

Housing Policy Department
Received on:

FEB 15 2012

February 10, 2012

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

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

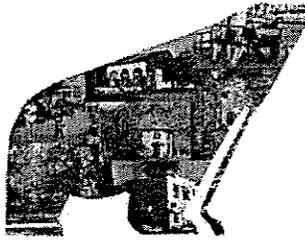
Re: Town of Ross Annual General Plan and Housing Element Report

Dear Governor's Office of Planning and Research and HCD:

I have enclosed a copy of the 2011 Town of Ross Annual Progress Report that was reviewed and accepted by the Ross Town Council at a public meeting on February 9, 2012.

Sincerely,

Elise Semonian
Senior Planner
(415) 453-1453 ext. 121



**TOWN
OF
ROSS**

General Plan Annual Progress Report

2011

Town of Ross

February 2012

INTRODUCTION

This report has been prepared pursuant to the requirements of Government Code Section 65400. The purpose of the document is to report on the Town's progress in implementing its General Plan. The document has been provided to the Ross Town Council for their review and submitted to the Governor's Office of Planning and Research (OPR) and the State Department of Housing and Community Development (HCD).

The Town adopted the current General Plan on June 14, 2007. The Town amended the plan to include a housing element on November 4, 2010. No other amendments have been made to the General Plan. The Town intends to amend the plan in 2012 to include a recently adopted Local Hazard Mitigation Plan.

The Town General Plan addresses the seven mandatory elements (land use, housing, circulation, noise, conservation, open space, and safety) through a consolidated plan with the following Parts:

- I. Our History and Who We Are Today
- II. Our Relationship With The Natural Environment (open space, conservation)
- III. Excellence of Design (land use, conservation)
- IV. Assuring the Health and Safety of the Community (safety, noise, conservation, land use)
- V. Easy and Safe Travel Throughout Ross (circulation)
- VI. The Future Use of Our Land (land use)
- VII. Commitment to Our Future
Housing Element (housing)

The General Plan contains implementing programs, procedures and activities that the Town needs to undertake to achieve its goals and policies. This report identifies each implementing program of the General Plan, the original timeline for completing the program, the status of the program (Completed, In Progress, Not Completed/Deferred) and an updated timeline for completing remaining programs. The report also includes the worksheets required by HCD for the annual housing element review.

CEQA

This document is a reporting document, and does not create or alter policy. The content is provided for informational purposes only, and is exempt from the requirements of the California Environmental Quality Act (CEQA) per Guidelines Section 15306.

Attachments

- A. Ross General Plan Implementation Programs and Status
- B. Housing Element reporting requirements

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction Town of Ross
 Reporting Period 1/1/2011 - 12/31/2011

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 Project Identifier (may be APN No., project name or address)	2 Unit Category	3 Tenure R=Renter O=Owner	4 Affordability by Household Incomes				5 Total Units Per Project	5a Est. # Infill Units*	6 Assistance Programs for Each Development See Instructions	7 Deed Restricted Units See Instructions	8 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			0	0	0	0	0					
(10) Total by income Table A/A3			0	0	0	0	0					
(11) Total Extremely Low-Income Units*			0									

* Note: These fields are voluntary

**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, its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

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

* Note: This field is voluntary

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

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

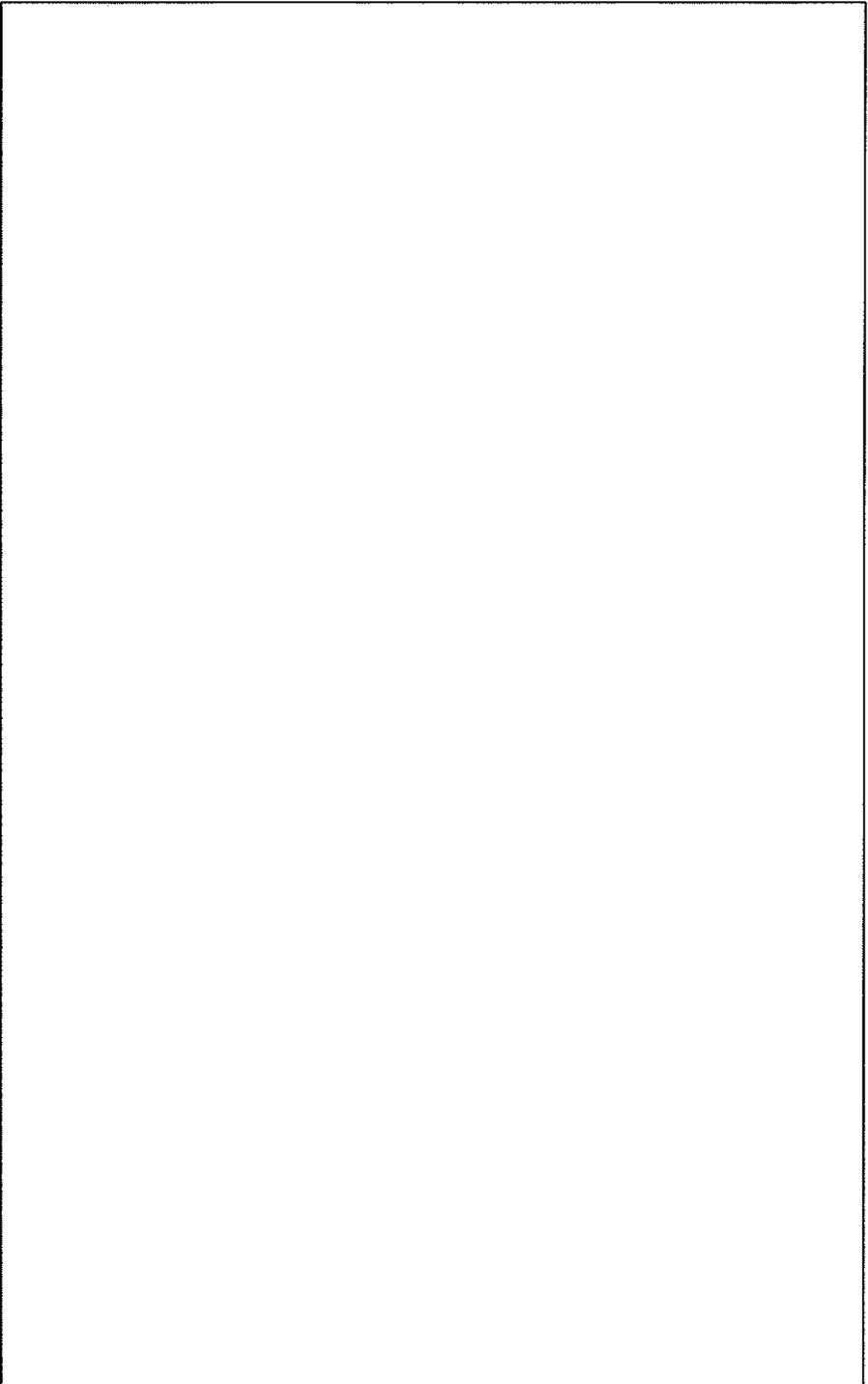
* Note: This field is voluntary

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								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 Non-deed			2											2	6
restricted															
Low	Deed	1												1	3
	Restricted Non-deed				2									2	
	restricted														
Moderate	Deed														
	Restricted Non-deed		1											1	4
	restricted														
Above Moderate														8	
Total RHNA by COG: Enter allocation number:		27													
Total Units		1	3	0	2	0								6	21
Remaining Need for RHNA Period															

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

General Comments:

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No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
Our Relationship With The Natural Environment							
Goal 1 An Abundance of Green and Healthy Natural Systems							
1.A	Establish a Tree Committee. Establish a Tree Committee to develop recommendations for trees, landscaping and maintenance in the public right-of-way.	2008-2010		X		A Street Tree Working Group was established by Resolution 1615 in December 2006 and completed its mission by submitting a final report to the Council in December 2009. Resolution 1615 was rescinded July 2011. The Town is developing right-of-way regulations and amending existing tree regulations. The Town will work with the Ross Street Tree Committee, not a Council established committee but a citizen's advisory group privately formed in 2010, to review regulations.	2011-2012
1.B	Create a Landscape Master Plan for Public Areas. Develop a Landscape Master Plan for entryways, streets, parks and other public areas of Ross. The plan may include: (1) clarification of responsibility for selecting, maintaining and irrigating Town trees; (2) an approved planting list; (3) a requirement for homeowners to plant and maintain certain types of trees from an approved list; (4) a replacement policy for trees when trees are removed; and, (5) guidance for issues such as tree lanes and	2010-2015		X		2011-2012 Goal of Councilmember Strauss. Council approved expenditure to retain local landscape architect to draft plan in November 2011. Council considering draft plan in March 2012.	2011-2012
Goal 2 Sustainable Building and Community Practices							

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
2.A	Establish "Green Building" Requirements. Establish specific development regulations that require buildings and substantial remodels to be built using "green" building techniques, including recycling of building materials where possible, and to conform to an industry approved certification or rating such as Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), or Build it Green, which is a professional non-profit membership organization whose mission is to promote healthy, energy and resource-efficient buildings in California.	2010-2015		X		Town adopted State Green Building Code, Ordinance 621, December 2010. As of January 2102, Town is considering a zero waste resolution and a construction/demolition ordinance.	2011-2012
2.B	Review Pesticide and Herbicide Requirements. Review current Town standards to ensure the prudent use of pesticides and herbicides. Implement an Integrated Pest Management (IPM) program that uses a variety of methods to control pests. The program would also include actions to identify and eliminate conditions that may attract and support pests.	2010-2015			X		2013-2014
2.C	Adopt Woodsmoke or Biomass Smoke Ordinance. Adopt a Woodsmoke or Biomass Smoke Ordinance to reduce particulate emissions from wood or biomass burning appliances, including fireplaces, that do not meet EPA standards of emission. The purposes of the ordinance will be to either require or encourage the removal of existing wood or biomass burning appliances that do not meet standards of emission, and to implement requirements at the time of major remodel projects.	2010-2015	X			Adoption of ordinance not necessary as the Bay Area Air Quality Management District (BAAQMD) adopted Regulation 6, Rule 3 in July 2008. The rule requires only cleaner burning EPA certified stoves and inserts in new construction or remodels. The building department implements the rule. The Town adopted Ordinance 617 in 2010, which extends the BAAQMD rule to outdoor wood burning.	
2.D	Consider Secondhand Smoke Ordinance. Study and consider enactment of a Secondhand Smoke Ordinance in Ross.	2010-2015	X			The Town Council expanded existing smoking prohibitions in 2007 by Ordinance 602.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
2.E	Consider Solar Access Ordinance. Study and consider enactment of a Solar Access Ordinance to encourage use of solar design for Ross development.	2010-2015	X			The Town Council adopted Ordinance 604 in 2008 and Resolution 1617 in 2007 to reduce fees for solar projects and exempt certain solar projects from typical development regulations.	
Excellence of Design							
Goal 3 Design With Nature, Neighborhood and Community							
3.A	Establish Advisory Design Review (ADR). Develop a process for incorporating design review of development proposals utilizing an advisory group of local volunteer design professionals to provide technical assistance to	2008-2010	X			The Advisory Design Review Group was established by Resolution 1639 in 2007.	
3.B	Require Design Review for Larger Landscape Projects. Require design review for large landscape projects that include significant hardscape, retaining walls, vegetation modifications, modification of topography, additional impervious surfaces, alterations of drainage patterns and other site modifications that could affect the visual and/or physical character of the site and neighborhood. Ensure that larger landscape projects include water efficient plant materials and efficient irrigation design.	2008-2010	X			Design review guidelines require review of larger projects. Stormwater ordinance adopted in 2010 to add provisions for considering drainage impacts. Hillside Lot Ordinance amended in 2010 by Ordinance 620 to require Hillside Lot review and guidance for landscape project in hillside areas.	
3.C	Pursue Undergrounding of Utilities. Undertake a program to underground utilities in Town neighborhoods if an investigation shows resident financial support for such action or if alternative viable funding mechanisms can be developed.	2008-2010	X			In 2006, Town held public meetings on potential undergrounding of utilities and surveyed 302 Ross property owners, representing 314 contiguous parcels located on the west side of Sir Francis Drake Boulevard. An analysis of the survey results indicated insufficient support for the project.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
3.D	Develop Detailed Design Guidelines and Requirements. Prepare design guidelines to be used in the design review process. Guidelines may include, but would not be limited to: (1) definition of what is subject to design review; (2) criteria to be used in design review, including contextual criteria; (3) criteria for exceptions to standards; (4) recommendations for fire-resistant design and materials, and (5) submittal and presentation requirements. A refinement of the design review process based on sub-areas in Ross may also occur. A preliminary mapping of sub-areas is shown in Figure 5 located in Appendix A. ADR should be involved in this process.	2008-2010		X		Ongoing: Hillside Lot Ordinance 620 amended design guidelines for hillside areas.	Ongoing
Goal 4 Protecting Historic Places and Resources							
4.A	Conduct Study to Identify Historic Resources. Identify potential districts and significant properties that may be eligible for National Register or California Historic Resources status, or which may have local significance or distinction.	2010-2015		X		Town staff developing a preliminary inventory	2011-2012
4.B	Adopt Historic Resources Regulations. Adopt guidelines, regulations and requirements to protect historic resources, including buildings, accessory structures, kiosks, gates, bridges, etc. Incorporate historic review into ADR design guidelines and consider the development of findings as part of the Town record for disclosure at resale, indicating that the home or site carries special significance to the town and therefore has special requirements for future renovation or alteration.	2010-2015			X		2012-2014

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
4.C	Map Archaeologically Sensitive Areas. Consult with the Federated Indians of Graton Rancheria, the Northwest Information Center of the California Historical Resources Information System, and other resources to develop a map of potentially sensitive archaeological areas that can be used to identify locations where an archaeological inventory may be necessary prior to approval of development activity.	2010-2015			X		2012-2014
Assuring the Health and Safety of the Community							
Goal 5 Protecting Community Health and Safety, and Preparing for Emergencies							
5.A	Prepare Water System (Pressure) Master Plan. Coordinate with the Marin Municipal Water District (MMWD) to evaluate water pressure and water lines to ensure adequate fire protection. Identify locations where improvements are needed and adopt requirements and funding mechanisms in coordination with MMWD to implement these improvements.	2008-2010		X		MMWD completed work on a master plan and continues to update the plan.	
5.B	Implement Ross Valley Emergency Preparedness. Initiate discussions with other Ross Valley jurisdictions to consider opportunities to jointly respond to emergencies such as flood, fire, earthquake or other emergency situations. Cost savings and coordination opportunities could include the creation of a Town staff disaster planning coordinator, formation of a disaster preparedness committee reporting to Town staff (resident volunteers, Town official), sharing of resources and development of outreach programs to residents and businesses to provide training and information about disaster preparedness.	2008-2010			X		2012-2013
Goal 6 Protecting Creek Habitat and Reducing Flooding Hazards							
6.A	Participate in Ross Valley Flood Protection and Watershed Program. Work with other Ross Valley jurisdictions to address a watershed-wide approach to drainage, warning systems, emergency response, and flood insurance programs.	2008-2010	X			Ongoing. Ross Valley Flood Fee passed in 2009 and projects are under consideration.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
6.B	Develop Rules Regarding Site Runoff. Develop guidelines that limit the coverage of impervious surfaces, that require the use of permeable surfaces, that implement other regulations to effectively channel and minimize site runoff, and that allow water to percolate into the ground.	2010-2015	X			The Town Council adopted Ordinance 619 in June 2009.	
6.C	Develop Regional Land Use Regulation. Work with other Ross Valley jurisdictions to explore and adopt land use regulations to minimize additional runoff, or reduce runoff, within the Ross Valley watershed.	2010-2015			X		2013-2014
Easy and Safe Travel Throughout Ross							
Goal 7 Safe, Connected and Well-Maintained Streets, Pedestrian and Bicycle Routes							
7.A	Prepare Pedestrian and Bicycle Master Plan. Encourage pedestrian and bicycle travel in Ross by developing a safe bicycle and pedestrian route system, including requirements for providing bicycle racks at commercial projects and public facilities. The master plan will be coordinated with the Safe Routes to Schools program and will also consider methods to assure protection of pathways and the entire walkway system in Ross. The map in Appendix A (Figure 11, Pedestrian/Bicycle System in Ross) shows the current bicycle and pedestrian system.	2008-2010	X			The Town Council adopted a bicycle plan in July 2010 and a Complete Streets resolution in August 2010.	
7.B	Pursue Funding for Pedestrian and Bicycle Improvements. Investigate and apply to programs which could provide funding for pedestrian and bicycle improvements, including grants through the Transportation Authority of Marin (TAM) and state and federal sources.	2008-2010		X		Ongoing. Town applied for and awarded \$442,900 Highway Safety Improvement Grant for pedestrian safety improvements at Lagunitas Road and Sir Francis Drake Blvd in January 2010, work to begin in the summer of 2012. Town applied for and awarded \$250,000 Safe Routes to School Grant from the Transportation Authority of Marin (TAM) to improve pedestrian and bicycle facilities on Bolinas Avenue in September 2010. Town applied for one State grant that was not awarded.	Ongoing

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
The Future Use of Our Land							
Goal 8 A Beautiful, Safe and Close-Knit Community							
8.A	Prepare a Downtown Area Plan. Develop a plan for the Downtown area as a "Special Planning Area" (see Land Use Plan) to include the Downtown commercial area, parking area through the post office to Lagunitas Avenue, and Ross Common. The plan would include: (1) street design improvements; (2) parking; (3) potential uses, including opportunities for limited housing; (4) design guidelines; (5) pedestrian and bicycle access — including access to Frederick Allen Park and Kentfield Rehabilitation Hospital; and, (6) outdoor gathering areas.	2008-2010			X	This plan is indefinitely on hold. Workshops held in 2008 on a downtown plan. The Town Council deferred the majority of the project in 2010. The Town Council is considering a tree plan in March 2012. The County of Marin improved the the Frederick Allen Park path in 2011. The Town applied for and received a park grant in 2008 that was used to improve tennis courts and landscaping at Frederick Allen Park in 2011. The Town Council will consider a master landscape plan for the downtown area in 2012.	
8.B	Modify Downtown Commercial Zoning. Revise commercial zoning in the Downtown to prohibit offices in storefront locations, to encourage mixed use housing, and to encourage uses that are local-serving and would contribute to the vitality of downtown.	2010-2015			X	Partially completed. See housing element section, below.	2013-2014
8.C	Develop New Sign Ordinance for the Downtown. In coordination with Advisory Design Review, develop a new sign ordinance for the downtown to provide greater flexibility in sign design and Town approval.	2008-2010			X		2013-2014
8.D	Investigate Enforcement Methods. Review enforcement needs as part of the development of design guidelines and other programs intended to refine Town practices for application review and approval.	2010-2015			X	Staff drafted an Administrative Citation Ordinance in 2011 that has not yet been considered by the Council.	2013-2014
Goal 9 Excellence of Community Stewardship							

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
9.A	Study and Implement Town Hall Remodel. Evaluate options for remodeling Town Hall for police, fire, administrative staff and meeting space.	2008-2010		X		Town explored the feasibility of building new public facilities, conceptual design, cost and financing in 2009-2010. Town considered a smaller-scale remodel project in 2011.	2012-2013
9.B	Consider Fire Service Consolidation. Study opportunities to consolidate fire protection service with other Ross Valley jurisdictions and agencies.	2008-2010		X		Council agreed for form Blue Ribbon Committee to study issue at retreat held July 2008. Council considering consolidation as of January 2012.	2012-2013
9.C	Review Fees. Conduct a periodic review of fees to assure cost recovery for services provided by the Town.	2008-2010		X		Ongoing. The Council considered but rejected a proposal to increase the business license tax in February 2010. Council reviewed and adjusted fees in October-November 2011.	
9.D	Post General Plan Information on the Town Website. Provide an interactive general plan format by posting the Ross General Plan on the Town's website and providing links to make it easy to navigate for users.	2008-2010	X			The General Plan and housing element were posted on the internet after adoption.	
9.E	Establish a List of Town Specialists. Identify specialists in fields such as hydrology, archaeology, historic preservation, cultural places, etc. (similar to the Town Arborist position) who can provide technical review and recommendations, as needed by Town staff, for development proposals.	2008-2010		X		Ongoing. The Town has a hydrologist on contract, contract engineering firm, and two contract arborists.	
9.F	Monitor General Plan Implementation. Conduct a biennial, publicly noticed meeting to review and update the section of the Ross General Plan entitled "Priorities for Implementing the Ross General Plan." Program priorities will be reflected in the Town's budgeting and capital improvement programming decisions.	2008-2010		X		Ongoing. 2010 Housing element review in April 2011. 2010 General Plan and Housing Element review in February 2012.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
9.G	Provide Information to All Residents: Maintain, publicize and distribute information on a variety of topics related to community health, safety and environmental protection. This information includes, but is not limited to, disaster planning material, an inventory of hazardous materials and substances used by the Town and ways for residents to dispose of hazardous materials, drought-tolerant landscaping, contact information, schedules of fees, etc. Strive to create electronic access to the community by using "Information by Email" as appropriate, and other means.	2008-2010		X		Ongoing: The Town continues to provide a monthly email after the Council meeting, The Morning After, and quarterly and other informative reports and emails.	
9.H	Establish Town Development Review Protocol. Establish Town protocol (procedures and responsibilities) for Town Council, committees, technical specialists and consultants, applicants, neighbors, and Town staff in the development review process and formulation of town policies, procedures and enforcement. Ensure compliance with state and local laws and regulations.	2008-2010		X		Ongoing: Goal of Councilmember Chris Martin for 2011-2012.	2011-2012
Goal 10 Provision of Affordable Housing Opportunities							
HE.1) Housing Element							
HI.A	Prepare Information and Conduct Outreach on Housing Issues. Coordinate with local businesses, housing advocacy groups and neighborhood groups in building public understanding and support for workforce and special needs housing. Through written materials and public presentations, inform residents of housing needs, issues, and programs (second units, rental assistance, rental mediation, rehabilitation loans, etc.).	Ongoing		X			
HI.B	Collaborate in Inter-jurisdictional Planning for Housing. Work toward implementing, whenever possible, agreed-upon best practices, shared responsibilities and common regulations to efficiently and effectively respond to housing needs within a countywide framework.	Ongoing		X		Ongoing: Town involved with One Bay Area regional transportation and planning effort in 2011-2012.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
HI.C	Disseminate Fair Housing Information. The Planning Director is the designated Equal Opportunity Coordinator in Ross and will ensure that written materials regarding fair housing law are provided at various public locations in the town and that information regarding fair housing agencies and phone numbers is posted at Town Hall, the Post Office, and local transit locations where feasible. The Planning Director will provide information to real estate professionals, property owners and tenants on their rights, responsibilities, and the resources available to address fair housing issues.	Ongoing		X			
HI.D	Respond to Fair Housing Complaints. The Planning Director will investigate and deal appropriately with fair housing complaints. The Town will refer discrimination complaints to the appropriate legal service, county or state agency, or Fair Housing of Marin. If mediation fails and enforcement is necessary, refer tenants to the State Department of Fair Employment and Housing or HUD, depending on the nature of the complaint.	As needed		X		As needed. No complaints have been received since Housing Element was adopted.	
H.F. 2.0	Maintain and enhance existing housing an blend well-designed new housing into existing neighborhoods						
H2.A	Housing Design Review. The Town will continue to implement the housing design review process, including voluntary advisory design review, and the criteria set forth in Chapter 18.41 of the Ross Zoning Code.	Ongoing		X			

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
H2.B	Enforce Zoning and Building Codes. The Town will continue to enforce the current zoning code in residential neighborhoods and will discourage demolitions without rebuilding and overbuilding on lots through the design review process. The Town will continue to implement the hillside ordinance (Chapter 18.39 of the Ross Zoning Code) in facilitating the orderly development of hillside lots. The Town will also continue to require homes to comply with the Building Code through implementation of the Residential Building Record Report program.	Ongoing		X			
H2.C	Implement Rehabilitation Loan Programs. Provide handouts and refer people to the Marin Housing Authority for available loan programs to eligible owner- and renter-occupied housing. Require fire and code officials to hand out information on MHA loans to appropriate lower-income homeowners when performing routine inspections. Objective: Loans provided to rehabilitate housing for very low income households (3 new loans in	Ongoing		X		Ongoing. Information available at: http://www.marinhousing.org/Residential_Rehab_Loan.htm	
H2.D	Review Hillside Lot Ordinance. The Town Council will undertake a comprehensive review of the Hillside Lot Ordinance and amend the ordinance to clarify development guidelines and to include specific methods to determine slope calculations.	July 2010	X			Hillside Lot Ordinance reviewed and updated by Ordinance 620, adopted September 2009.	
H.E. 3.0	Use our Land Efficiently To Increase the Range of Housing Options and to Meet Housing Needs For All Economic Segments Of The Community						

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
H3.A	Facilitate Development at High Potential Housing Opportunity Sites. Undertake implementing actions to facilitate the construction of affordable housing at multi-family housing sites identified in the Town's Available Land Inventory at The Branson School and the Marin Art & Garden Center. Objectives and timeframe: Encourage development of six affordable units, one affordable to very low income households and three affordable to low income households.	June 2014				As of January 2012, no units developed	
a.	Provide flexibility in applying development standards (e.g., parking, floor area, setback, height), subject to the type of housing, size and unit mix, location and overall	Nov. 2011	X			Ordinance 614, 2009	
b.	Provide fast-track processing and ensure that affordable housing developments receive the highest priority. Efforts will be made by the Town's staff and Council to: 1. provide technical assistance to potential affordable housing developers in processing requirements, including community involvement; 2. consider project funding and timing needs in the processing and review of the application; and 3. provide the fastest turnaround time possible in determining application completeness.	Ongoing		X		No affordable housing development projects have been received for the high potential housing opportunity sites.	
c.	Waive or reduce fees on a sliding scale related to the levels of affordability; possibly including a rebate of planning and building fees for units intended to be affordable to very low income households.	Nov. 2011		X		Reduced planning fees apply for second units.	2011-2012
d.	Amend the municipal code to allow residential development as a permitted use in the Community Cultural District where such development is ancillary to permitted uses enumerated in Municipal Code Section 18.28.030. Such residential development will not require a conditional use permit.	Nov. 2011		X		To be considered February 2012.	2011-2012

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
H3.B	Implement Actions for Town-owned property at 37 Sir Francis Drake Boulevard. Develop up to 4 additional affordable units on this Town-owned property. The Town will take the following actions to promote the development of affordable housing on the site by 2014:			X		February 2006, Town Council considered programmatic design for development of 37 Sir Francis Drake Boulevard, Town owned site.	
	a. Seek funding through local, state and federal programs and community foundations.				X		2012-2013
	b. Consider implementation of an affordable housing impact fee to provide a portion of the project's funding. Any proposed affordable housing impact fee must take into consideration the burden of total building and planning permit fees on potential development.				X		2012-2013
	c. Maintain the units as affordable rental housing for low and very low income households, utilizing income eligibility requirements and affordability standards as published annually by HCD.				X		
	d. Seek a partnership with a non-profit organization to develop and maintain the units.	December 2011			X		2013-2014
	e. In concert with a non-profit partner, retain an architect to develop plans for up to 4 additional affordable units on the site	June 2012			X		2013-2014
	f. Town Council to act on non-profit partner's development proposal.	December 2012			X		2013-2014
	Objective: to achieve 2 units affordable to very low and 2 units affordable to low income households.	June 2014			X		2013-2014
H3.C	Amend the Municipal Code to Encourage Development of Multi Family Housing in the Commercial and Civic Districts.						
	a. Amend the municipal code to allow multi-family housing in the Civic District and residential units mixed with commercial development in the Commercial District as permitted uses that do not require a conditional use	Nov. 2011		X		To be considered February 2012.	2011-2012

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
b.	Establish development standards in the C-1 District that will facilitate the development of multi-family housing, such as: one parking space per unit; a building height of 30 feet; lot coverage of 100%; and, a floor area ratio of 1.3.	Nov. 2011		X		To be considered February 2012.	2011-2012
c.	Establish development standards in the C-D District that will facilitate the development of multi-family housing, such as: one parking space per unit; a building height of 30 feet; lot coverage of 50%; and, a floor area ratio of 0.5.	Nov. 2011		X		To be considered February 2012.	2011-2012
H3.D	Amend the Municipal Code to Allow Single Room Occupancy Units in the Commercial District. In order to provide housing for extremely low income households, the Town will amend the municipal code to specifically allow single-room occupancy units in the commercial district as a conditional use. Amend zoning ordinance. Provide housing for four extremely low income households.	Nov. 2011		X		To be considered February 2012.	2011-2012
H3.E	Amend the Municipal Code to Permit Transitional and Supportive Housing. To encourage transitional and supportive housing, especially for extremely low income households, the Town will amend the municipal code governing all residential zoning districts to permit transitional and supportive housing as a residential use, subject only to those regulations that apply to other residential dwellings of the same type in those zones. Add definition for —Supportive Housing to the municipal code. Goal: Housing for 4 extremely low income households.	Nov. 2011		X		To be considered February 2012.	2011-2012
H3.F	Modify Second Dwelling Unit Development Standards and Permitting Process. Modify the second unit ordinance to encourage larger units affordable to moderate income households and to encourage a greater rate of second unit development. Objective: 8 additional second units by 2014.						

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
a.	Establish a discretionary review process to allow design review of second units that do not meet development standards for ministerial review and approval. Adopt development standards that allow unit size up to 1,200 square feet and allow units to be newly constructed on second stories, subject to design review approval.	Nov. 2011	X			Completed by Ordinance 625, Adopted October 2011	
b.	Require no more than one screened, off-street parking space for a unit between 700 and 1,200 square feet in size.	Nov. 2011	X			Completed by Ordinance 625, Adopted October 2011	
c.	Provide information about the new second unit ordinance through ongoing communications, including Town meetings, email notices, the town newsletter, and the Town website, as well as through the local newspaper and the Ross Property Owners Association's newsletter upon adoption of new ordinances.	Ongoing		X		Ongoing	
d.	Encourage second unit development through the advisory design review process and through Town publications and planning materials.	Ongoing		X		Ongoing	
e.	Advise owners of Marin Municipal Water District's fee reduction program for deed-restricted low income second units.	Ongoing		X		Ongoing	
f.	Waiving or reduce the second unit permit fee.	Nov. 2011	X			Completed by Resolution 1754, October 2010	
H3.G	Encourage Legalization of Existing Illegal Units. Require property owners to legalize existing second units through more rigorous application of code enforcement procedures. Consider waiving second unit permit fees for legalized units. Advise owners of Marin Municipal Water District's fee reduction program for deed-restricted low income second units. Objective: legalization of 2 units by June 2014.	June 2014		X		Code enforcement is ongoing. No new units have been legalized in 2011.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
H3.H	Require Secondary Dwellings to Be Permitted as a Second Unit. Guesthouse or Caretaker Unit. The Town will require all secondary dwellings with a kitchen or electrical wiring and/or plumbing for potential use of a kitchen, a full bathroom, and a sleeping area or separate bedroom to be permitted as either a second unit, caretaker unit or guesthouse. The Town will consider allowing properties with two secondary dwellings to permit both as second units. Goal: 4 low income 2nd units, 3 moderate income 2nd units, 4 very low or exceptionally low income guesthouses/caretaker units.	June 2011	X			Ordinance 625, adopted October 2011, allows Council to grant up to two second units on a parcel. No units created in 2011.	
H3.I	Incentivize Property Owners to Deed Restrict Second Units to be Affordable to Very Low Income Households. Goal: 4 very low second units.	June 2011	X				
	a. Relax development standards for property owners that agree to deed- restrict their second unit to be affordable to a very low income household. Consider offering a bonus of up to 500 square feet of additional living area over the square footage allowed under existing development standards.	June 2011	X			Ordinance 625, adopted October 2011, allows Council to grant FAR bonus up to 500 square feet to certain property owners that agree to deed restrict their newly constructed second unit to be affordable to very low income	
	b. Waive or reduce fees when the second dwelling unit is providing documented affordable housing for very low income households.	June 2011		X		No units subject to the income restriction as of January 2012.	
	c. Determine affordability levels for very low income units using income levels established by HCD.	Ongoing		X		Determined annually when HCD releases income levels.	
	d. Require very low income units to be maintained as affordable units for a minimum of 15 years.	June 2011	X			Ordinance 625, adopted October 2011, requires 20 year rent restriction for certain 2nd units	
H3.J	Facilitate Development of Housing for Extremely Low Income Households. Undertake implementing actions to facilitate the construction of affordable extremely low income housing, including single room occupancy housing. Goal: 4 extremely low income households.						

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
a.	Provide flexibility in applying development standards (e.g. parking, floor area, setback, height), subject to the type of housing, size and unit mix, location and overall	Ongoing		X			
b.	Provide fast-track processing and ensure that affordable housing developments receive the highest priority. Efforts will be made by the Town's staff and Council to: 1. provide technical assistance to potential affordable housing developers in processing requirements, including community involvement; 2. consider project funding and timing needs in the processing and review of the application; and 3. provide the fastest turnaround time possible in determining application completeness.	Ongoing		X			
c.	Waive or reduce fees, possibly including a rebate of planning and building fees for units intended to be affordable to extremely low income households.	Ongoing		X			
d.	Prioritize funding from a local affordable housing impact fee or from other local, state and federal sources and community foundations for the development of extremely low income housing.	Ongoing		X			
H3.K	Adopt State-Mandated Density Bonus Ordinance. The Town will adopt a density bonus ordinance in compliance with Government Code Section 65915.	Nov. 2011		X		Town Council to consider in February 2012	2011-2012
H4	Provide Housing for Special Needs Populations						
H4.A	Assure Good Neighborhood Relations Involving Emergency Shelters, Residential Care and Other Special Needs Facilities. Encourage positive relations between neighborhoods and providers of emergency shelters, supportive and transitional housing, residential care facilities and other special needs facilities. Providers and sponsors of emergency shelters, transitional housing programs and community care facilities will be encouraged to establish outreach programs with their	Ongoing		X		No applications were received in 2011 to present.	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline
H4.B	Engage in Countywide Efforts to Address Homeless Needs. Actively engage with other jurisdictions in Marin to provide additional housing and other options for the homeless, supporting and implementing Continuum of Care actions in response to the needs of homeless families and individuals. Participate and allocate funds, as appropriate, for County and non-profit programs providing emergency shelter and related counseling services, including Homeward Bound of Marin.	Ongoing		X		Ongoing.	
H4.C	Utilize and Support Available Rental Assistance Programs. Develop and implement measures to make full use of available rental assistance programs. The Town will:						
	a. Maintain descriptions of current programs to hand out to interested persons, and refer people to the Marin Housing Authority Assisline for additional information on the Section 8 Program, Shelter Care Plus, Rebate for Marin Renters, and other rental assistance programs.	Ongoing		X		Ongoing	
	b. Continue to provide annual funding support to the Rebate for Marin Renters program.	Ongoing		X		Ongoing, Town contributed \$600 for 2011-2012	
H4.D	Provide Information on Reasonable Accommodation. The Building Official, the Town's ADA Coordinator, will manage Town compliance with the nondiscrimination requirements of Title IIA of the Americans with Disabilities Act (ADA). Direct questions, concerns, complaints, and requests regarding accessibility for people with disabilities to the Town's ADA Coordinator. Provide information to the public regarding reasonable accommodations related to zoning, permit processing and building codes on the Town's website and in Town application forms and other publications.	Ongoing		X		Ongoing	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update To be considered at February 2012 Council meeting	2012 Timeline 2011-2012
H4.E	Adopt a Reasonable Accommodation Ordinance. Adopt an ordinance to provide individuals with disabilities reasonable accommodation to ensure equal access to housing in accordance with fair housing laws. The ordinance will establish a procedure for making requests for reasonable accommodation in land use, zoning and building regulations, policies and procedures. The procedure will be a ministerial process, subject to approval by the Planning Director applying defined	December 2010		X			
H5.0	Monitor Accomplishments to Effectively Respond to Housing Needs						
H5.A	Conduct an Annual Housing Element Review. Assess Housing Element implementation through annual review by the Ross Planning Department and Town Council. Provide opportunities for public input and discussion, in conjunction with State requirements for a written review by April 1 of each year, as per Government Code Section 65400. Based on the review, establish annual work priorities for the Planning Department and Town Council.	April each year		X		Updated in April 2011 (for 2010), Town Council to consider February 2012 (for 2011)	
H5.B	Update the Housing Element Regularly. Undertake housing element updates as needed, including an update to occur no later than June 30, 2014, or in accordance with State law requirements.	June 2014		X		Begin update in January 2014 for completion by October 31, 2014, depending on availability of Regional Housing Need Determination (RHNA) for the Town.	October 2014