	• Town awarded $150,000 PDA Planning Grant for Moraga Center Specific Plan Implementation Project.	• Make significant progress on Moraga Center Specific Plan Implementation project; develop form-based and traditional zoning standards, streetscape standards, TDM, and parking management. • Develop a scope of work and seek funds to prepare a General Plan and Zoning Amendment for implementation of the Rheem Park Specific Plan.
K2	**Pedestrian, Bicycle and Trails Master Plan** Review, update and expand upon the Town's 'Trails Master Plan' to provide a comprehensive plan for addressing pedestrian and bicycle circulation issues as well as recreational trail use. The updated and expanded Plan should: Actively involve the public in the review and update process. Designate trails according to their intended use, by pedestrians, bicycles and/or equestrians. Establish annual priorities for trail construction as well as pedestrian and bicycle improvements, and identify the resources to build them. Review pedestrian circulation issues to identify constraints to walking, develop improvement plans at constrained locations, and incorporate pedestrian enhancement projects into the Town's Annual Budget, with particular attention to pedestrian connections between residential areas, commercial areas, and community facilities such as schools. Address bicycle circulation issues in compliance with the thirteen elements outlined in the California Bicycle Lane Account (BLA) to open the opportunity for state funding of local and regional bicycle transportation improvements. Elements of the plan should include	Ongoing	• Park and Recreation Commission Subcommittee addressed trails in Moraga and their lack of connectivity. • Trails map specific to Moraga (funded by the Park Foundation) have been produced, and were well received as a free publication out of the Parks and Recreation Office. • Received $50,000 TDA Grant to prepare comprehensive update to Moraga Pedestrian-Bicycle Master Plan, focused on planning for the on-street network of pedestrian and bicycle facilities.	• Make substantial progress to complete the update of the Moraga Pedestrian-Bicycle Master Plan and Wayfinding Plan. • Create a new project-oriented Citizen's Advisory Committee to develop a Pedestrian-Bicycle Master Plan and Wayfinding Plan.

	design standards for bicycle facilities; bicycle education and outreach; and bicycle enhancement projects for the Town's Annual Budget.			
K3	**Town Center Project** Continue to support the Town Center assessment and planning process to consolidate Town offices (including a new Police station) and develop a multi-use community facility.	Partially Complete	• Remodel of 329 Rheem Boulevard office was completed in 2012. Relocation of Town staff occurred in February 2013. • Council approved minimal remodel of 329 and 331 Rheem Boulevard.	• Complete construction of multi-use community meeting room and field operations center at 331 Rheem Boulevard by the middle of 2015.
K4	**Corporation Yard** Evaluate the corporation yard location and consider alternate sites.	Complete	• 331 Rheem Boulevard is the permanent site for the Corporation Yard.	
K5	**Annexation Review** Consider annexation of areas within Moraga's Sphere of Influence when and if property owners in those areas request connection to the water and sanitation systems.	Ongoing	• In March, 2014, annexation of Carr Ranch (the property fronting Camino Pablo southeast of Sanders Ranch Road at the southeastern edge of town) was discussed as part of a potential subdivision and development process.	• Based on direction from Town Council, proceed with process to initiate annexation of the Carr Ranch Property, and begin review of the pre-zoning and development of the site, in accordance with LAFCO procedures.
K6	**Seismic Safety Study** Consider appointing a Technical Seismic Advisory Committee to develop a detailed assessment of risk in public and community buildings, recommend a comprehensive action program in conjunction with adoption of the Seismic Safety Ordinance, and research State and Federal sources of economic aid related to public safety concerns. The assessment should include an inventory of potentially hazardous buildings, such as unreinforced masonry buildings, tilt-up buildings, and buildings with soft stories, focusing on buildings with the highest occupancy. At a minimum, hazardous unreinforced masonry buildings must be identified according to the requirements of the Unreinforced Masonry Law of 1986 (Government Code, Section 8875).	Underway		• Implementation of this program in the near term will require resources beyond the level currently available in the Engineering Department.
K7	**Bollinger Canyon Special Study** Coordinate with property owners in the Bollinger Canyon area to support their effort in preparing a special study for the Bollinger Canyon area, as shown on the General Plan Diagram, in accordance with the goals and policies of the General Plan. The Bollinger Canyon Special Study may include the following: a) An Opportunities and Constraints' Analysis. Supplementing the information already collected in the General Plan Update and EIR process, as well as in previous Town planning efforts, an analysis of opportunities and constraints will be conducted and a summary prepared for review by Town staff, officials, and residents. This document	Underway		• Continue work to process EIR and entitlements for the project.

	shall summarize data on the site and surrounding areas as they relate to development and potential development impacts in the following areas: ▪ Environmental Quality, including wildlife, vegetation, water quality, air quality, noise and view. ▪ Safety, including seismic and geologic hazards (including slope stability), grading, flooding, streambank erosion, fire safety, and public safety (Police) issues. ▪ Traffic, including site access and circulation, potential traffic impacts on adjacent areas as well as on roadways connecting the site to regional transportation corridors, and opportunities for pedestrian, bicycle and transit access from the site to the Town center. ▪ Infrastructure, including existing capacity of water, sewer, storm drains, electric and gas utilities to support development at the site, as well potential impacts of development on public facilities such as schools and parks. ▪ Housing Affordability, demonstrating how development at the site could contribute to helping the Town meet its need for housing affordable to low and very low income households. b) A Conceptual Development and Conservation Plan.. Based on information contained in the Opportunities and Constraints Analysis, a Conceptual Development and Conservation Plan will be developed to illustrate how the site could be developed in a manner consistent with the goals and policies of the Town's General Plan. The plan will include: ▪ Illustrative Site Plan, showing proposed development parcels and uses, building footprints, road alignments, easements, and grading. ▪ Proposed Land Use Designations, including both parcels proposed for development and areas proposed for conservation. ▪ Impacts, summarizing the impacts to be expected from development at the scale, type and configuration proposed. ▪ Mitigations and Conservation Plan, demonstrating how the site's environmental qualities will be protected and its significant natural features conserved. ▪ General Plan Consistency demonstrating that			

	the proposed development is consistent with the goals and policies set forth in the Moraga General Plan. ▪ Proposed General Plan Amendments that may be needed to ensure ongoing consistency between the proposed development and the Moraga General Plan. Additional requirements for the Conceptual Plan may be established by the Town, consistent with requirements typically expected of similar development proposals. This may include a requirement to provide an opportunity for input by Town residents regarding the Opportunities and Constraints Analysis and the conceptual development plan. c) A General Plan Amendment to Implement the Conceptual Development and Conservation Plan in Town Policies. Upon review, refinement and approval of the Conceptual Development and Conservation Plan by the Town Council, a General Plan Amendment should be proposed by the property owner group working with Town staff to establish a policy framework for implementation of the plan. This would include adoption of appropriate land use designations for the subject properties, and any other goal and policy revisions or amendments deemed necessary for implementation.			
L.	**INTERGOVERNMENTAL COORDINATION**			
L1	**Development Review Referral to Adjacent Jurisdictions** Refer all subdivisions of more than ten (10) lots or within one (1) mile of an adjacent jurisdiction to that neighboring jurisdiction for review and comment.	Ongoing	• Continued to refer applications to adjacent jurisdictions as needed.	• Continue to refer applications to adjacent jurisdictions as needed.
L2	**Agenda Referral to Adjacent Jurisdictions** Refer all Town Council, Planning Commission, and Design Review Board agendas to adjacent jurisdictions to encourage inquiry regarding proposals deemed to be of interest to the adjacent jurisdiction.	Ongoing	• Continued to refer agendas to adjacent jurisdictions.	• Continue to refer agendas to adjacent jurisdictions.
L3	**County Housing Programs** Continue a cooperative relationship with Contra Costa County in the Administration of housing programs that benefit Moraga residents. Provide interested residents and developers with information about housing programs available through the County.	Ongoing	• Continued to refer residents to the Housing Authority of Contra Costa County.	• Continue to refer residents to the Housing Authority of Contra Costa County.
L4	**Inter-jurisdictional Public Safety Programs**	Ongoing	Police Department activities in 2014 included:	• Provide ongoing training to local schools for active

	Coordinate with the Office of Emergency Services of Contra Costa County, the Moraga-Orinda Fire District, schools districts, adjacent jurisdictions and other agencies to address public safety issues and concerns		• Ongoing coordination with regional agencies, CERT group sponsored by MOFD, and the American Red Cross to train citizens in disaster preparedness. • Continued to allow and encourage participation with the Canyon Community to allow communication on Town radio system during emergencies. • Lamorinda Public Works radio system was upgraded with installation of a new repeater and antenna. • Utilized Nixle.com for community notification on emergency incidents and for community press releases. • Continued participation in regional crime programs such as ARIES (inter-county information sharing program). • Ongoing provision of mutual aid to Lafayette and Orinda Police agencies and participation in traffic safety programs. • Participated in Avoid the 25 DUI enforcement program. • Participated in joint training with Saint Mary's College Public Safety on active incident programs and on-campus violence prevention and response. • Participated in a multi-agency Active Shooter training exercise at SMC on December 17, 2014. • The Police Department began participating in NextDoor to provide timely information to residents. • Chief of Police served on EBRCSA Board of Directors and Operations Committee.	shooter incidents. • Continue the Neighborhood Disaster Radio Loan program. • Conduct two EOC trainings.
L5	**Inter-jurisdictional Recreation Planning** Cooperate with Orinda, Lafayette, the County, East Bay Regional Park District (EBRPD), and other jurisdictions, agencies, and service organizations to provide recreational activities for Moraga and surrounding communities.	Ongoing	• MYIC, OTAC (Orinda) and YAC (Lafayette) successfully partnered on a community service day. • Work with Lafayette and Orinda on 4th of July planning.	• Continue 4th of July event coordination. • Provide recommendation from Ad Hoc Joint Facilities Planning Subcommittee. • Partner with Orinda and Lafayette to expand Senior Health Fair. • Partner with Orinda and Lafayette to provide a "Lunch and Learn" series for Senior Citizens. • Continue to work with MYIC, OTAC, and YAC to provided community service events for Lamorinda Teens.
L6	**Library Services** Cooperate with the Contra Costa County Library Commission, County Librarian, and the Friends of Moraga Library to improve and enhance library services, including additional library hours.	Ongoing	• Continued Town Financial support for increased Sunday hours. • Completed design phase for public restroom renovation to comply with ADA standards. • Continued maintaining the most frequently used	• Continue to work with new Librarian to share community programming. • Continue to maintain the Library facility in good working order. • Continue to maximize the use of the rentable

			public building in Moraga.	Community Room for the benefit of the public. • Identify funds to complete Phase 2, construction of Library restrooms.
L7	**Lamorinda Transportation Planning** Participate in multi-jurisdictional transportation planning by taking part in activities of regional transportation agencies and cooperating with other jurisdictions to alleviate substandard roadway conditions. Specifically, coordinate with Lafayette, Orinda, and the County to undertake the following actions: ▪ Attract state/federal funding for transportation projects in Contra Costa County through work with the Lamorinda Project Management Committee and CCTA. ▪ Support regional and/or sub-regional transportation fees on new development to address traffic impacts on the regional road system between the Town of Moraga and State Route 24. ▪ Pursue joint efforts to address major traffic problems where Moraga traffic contributes significantly to such problems. ▪ Consider establishing a program of 'trip rights' or similar mechanism to link development approvals in the three Lamorinda communities with the available traffic capacity on the major roadways leading to State Route 24. ▪ Encourage expanded Travel Demand Management Programs that reduce single-occupant driving. ▪ Support CCCTA bus service expansion between Moraga and the Lamorinda BART stations. ▪ Support BART strategies that enhance transit ridership, encourage casual carpools for one-way BART ridership, and reduce parking impacts at Lamorinda BART stations. ▪ Seek to expand and enhance pedestrian and bike corridor connections with adjacent jurisdictions. ▪ Review General Plan Amendments to ensure that proposed developments do not violate multi-jurisdictional agreements. ▪ Support improvements to the regional transportation system such as State Route 24, Interstate 680, and Interstate 80.	Ongoing	• The Town participated in the Lamorinda Fee and Finance Authority, Lamorinda Program Management Committee, and Southwest Area Transportation Committee. • The Town Began working with Orinda, Lafayette, and County Connection on a joint feasibility study to provide alternate transit service, including a shuttle or circulator between the three Lamorinda cities and the BART stations (Lamorinda Service Plan). • The Town participated in reviewing and recommending Lamorinda Action Plan, the sub-regional transportation plan. This included obtaining and working with a consultant to complete a comprehensive update of the Lamorinda Fee and Finance Authority (LFFA) traffic impact fees. • The Town participated in review of the updated Countywide Transportation Plan (CTP), to be adopted in 2015.	• Continue to participate in the Lamorinda Fee and Finance Authority, Lamorinda Program Management Committee, and Southwest Area Transportation Committee. • Adopt updated LFFA fee schedule, including working towards more equitable allocation of regional traffic fees to the Town. • Complete and adopt Lamorinda Service Plan.
L8	**Transit Improvements**	Ongoing	• The Town Began working with Orinda, Lafayette,	• Continue to work with CCTA and Saint Mary's

	Work with the Contra Costa County Transportation Authority (County Connection) to identify and implement improvements to the local bus system to increase transit patronage. In particular, explore opportunities to increase daily service, coordinate park-and-ride lots adjacent to transit stops, and provide transit-friendly amenities like benches, bike racks, and transit route information.		and County Connection on a joint feasibility study to provide alternate transit service, including a shuttle or circulator between the three Lamorinda cities and the BART stations. • The Town approved St. Mary's Parking Demand Management Program, which included transit friendly amenities.	College to coordinate transit improvements.
L9	**Underground Utilities Program** Work with Pacific Gas and Electric, Pacific Bell, and other utility providers to convert overhead utility lines to underground lines, with priority given to lines located in scenic corridors. Utilize the Public Utility Commission's 'Rule 20' to fund Underground Utility District Projects, and require underground utilities in all new development.	Ongoing		• Consider establishing a phased Underground Utility District on Moraga Road from St. Mary's Road to Ascot Drive as a component of the Livable Moraga Road Project. The first phase will coincide with the federally grant funded projects to resurface Moraga Road from St. Mary's Road to Draeger Drive, and close a sidewalk gap for ADA compliance on Moraga Road from Draeger Drive to Devin Drive.
L10	**Coordination with Saint Mary's College** Work collaboratively with Saint Mary's College to: ▪ Coordinate calendars of events. ▪ Regularly communicate on plans in progress and upcoming opportunities. ▪ Encourage Saint Mary's employees residing in Moraga to serve on local boards and committees. ▪ Create a process to address proposals and issues of mutual concern in an expeditious manner. ▪ Meet annually to review the progress of the approved Master Plan's implementation. The Town is working closely with the College to coordinate the college's Master Plan buildout and is creating a process to review large development projects such as a proposed new baseball stadium at the back of the campus. This project should come to the town within the next year. ▪ Discuss student housing needs and solutions, as needed. These may include: a) assistance in accessing funding for student housing; b) approving an affordable housing development that includes student units in multifamily residential zones, or c) permitting second units, the renting of rooms, and/or other uses of existing single family properties, consistent with neighborhood quality objectives. ▪ The relationship between the Parks and	Ongoing	• In 2014, SMC used Town facilities for several functions. • SMC provided use of small grass area adjacent to the front soccer/rugby fields. • Fostered a cooperative working relationship with the College President. • Participated in a multi-agency Active Shooter training exercise at SMC on December 17, 2014. • Initiated discussion on the SMC Master Plan Update. • Worked with SMC to facilitate construction of Alioto Recreation Center and implement required mitigation measures and conditions of approval.	• Reinitiate Town-Gown Breakfast

	Recreation Department and St. Mary's college is improving as we work closer together. We continue to coordinate recreation endeavors that benefits both entities. ▪ Share facility/student resources whenever possible.			
L11	**Coordination with School Districts** Work collaboratively with the leadership and staff at the Moraga School District and the Acalanes Union High School District to address school facility planning and use issues, including the coordination of long-range planning and population growth forecasting; land use and circulation issues in the vicinity of school facilities; review and evaluation of development impacts (and impact fees, as necessary); community use of school facilities; and other issues of mutual concern. The Town will also encourage school district employees residing in Moraga to serve on local boards and committees.	Ongoing.	• Coordinated with Campolindo High School to study traffic improvements around the school aimed at reducing congestion and improving student safety. • Awarded funding to Los Perales Elementary School PTA to support safe routes to school activities and programs.	• Continue planning and study of traffic improvements at the Campolindo High School.
L12	**Coordination with Utility Providers** Work collaboratively with utility service providers to support ongoing utility provision, maintenance and service improvements. Also, work with the East Bay Municipal Utility District (EBMUD) to preserve and protect watershed lands adjacent to the Town.	Ongoing	• Ongoing enforcement and implementation of stormwater control regulations to minimize and avoid pollutant discharges. • Researched opportunities and funding for underground utilities.	• Consider establishing a phased Underground Utility District on Moraga Road from St. Mary's Road to Ascot Drive.
M. PUBLIC INFORMATION AND EDUCATION				
M1	**Information on Town Programs, Events and Activities** Maintain a regular and periodic public information device to disseminate information on the Town's programs, events and activities.	Ongoing	• Regular publication of the "About Town" newsletter. • Regular website updates to provide news and information about activities and events.	• Continue regular publication of the "About Town" newsletter.
M2	**Information on Historic Preservation and Resources** Work with the Moraga Historical Society and other groups to support public information and education programs regarding Moraga's history.	Ongoing	• Referred street naming requests to the Historical Society for a recommendation. • Developed Historic Preservation Ordinance.	• Develop procedures and forms for nomination and designation of historic landmarks, in accordance with Historic Preservation Ordinance.

M3	**Traffic Safety Education Program** Conduct a traffic safety and education program, including an elementary school outreach program to educate children on traffic safety and courteous driving activities; adult outreach program addressing vehicle impacts on the environment, courteous driving behavior and carpool/transit opportunities; senior outreach program addressing traffic safety and changing traffic laws and driving activities; and topical education sheets for the Town newsletter.	Ongoing	Examples of traffic safety education activities conducted in 2014 include: • Publication of driver safety and hazard information in About Town newsletter. • Continued "zero tolerance" policy for alcohol and drug related offenses. • Continued to include juvenile traffic offenders in the Juvenile Diversion Program. • Participation with local schools with their Healthy Choices programs regarding traffic safety education. • Trained all MPD personnel in the "Below100" program.	• Continue working with schools on traffic safety education. • Continue participation in Avoid the 25 program and other state sponsored traffic enforcement targets to educate community on traffic safety issues. • Continue working with neighborhoods to address traffic perceptions using traffic collection data equipment.
M4	**Information on Resource Conservation and Environmental Preservation** Provide public information and education materials to encourage recycling, resource conservation, and environmental preservation efforts.	Ongoing	• Town participated in the East Bay Energy Watch outreach program for energy upgrades to single-family and multi-family properties. • Participated in the Contra Costa Clean Water program, and provided information on stormwater control regulations and how to minimize and avoid pollutant discharges.	• Continue in partnership with utilities and regional agencies to promote programs and informational materials for resource conservation and environmental preservation.
M5	**Information on Noise Pollution** Publicize practical mitigation measures that Town residents and businesses can use to help reduce noise.	Ongoing	• This implementation program is ongoing but is typically complaint based rather than community-wide	
M6	**Information on Seismic Safety** Provide public information to help residents and businesses understand what to expect during an earthquake, how best to respond, and what they can do to prepare themselves. Specifically, provide the following: ▪ Community Information. Provide educational materials to community organizations. Materials should address general earthquake hazards and also describe expected effects within the Town of Moraga, making use of existing materials from the Seismic Safety Commission and the Bay Area Region Earthquake Preparedness Project. ▪ Schools Curriculum. Work with the schools to teach about earthquakes. This would include handouts on family earthquake preparedness in addition to establishing emergency preparedness procedures in the schools.	Ongoing	• Ongoing coordination with regional agencies, CERT group sponsored by MOFD, and the American Red Cross to train citizens and staff in disaster preparedness.	• Continue to coordinate with regional agencies, CERT group sponsored by MOFD, and the American Red Cross to train citizens in disaster preparedness.
M7	**Information on Landslides** Consider preparation and distribution of informational brochures, identifying landslide areas within the Town, describing the causes of landslides and presenting guidelines for property maintenance so as	Ongoing.	• Landslides and geological hazards are considered through the development review process. • Prepared updated draft landslide hazard maps in conjunction with the preparation for an update of the Town's hillside and ridgeline regulations.	• Through hillside and ridgeline regulations update, determine how revised maps can be used most effectively in planning for and regulating development on landslide prone sites.

	to minimize the potential for earth movement problems.			
M8	**Information on Streamside Guidelines and Flood Insurance** Consider the distribution of maintenance and property management guidelines to all streamside property owners, and inform all property owners within 200 feet of a creek, to identify stream and drainage areas for which the Town is responsible and those areas for which private property owners are responsible. Educate property owners on their responsibilities for streambank maintenance and repairs, and make them aware of the availability of flood insurance under the National Flood Insurance Program.	Ongoing.	• Letters to streamside residents continue to be distributed, as well as timely information in the Town's newsletter, notifying residents of their obligations regarding creek maintenance and restrictions.	
M6	**Information for Homeowners Associations** Provide information to homeowner associations regarding their responsibilities and to keep them informed regarding Town issues and activities.	Ongoing.	• The Police Department continued to participate in Homeowners' meetings discussing current crime issues in their area and regionally. • Town staff held numerous meetings with HOAs regarding critical needs to repair Town roads.	
M10	**Public Safety Information** Provide information to the public to promote crime and hazard prevention and general disaster preparedness, including information on public safety design, fire safety devices, and the removal of dry grass and brush that pose fire hazards	Ongoing	MPD used various avenues to communicate crime and public safety information including: • The Town website, the Police website, About Town newsletter, and local news services to promote public notification of crimes and educational material. • Parent Alert systems of the Acalanes Unified High School and Moraga School Districts to provide information to the public as needed. • Real-time incident information via Nixle.com, a free subscriber-based service delivering information to subscribers via text and email. • MPD upgraded all department cell phones which provided better access for the public and increased PD's ability to respond quickly and solve problems.	• Continue ongoing efforts as achieved in 2015. • Continue close collaboration with MOFD on issues of emergency preparedness, response, and fire prevention. • Continue to have management accessibility to the public and strive for timely responses as part of mission to provide excellent customer service.

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(CCR Title 25 §6202)

Jurisdiction Town of Moraga

Reporting Period 1/1/2014 - 12/31/2014

Table A

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

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

* Note: These fields are voluntary

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

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

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

* Note: This field is voluntary

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

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

* Note: This field is voluntary

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Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.			2007	2008	2009	2010	2011	2012	2013	2014	2015	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	84											84
	Non-deed restricted												
Low	Deed Restricted	64											64
	Non-deed restricted												
Moderate	Deed Restricted	97											97
	Non-deed restricted												
Above Moderate		62	0	2	2	1	2	2	0	0		9	53
Total RHNA by COG. Enter allocation number:		307		2	2	1	2	2	0	0		9	298
Total Units ► ► ►													
Remaining Need for RHNA Period ► ► ► ► ►													

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

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Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.**		
Name of Program	**Objective (Summary Format)**	**Timeframe in H.E.**	**Status of Program Implementation**
IP-A1	Continue to Use the General Plan	Ongoing	Ongoing. Projects routinely evaluated for General Plan consistency as part of development review process.
IP-B1	Revise the Zoning and Subdivision Ordinances	MCSP - Dec 2010; other actions ongoing	Moraga Center Specific Plan adopted 2010. Several updates and revisions to Zoning Ordinance adopted since 2010. Sign Code revised in 2014. Historic Preservation Ordinance planned for adoption in 2015.
IP-B3	Revise the Condominium Conversions Ordinance	June 2014	Incomplete/Pending.
IP -C1	Undertake Development Review	Ongoing	Ongoing.
IP-C3	Undertake Design Review	Ongoing	Ongoing.
IP-C4	Study Development Process Simplification	Dec 2013	Ongoing. The Town made progress on a study to update the Town's hillside and ridgeline regulations.
IP-D2	Conduct Building Inspection, Code Enforcement and Hazard Abatement Activities	Ongoing	Ongoing. The Town adopted an ordinance allowing it to issue administrative citations for violations of the Municipal Code. The Town updated its nuisance abatement process.
IP-D3	Promote Universal Design	Dec 2010	This program was labelled with a specific completion date, but is in fact an ongoing program.
IP-E2	Review and Update Residential Design Guidelines	June 2011	Completed, 2010.
IP-E3	Review and Update Multi-Family Residential Design Guidelines	June 2011	Completed, 2010.

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IP-E5	Develop Public Safety Guidelines	Dec 2010	Incomplete/Pending.
IP-G1	Maintain a Vacant Land Inventory	Ongoing	Ongoing. Land inventory was reviewed and updated as part of a development impact fee study and preparation of the 2015-2023 Housing Element Update.
IP-G2	Annually Review General Plan and Maintain Internal Consistency	Ongoing	Ongoing.
IP-H1	Address Regional Housing Need	Ongoing	Ongoing.
IP-H2	Maintain Housing Partnerships	Apply State Density Bonus Law as requested; review/modify Zoning	Ongoing.
IP-H3	Increase Awareness of Housing Rehabilitation Program	June 2010	Incomplete/Pending.
IP-H4	Facilitate Access to Affordable Housing Subsidies	Ongoing	Ongoing.
IP-H5	Adopt Reasonable Accommodations Procedures for People with Disabilities	Dec 2010	Completed, 2014.
IP-H6	Address Homeless Housing, Services and Referral	Ongoing	Ongoing.
IP-H7	Assure Equal Housing Opportunities Coordinator and Information	Ongoing; pamphlet Dec 2010	Ongoing. Incomplete/Pending.
IP-H8	Provide Nondiscrimination Clauses	Ongoing	Ongoing.
IP-H9	Provide Accessible Housing Information and Referrals	Dec 2010	This program was labelled with a specific completion date, but is in fact an ongoing program.
IP-H10	Enhance Sustainable Building Guidelines	Dec 2010	Ongoing; the Town, through the Contra Costa County Building Department, enforces the California Green Building Code.

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IP-H11	Promote Secondary Units Where Appropriate	Dec 2011	The Town allows secondary units and will review and issue permits for units that comply with second unit regulations.
IP-H12	Revise the Definition of Family	Dec 2013	Ongoing/Incomplete. The Town's General Plan definitioon of *Family* was revised in 2014. A revision to the Zoning Code definition of *Family* is planned for 2015.
IP-H13	Promote Single Room Occupancy/Rooms for Rent	Dec 2012	Incomplete/Pending.
IP-K1	Develop Rheem Park Area Specific Plan	June 2014	In progress. The Town has received a grant for the Livable Moraga Road project that includes the Rheem Park Area. Instead of a specific plan, it is likely that the Town will implement planning recommendations for this area through a General Plan and Zoning Code Amendment.
IP-K2	Adopt and Implement the Moraga Center Specific Plan	Dec 2009	Completed, 2010.
IP-L10	Coordinate with Saint Mary's College	Ongoing	Ongoing.

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General Comments: