



Housing Policy Department
Received on:

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February 22, 2013

✓ 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

~~RECEIVED
IN-HOUSE
FINAL~~

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 2012 Town of Ross Annual Progress Report that was reviewed and accepted by the Ross Town Council at a public meeting on February 14, 2013.

Sincerely,

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



TOWN OF ROSS

General Plan Annual Progress Report

2012

Town of Ross

February 2013

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 and amended the plan to include a Local Hazard Mitigation Plan on January 12, 2012. No other amendments have been made to the General 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)
 - Local Hazard Mitigation Plan (safety)

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

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 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	2012	Year 7	Year 8	Year 9	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	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:

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for the user to provide general comments.

Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan		Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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.	2012-2013	Administration
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 waterways.	2010-2015		X		Council approved downtown tree planting plan in March 2012.		Public Works & Administration
Goal 2 Sustainable Building and Community Practices								

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update Town adopted State Green Building Code, Ordinance 621, December 2010. In 2012 the Town adopted a zero waste resolution and a construction/demolition ordinance.	2012 Timeline	Responsible Dept(s) Building & Planning
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					
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	Public Works
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.		Planning
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.		Administration

	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred				
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 permit them on existing buildings. The Town Council increased fees for solar projects in December 2012.	2012 Update	2012 Timeline	Responsible Dept(s) Planning & Administration
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 staff.	2008-2010	X			The Advisory Design Review Group was established by Resolution 1639 in 2007.			Planning & Administration
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.			Planning
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.			Administration

	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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 as amendments are necessary. Hillside Lot Ordinance 620 amended design guidelines for hillside areas.	Ongoing	Planning
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	2013-2015	Planning
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		2013-2015	Planning
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		2013-2015	Planning
Assuring the Health and Safety of the Community								

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)	
5.A	<p>Prepare Water System (Pressure) Master Plan.</p> <p>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.</p>	2008-2010		X		The MMWD Board of Directors approved extending the \$75 annual fire flow fee for an additional 19 years (2012-2031) in 2012. The fee will fund water system improvements such as the replacement of approximately 52 miles of inadequate pipe and seismic stabilization/retrofits at pump stations and nine bridges.	ongoing	Administration, Police & RVFD	
5.B	<p>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.</p>	2008-2010		X		Town merged Ross Fire Department with Ross Valley Fire Department (RVFD) in July 2012 and, therefore, there will be joint response to fire emergencies.	ongoing	Administration, Police & RVFD	
Goal 6 Protecting Creek Habitat and Reducing Flooding Hazards									
6.A	<p>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.</p>	2008-2010		X		Ongoing. Ross Valley Flood Fee passed in 2009 and projects are under consideration. Town working with Bolinas Avenue Advisory Committee in 2012-2013 on local flooding issues.	Ongoing	Administration	
6.B	<p>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.</p>	2010-2015	X			The Town Council adopted Stormwater Management Ordinance 619 in June 2009.		Building, Public Works & Planning	
6.C	<p>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.</p>	2010-2015		X			2013-2014	Planning & Administration	

<p>No.</p> <p>Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan</p>	<p>Timeline in Original Plan</p>	<p>Completed</p>	<p>In Progress</p>	<p>Not Completed/Deferred</p>	<p>2012 Update</p>	<p>2012 Timeline</p>	<p>Responsible Dept(s)</p>
<p>Easy and Safe Travel Throughout Ross</p>							
<p>Goal 7 Safe, Connected and Well-Maintained Streets, Pedestrian and Bicycle Routes</p>							
<p>7.A</p> <p>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 1J, Pedestrian/Bicycle System in Ross) shows the current bicycle and pedestrian system.</p>	<p>2008-2010</p>	<p>X</p>			<p>The Town Council adopted a bicycle plan in July 2010 and a Complete Streets resolution in August 2010. Complete Streets Resolution revised and update in February 2013.</p>		<p>Public Works</p>
<p>7.B</p> <p>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.</p>	<p>2008-2010</p>		<p>X</p>		<p>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 2013. 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. Preliminary plans approved for Bolinas Avenue in 2012.</p>	<p>Ongoing</p>	<p>Public Works</p>
<p>The Future Use of Our Land</p>							
<p>Goal 8 A Beautiful, Safe and Close-Knit Community</p>							

	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update Workshops held in 2008 on a downtown plan. The Town Council deferred the majority of the project in 2010. The Town Council approved a tree plan for the downtown area in March 2012.	2012 Timeline	Responsible Dept(s) Public Works & Planning	
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			2013-2015	Public Works & Planning	
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.		2014-2015	Planning	
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			2014-2015	Planning	
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 will be considered by the Council in February 2013.		2013-2014	Planning	
Goal 9 Excellence of Community Stewardship									
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.	2013-2014	Administration & Public Works	
9.B	Consider Fire Service Consolidation. Study opportunities to consolidate fire protection service with other Ross Valley jurisdictions and agencies.	2008-2010	X			Town consolidated fire services with Ross Valley Fire Department as of July 1, 2012.		Administration	

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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. Council reviewed and increased fees in December 2012 and January 2013.	Ongoing	Administration
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.		Administration
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 plan check and engineering firm, and two contract arborists.		Administration
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 and 2013.		Planning
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.		Administration

	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update The Town Council approved a Procedures Manual and adopted Resolution No. 1772 in 2012. The Procedures Manual sets forth how the Town functions, its practices and procedures. Various sections set forth general governing standards, and describe the roles and responsibilities of the Town Council and the Town Manager; interactions between the Council and staff; public meetings and the Brown Act; communication protocols; roles for day to day management of town services and roles during a disaster; and other operating relationships. It also includes sections on the Council Standing Committees, Joint Powers Authorities in which the Town participates, and other material necessary for understanding how the Town government functions.	2012 Timeline	Responsible Dept(s) Planning	
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					Planning	
Goal 10 Provision of Affordable Housing Opportunities									
H.E.1.) Housing Element									
H1.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				Planning	
H1.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.		Planning	

	<p>Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan</p>	<p>Timeline in Original Plan</p>	<p>Completed</p>	<p>In Progress</p>	<p>Not Completed/Deferred</p>	<p>2012 Update</p>	<p>2012 Timeline</p>	<p>Responsible Dept(s)</p>
<p>H1.C</p>	<p>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.</p>	<p>Ongoing</p>		<p>X</p>				<p>Planning</p>
<p>H1.D</p>	<p>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, <u>depending on the nature of the complaint.</u></p>	<p>As needed</p>		<p>X</p>	<p>As needed. No complaints have been received since Housing Element was adopted.</p>			<p>Planning</p>
<p>H.E. 2.0</p>	<p>Maintain and enhance existing housing an blend well-designed new housing into existing neighborhoods</p>							
<p>H2.A</p>	<p>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.</p>	<p>Ongoing</p>		<p>X</p>				<p>Planning</p>

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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				Planning & Building
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 total).	Ongoing		X		Ongoing. Information available at: http://www.marinhousing.org/Residential_Rehab_Loan.htm		Building, Planning and RVFD
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.		Planning
H.F. 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							
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 February 2013, no units developed		Planning and Administration

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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 design.	Nov. 2011	X			Completed by Ordinance 614 (2009) and Ordinance 631 (2012)		Planning
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.		Planning
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		Town Council reduced fees for second units in 2009 and increased fees for second units in December 2012. Town Council has authority to reduce fees for housing projects.		Planning & Building
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			Completed by Ordinance 631 (2012).		Planning
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		2013-2015	Administration

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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		2013-2015	Planning and Administration
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		2013-2015	Planning
d.	Seek a partnership with a non-profit organization to develop and maintain the units.	December 2011			X		2013-2015	Administration
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		2013-2015	Administration
f.	Town Council to act on non-profit partner's development proposal.	December 2012			X		2013-2015	Administration
	Objective: to achieve 2 units affordable to very low and 2 units affordable to low income households.	June 2014			X		2013-2015	
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 permit.	Nov. 2011	X			Completed by Ordinance 631 (2012)		Planning
b.	Establish development standards in the C-L 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			Completed by Ordinance 631 (2012)		Planning
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			Completed by Ordinance 631 (2012)		Planning

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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			Completed by Ordinance 631 (2012)	2012 Timeline	Planning
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			Completed by Ordinance 631 (2012)		Planning
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.	Nov. 2011				Completed by Ordinance 625, Adopted October 2011		Planning
	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.		X					
	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		Planning

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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		Planning
d.	Encourage second unit development through the advisory design review process and through Town publications and planning materials.	Ongoing		X		Ongoing		Planning
e.	Advise owners of Marin Municipal Water District's fee reduction program for deed-restricted low income second units.	Ongoing		X		Ongoing		Planning
f.	Waiving or reduce the second unit permit fee.	Nov. 2011	X			Completed by Resolution 1754, October 2010. Increased by Town Council resolution in December 2012 and again January 2013.		Planning
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 2012		Planning & Building
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 2012		Planning

Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan		Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
H3.J	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 households.		Planning
	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 February 2013		Planning
	c. Determine affordability levels for very low income units using income levels established by HCD.	Ongoing		X		Determined annually when HCD releases income levels.		Planning
	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		Planning
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.							
	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 design.	Ongoing		X				Planning
	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						Planning

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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		Town Council has discretion to refund fees paid for affordable housing projects.		Planning
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				Planning
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			Completed with adoption of Ordinance 631 (2012).		Planning
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 neighborhoods.	Ongoing		X		No applications were received in 2011 to present.		Planning
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.		Administration
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:							

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a.	Maintain descriptions of current programs to hand out to interested persons, and refer people to the Marin Housing Authority Assistline for additional information on the Section 8 Program, Shelter Care Plus, Rebate for Marin Renters, and other rental assistance programs.	Ongoing		X		Ongoing		Planning
b.	Continue to provide annual funding support to the Rebate for Marin Renters program.	Ongoing		X		Town contributed \$600 in 2011 towards Marin Housing Authority Housing Stability Program (formerly Rebate for Marin Renters Program).		Administration
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 II 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		Planning & Building
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 criteria	December 2010	X			Completed by adoption of Ordinance 631 (2012)		Planning
H5.0	Monitor Accomplishments to Effectively Respond to Housing Needs							

No.	Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan	Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
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), February 2012 (for 2011), February 2013 (for 2012)		Planning
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 2013 for completion by December 2014	December 2014	Planning
Local Hazard Mitigation Plan								
AH-1	Train homeowners to locate and shut off gas valves if they smell or hear gas leaking.	Continuous		X				Get Ready Marin
AH-2	Conduct periodic tests of the alerting and warning system.	Continuous		X				Police & RVFD
AH-3	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. (General Plan Program 5.B)	2015			X	Town merged Ross Fire Department with Ross Valley Fire Department in 2012, leading to joint response to fire emergencies.		RVFD
AH-4	Encourage the formation of a community- and neighborhood-based approach to wildfire education and action through local Fire Safe Councils and the Fire Wise Program to take advantage of grant funds currently available to offset costs of specific council-supported projects.	2014		X				RVFD

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AH-5	Promote attendance at local or regional hazard conferences and workshops for elected officials and staff to educate them on the critical need for programs in mitigating earthquake, wildfire, flood, and landslide hazards.	Continuous		X				Administration, Building and/or Planning
AH-6	Facilitate the distribution of emergency preparedness or mitigation materials that are prepared by others, such as by posting links at the Town web site, emails and placing materials at the Ross Post Office. Conduct workshops, and/or provide outreach encouraging residents, school employees, and private businesses' employees to have family disaster plans that include drop-cover-hold earthquake drills, fire and storm evacuation procedures, and shelter-in place emergency guidelines.	Continuous		X				RVFD & Administration
AH-7	Review and, if necessary, update evacuation plans. Consider organizing evacuation drills.	2015		X				Police & RVFD
AH-8	Consider expanding residential building reports to include hazard disclosure for known natural hazards in Ross: 1) Special Flood Hazards Areas (designated by FEMA), 2) Areas of Potential Flooding from dam failure inundation, 3) Very High Fire Hazards Severity Zones, 4) Wildland Fire Zones, and 5) Liquefaction and Landslide Hazards Zones (designated under the Seismic Hazards Mapping Act).	2015		X		Staff to update Reports of Residential Building Record in 2013.	2013-2014	Building and/or Planning
AH-9	Establish preservation-sensitive measures for the repair and re-occupancy of historically significant privately-owned structures, including requirements for temporary shoring or stabilization where needed, arrangements for consulting with preservationists and expedited permit procedures for suitable repair or rebuilding of historically or architecturally valuable structures.	2014			X		2014	Building and/or Planning

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AH-10	Create incentives for private owners of historic or architecturally significant buildings to undertake mitigation to levels that will minimize the likelihood that these buildings will need to be demolished after a disaster, particularly if those alterations conform to the federal Secretary of the Interior's Guidelines for Rehabilitation.	2014			X		2014	Building and/or Planning
AH-11	Continue development and maintenance of the Local Hazard Mitigation Plan. Consider coordination with the ABAG Regional Hazard Mitigation Plan in the future.	2013		X		Local Hazard Mitigation Plan incorporated into General Plan in 2012.	Continuous	Planning
AH-12	Create and update hazard mitigation page on the Town website that provides a copy of the hazard plan, progress reports, information on hazards and mitigation with an emphasis on what residents may undertake to mitigate for their own sites, emergency response and warning information.	2012		X		Hazard plan on Town web site.		Planning
AH-13	Continue to regulate and enforce the location and design of street-address numbers on buildings.	Continuous		X				Building and RVFD
AH-14	Encourage replacing above ground electric and phone wires and other structures with underground facilities, and use the planning-approval process to ensure that all new phone and electrical utility lines are installed underground.	Continuous		X				Building
AH-15	Support and encourage efforts of lifeline infrastructure/utility system providers (PG&E, MWD and Marin Sanitary Service) as they plan for and arrange financing for seismic retrofits and other disaster mitigation strategies. (For example, by passing resolutions in support of retrofit programs.)	Continuous		X				Administration
AH-16	Assist residents and businesses in the development of defensible space through roadside collection and/or chipping services (for brush, weeds, and tree branches).	2013		X		As funding available. Program currently underfunded.		RVFD
AH-17	Consider establishing a hazard mitigation fee for building permits to create a hazard mitigation funding source for initiatives or grant cost-share requirements	2015			X		2015	Administration, Planning and/or Building

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AH-18	Consider hazard abatement districts as a funding mechanism to ensure that mitigation strategies are implemented and enforced over time.	2015			X		2015	Administration, Planning and/or Building
AH-19	Consider improvement of currently unused pedestrian rights-of-way/paths as walkways to serve as additional evacuation routes.	2017			X		2017	Public Works and/or Planning
AH-20	Map areas of vulnerable roads and develop action plan to assist residents to repair private roads, driveways and slide hazard areas.	2015			X		2015	Public Works
AH-21	Identify and work with non-profits and through other mechanisms to protect as open space those areas susceptible to extreme hazards (such as through land acquisition, zoning, and designation as priority conservation areas).	2015			X		2015	Administration or Planning
AH-22	Develop a continuity of operations plan for the Town that includes back-up storage of plans and essential electronic files as well as procedures to continue normal Town operations after a disaster. Identify and mitigate problems with architectural components and equipment that will prevent critical buildings from being functional after major natural disasters, such as computers and servers, phones, files, and other tools used by staff to conduct daily business.	2014					2014	Administration
AH-23	Prepare a basic Recovery Plan that outlines the major issues and tasks that are likely to be the key elements of community recovery, as well as integrate this planning into response planning (such as with continuity of operations plans).	2015		X			2015	Administration, RVFD and Police
AH-24	Elevate Public Safety building and Town Hall above the base flood elevation and upgrade to meet current fire and seismic safety standards.	2017			X		2017	Town Administration
AH-25	Consider retrofit or replacement of critical facilities that are shown to be vulnerable to damage in natural disasters, considering any issues of historical significance.	2017			X		2017	Public Works

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AH-26	Comply with all applicable building and fire codes, as well as other regulations (such as state requirements for fault, landslide, and liquefaction investigations in particular mapped areas) when constructing or significantly remodeling Town-owned facilities.	2017			X			Public Works
AH-27	Establish plans for ensuring fuel will be available for police, fire and vehicles for other recovery staff in the event of a large scale Bay Area disaster.	2015		X		RVFD has fuel supply.	2015	RVFD and Police
AH-28	Train on call public works staff in emergency response.	2014		X			2014	Public Works
AH-29	If necessary, when remodeling Town-owned buildings and facilities, remove asbestos to speed up clean up of buildings so that they can be reoccupied more quickly.	2017			X		2017	Public Works
AH-30	Develop and enforce a repair and reconstruction ordinance to ensure that damaged buildings are repaired in an appropriate and timely manner and retrofitted concurrently.	2013		X		Town Council approved Ordinance 634, which added new Chapter 15.56 to the Municipal Code for reconstruction after disaster.		Planning
AH-31	Develop post-disaster development and recovery ordinance to facilitate recovery.	2013		X		Town Council approved Ordinance 634, which added new Chapter 15.56 to the Municipal Code for reconstruction of nonconforming structures after disaster.		Planning
AH-32	Consider a program to encourage owners of private buildings and educational facilities to participate in a program similar to San Francisco's Building Occupancy Resumption Program (BORP). This program permits owners of private buildings to hire qualified structural engineers to create building-specific post-disaster inspection plans and allows these engineers to become automatically deputized as City/County Inspectors for these buildings in the event of an earthquake or other disaster.	2015			X		2015	Building and/or Planning
AH-33	Continue to maintain a list of property owners that may need assistance during or after a hazard event and their contact information, such as seniors and the disabled.	Continuous		X				DISCO
AH-34	Continue the neighborhood watch block captain and team programs.	Continuous		X				DISCO/Police

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AH-35	Continue to sponsor the formation and training of Get Ready Ross / Community Emergency Response Teams (CERT) for residents in the community.	Continuous		X				RVFD
AH-36	Continue to work with other local agencies to offer the 20-hour basic CERT training course.	Continuous		X				RVFD
AH-37	Consider relocating or setting up backup Town Emergency Operations Center out of the floodplain and train employees on how to access the area and on the EOC plan.	2012		X				Police & Administration
AH-38	Provide information to encourage residents to maintain at least 72 hours and up to one week of emergency supplies in the event of isolation during an emergency for work and home.	2013		X				RVFD
AH-39	In the event that lights are needed for rapid evacuation after a disaster, consider installing battery back-ups, emergency generators, or lights powered by alternative energy sources to ensure that intersection traffic lights function following loss of power.	2015			X		2015	Public Works
AH-40	Consider relaxing development standards for installation of emergency generators (such as exceptions to setbacks).	2015	X			Exception process adopted by Ordinance 641, December 2012.		Planning
AH-41	Obtain at least three laptop computers for use outside of Police Department should the public safety building be uninhabitable due to hazards.	2013			X		2013-2014	Police
AH-42	Obtain propane heaters, stoves and lanterns for emergency use for employees.	2013			X		2013-2014	Police
AH-43	Encourage employees to have a family disaster plan so that they are prepared to assist the Town in the event of a disaster.	2013		X				RVFD
AH-44	Ensure that fire, police, and other emergency personnel have adequate radios, breathing apparatuses, protective gear, and other equipment to respond to a major disaster.	2014		X				RVFD, Police and Public Works
AH-45	Maintain the Town's emergency operations center in a fully functional state of readiness.	Continuous		X				Police & Administration

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AH-46	Update and maintain the Town's Standardized Emergency Management System (SEMS) Plan and the National Incident Management System (NIMS) Plan, and submit an appropriate NIMSCAST report.	2013		X				RVFD and Police
AH-47	Work cooperatively with the American Red Cross, Town schools, churches, MA&GC and non-profits to set up memoranda of understanding for use of education facilities as emergency shelters following disasters.	2013			X		2013-2014	Administration & RVFD
AH-48	Minimize the likelihood that power interruptions will adversely impact critical facilities by ensuring that they have adequate back-up power. Obtain small gasoline powered generator for emergency power for public safety to charge flashlight, portable batteries, etc.	2013		X		Town facilities have generator back up.		RVFD and Police
AH-49	Develop a program to provide at-cost NOAA weather radios to residents of flood hazard areas that request them, with priority to neighborhood watch captains and others trained in their use.	2015			X		2015	DISCO
AH-50	Offer CERT training to employees.	2015		X				RVFD
AH-51	Continue to implement activities in the Town of Ross Climate Action Plan (November 2010).	Continuous		X				Administration
DAM-1	Improve coordination among the Marin Municipal Water District and the Town so that the Town can better plan for evacuation of areas that could be inundated if the Phoenix Lake Dam fails.	2015			X		2015	Police & RVFD
DR-1	Continue to require projects to comply with MIMWD water conservation ordinances.	Continuous		X				Planning and Building
EQ-1	Obtain a current initial earthquake performance evaluation of Town owned buildings (public safety, Town Hall, post office). Inform staff, Town Council and the public, regarding the extent to which the Town buildings may be affected by an earthquake and if they will only perform at a life safety level (allowing for the safe evacuation of personnel) or are expected to remain functional following an earthquake.	2014			X		2014	Public Works

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EQ-2	If necessary, research to determine seismic stability of Town-owned bridges. If work is necessary, expedite the funding and retrofit of seismically-deficient Town-owned bridges by working with Caltrans and other appropriate governmental agencies, considering they are historic structures.	2015		X		Consultant working on design associated with the four bridges in Ross that are part of the Bridge Prevention Maintenance Program (BPMMP).	2013-2015	Public Works
EQ-3	Continue to require preparation of site-specific geologic or geotechnical reports for development and redevelopment proposals in areas subject to earthquake-induced landslides or liquefaction and condition project approval on the incorporation of necessary mitigation measures related to site remediation, structure and foundation design, and/or avoidance.	Continuous		X				Building
EQ-4	Require that local government reviews of geologic and engineering studies are conducted by appropriately trained and credentialed staff or contractors.	Continuous		X				Administration and/or Building
EQ-5	Investigate and adopt appropriate financial, procedural, and land use incentives for property owners to retrofit vulnerable structures (see http://quake.abag.ca.gov/fixit). Inform residents that retrofits are exempt from increases in property taxes.	2015			X		2015	Building and/or Planning
EQ-6	Create a mechanism to require the bracing of water heaters and flexible couplings on gas appliances, and/or the bolting of homes to their foundations and strengthening of cripple walls to reduce fire ignitions due to earthquakes.	2015		X				Building
EQ-7	Continue to require engineered plan sets for seismic retrofitting of heavy two-story homes with living areas over garages, split level homes, soft-story seismic retrofits, and hillside homes, until standard plan sets and construction details become available.	Continuous		X				Building
EQ-8	Continue to require that all new privately-owned buildings be constructed in compliance with requirements of the most recently adopted version of the California Building Code.	Continuous		X				Building

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EQ-9	Ensure that building department staff and contract building inspectors are appropriately trained and certified and support continued education to ensure enforcement of building codes and construction standards, as well as to identify typical design inadequacies of housing and recommended improvements.	Continuous		X				Administration and/or Building
EQ-10	Promote regional retrofit classes or workshops for homeowners.	Continuous		X				Building and/or Planning
EQ-11	Require geologic reports in areas mapped by others as having significant liquefaction or landslide hazards.	Continuous		X				Building and/or Planning
EQ-12	Encourage contract building inspector and building staff to take classes on a periodic basis (such as the FEMA-developed training classes offered by ABAG) on retrofiting of single-family homes, including application of Plan Set A.	Continuous		X				Building
EQ-13	Expedite the funding and retrofit of road structures by working with Caltrans and other appropriate governmental agencies.	Continuous		X				Public Works
EQ-14	Consider modification to Town building code to initiate a lower threshold for seismic improvement.	2017			X		2017	Building
EQ-15	Utilize or consider adoption of a retrofit standard that includes standard plan sets and construction details for voluntary bolting of homes to their foundations and bracing of outside walls of crawl spaces ("cripple" walls), such as Plan Set A developed by a committee representing the East Bay-Peninsula-Monterey Chapters of the International Code Council (ICC), California Building Officials (CALBO), the Structural Engineers Association of Northern California (SEAONC), the Northern California Chapter of the Earthquake Engineering Research Institute (EERI-NC), and ABAG's Earthquake Program.	2015			X		2015	Building

Town of Ross 2007-2025 General Plan and 2009-2014 Housing Element Implementation Program and Local Hazard Mitigation Plan		Timeline in Original Plan	Completed	In Progress	Not Completed/Deferred	2012 Update	2012 Timeline	Responsible Dept(s)
EQ-16	Install earthquake-resistant connections when pipes enter and exit bridges and work to retrofit of these structures.	2017			X		2017	Public Works
EQ-17	Prepare an inventory of private facilities that are potentially hazardous, including, but not limited to, multiunit, soft story, concrete tilt-up, and concrete frame buildings.	2017			X		2017	Building and/or Planning
FL-1	As new flood-control projects are completed, request that FEMA revise its flood-insurance rate maps and digital Geographic Information System (GIS) data to reflect flood risks as accurately as possible.	Continuous		X				Public Works
FL-2	Document and install plaques to inform property owners of historic flood levels.	2017			X		2017	Public Works & Building
FL-3	Work with San Anselmo to improve their drainage system and add new culverts at seven sites along upper Oak Avenue in San Anselmo, as identified as Measure 1 in the "Final Draft Report: Planning-Level Hydrology and Hydraulics Study for Reducing Street Inundation and Overflow by Stormwater; Bolinas Avenue in Ross and San Anselmo, California," January 25, 2011.	2014		X			2014	Public Works
FL-4	Consider amending the Town floodplain management ordinance to create cumulative substantial improvement rules.	2015			X		2015	Building and/or Planning
FL-5	Prepare articles to educate /remind homeowners of actions they can take before/after a storm.	Annual		X				Public Works
FL-6	Annually inspect and clean Town creeks of debris. Use public outreach to inform the Town's residents of the annual creek clean-up work. Maintain a log of debris removed annually.	Annual		X				Public Works
FL-7	Continue to provide information on locations for obtaining sandbags deliver those materials to vulnerable populations upon request.	Annual		X				Public Works
FL-8	Continue to provide link to web enabled and publicly-accessible County automated system of flood gauges.	Completed		X				Administration

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FL-9	Assist, support, and/or encourage the U.S. Army Corp of Engineers, various Flood Control and Water Conservation Districts, and other responsible agencies to locate and maintain funding for the development of flood control projects that have high cost-benefit ratios (such as through the writing of letters of support and/or passing resolutions in support of these efforts).	Continuous		X				Administration
FL-10	Continue to encourage new development near floodways to incorporate a setback from watercourses to allow for changes in stormwater flows in the watershed over time.	Continuous		X				Planning
FL-11	Continue to have Town staff inspect creek areas after each storm.	Continuous		X				Public Works
FL-12	Continue to inspect creek areas in response to citizen complaints.	Continuous		X				Public Works
FL-13	Encourage residents and business owners to elevate structures within flood hazard areas.	Continuous		X				Planning
FL-14	Enforce provisions under creek protection, stormwater management, and discharge control ordinances designed to keep watercourses free of obstructions and to protect drainage facilities to conform to the Regional Water Quality Control Board's Best Management Practices.	Continuous		X				Public Works
FL-15	Continue to enforce regulations concerning new construction (and major improvements to existing structures) within flood zones in order to be in compliance with federal requirements and become a participant in the Community Rating System of the National Flood Insurance Program.	Continuous		X				Building
FL-16	Install grates to catch debris.	Continuous		X				Public Works
FL-17	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. (General Plan Program 6.A)	Continuous		X				Public Works and Administration
FL-18	Perform annual creek dredging to remove accumulated sediments from Lagunitas Road to the fish ladder.	Continuous		X				Public Works

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FL-19	Continue to repair and make structural improvements to storm drains, pipelines, and/or channels to enable them to perform to their design capacity in handling water flows as part of regular maintenance activities. Continue to request private property owners to do the same, as necessary.	2017		X				Public Works
FL-20	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. (General Plan Program 6.C)	Ongoing		X				Public Works, Planning and/or Administration
FL-21	Prepare GIS storm water map of the watershed to determine the water flow and design a culvert system appropriate to the volume and flow of peak runoff. Complete the identification of existing culverts and the need for new ones.	2012			X	As funding available.		Public Works
FL-22	Reconstruct and enlarge bridge openings and culverts.	Continuous		X				Public Works
FL-23	Construct a new 1,400 ft. long, 42-48" diameter reinforced concrete pipe culvert network running under the south gutter line on lower Bolinas Avenue. The culvert would originate with inlets at the Richmond Avenue intersection and outfall to Corte Madera Creek at the Sir Francis Drake Boulevard Bridge, as identified as Measure 4 in the "Final Draft Report: Planning-Level Hydrology and Hydraulics Study for Reducing Street Inundation and Overflow by Stormwater; Bolinas Avenue in Ross and San Anselmo, California," January 25, 2011.				X			
FL-24	Construct an approximately 300,000 gallon subsurface stormwater detention vault beneath Richmond Avenue as identified as Measure 8b in the "Final Draft Report: Planning-Level Hydrology and Hydraulics Study for Reducing Street Inundation and Overflow by Stormwater; Bolinas Avenue in Ross and San Anselmo, California," January 25, 2011.	2014			X		2014	Public Works

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FL-25	Create bioretention areas at the St. Anselm Church overflow parking lot and the Town's adjacent right of way as identified as Measure 4b in the "Final Draft Report: Planning-Level Hydrology and Hydraulics Study for Reducing Street Inundation and Overflow by Stormwater; Bolinas Avenue in Ross and San Anselmo, California," January 25, 2011.	2014			X		2014	Public Works
FL-26	Ensure staff are knowledgeable regarding floodplain management regulations to improve enforcement of current standards for all development within flood hazard areas. Ensure that contract building inspectors have appropriate training and expertise in floodplain management regulations to monitor construction projects.	2014		X			2014	Building and Planning
FL-27	Secure a one-way flap gate at the existing Corte Madera Creek outfall at the Winship Avenue Bridge section as identified as Measure 2j in the "Final Draft Report: Planning-Level Hydrology and Hydraulics Study for Reducing Street Inundation and Overflow by Stormwater; Bolinas Avenue in Ross and San Anselmo, California," January 25, 2011.	2014			X		2014	Public Works; County of Marin agencies responsible for implementing the Ross Valley Flood Reduction and Creek Management Strategy.
FL-28	Create and update a photo record of the Town creeks to document condition and structures linked with GPS.	Annual		X.		Partial photo record linked with GPS completed.		Public Works
FL-29	Continue maintenance efforts to keep storm drains and creeks free of obstructions, while retaining vegetation in the channel (as appropriate) to allow for the free flow of water. Develop a "Maintain-a-Drain" campaign, similar to that of the City of Oakland, encouraging private businesses and residents to keep storm drains in their neighborhood free of debris.	Continuous		X				Public Works

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FL-30	Support creation of detention basins at Phoenix Lake and locations in the Ross Valley and other flood control projects as recommended in the Ross Valley Flood Damage Reduction Feasibility Study.	Ongoing		X		2012 Update		Town Council
FL-31	Continue to 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. (General Plan Program 6.B)	2013		X				Building and Planning
FL-32	Assist neighborhoods to develop regular program of inspecting and clearing private road culverts.	2015			X		2015	Public Works
FL-33	To reduce flood risk, thereby reducing the cost of flood insurance to private property owners, apply for participation in the Community Rating System of the National Flood Insurance Program and work to qualify for the highest-feasible rating.	2015			X		2015	Building
FL-34	When properties that may provide opportunities for drainage improvements are for sale, acquire easements to install drainage improvements, such as between Bolinas Avenue and Fernhill.	Ongoing		X				Public Works
FL-35	Amend Town floodplain management regulations to review thresholds for "substantial improvement" to take into account the depreciated cost value of structures, rather than the market value.	2014			X		2014	Building and/or Planning
FL-36	Create a building and elevation inventory of structures in the floodplain	2015			X		2015	Building and/or Planning
FL-37	Adopt regulations or design guidelines to limit basement and understorey storage and mechanical areas below the base flood elevation, particularly for repetitive damaged properties.	2017			X		2017	Building and/or Planning

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FL-38	Amend Town floodplain management regulations to adopt freeboard regulation to require finished floor to be 18" above the base flood elevation, rather than at the base flood elevation, to protect joists and vents from flood damage. Develop base flood elevation map using historical flood data.	2017			X		2017	Building and/or Planning
FL-39	Purchase three pair hip-wader pants, for use by on-duty personnel to reach flooded areas.	2013			X		2013-2014	Police
FL-40	Purchase one SUV for use in flooding situations where patrol cars may not be able to operate due to high water.	2013			X	When funding available.		Police
FL-41	Continue the Town of Ross participation in the National Flood Insurance Program (NFIP) and require projects that result in substantial improvements to comply with the Town floodplain development regulations and provide elevation certificates to the Town.	Ongoing		X				Building
LS-1	Establish and enforce provisions under the creek protection, grading, storm water management, and discharge control ordinances designed to control erosion and sedimentation.	Ongoing		X				Building
LS-2	Continue to enforce requirements in zoning ordinance to address hillside development constraints, especially in areas of existing landslides.	Ongoing		X				Planning

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LS-3	Increase efforts to reduce landslides and erosion in existing and future development by improving appropriate code enforcement and use of applicable standards for private property, such as those appearing in the California Building Code, California Geological Survey Special Report 117 – Guidelines for Evaluating and Mitigating Seismic Hazards in California, American Society of Civil Engineers (ASCE) report Recommended Procedures for Implementation of DMG Special Publication 11.7: Guidelines for Analyzing and Mitigating Landslide Hazards in California, and the California Board for Geologists and Geophysicists Guidelines for Engineering Geologic Reports. Such standards should cover excavation, fill placement, cut-fill transitions, slope stability, drainage and erosion control, slope setbacks, expansive soils, collapsible soils, environmental issues, geological and geotechnical investigations, grading plans and specifications, protection of adjacent properties, and review and permit issuance.	Ongoing		X				Building
LS-4	Require geotechnical and soil-hazard investigations be conducted and filed to prevent grading from creating unstable slopes, and that any necessary corrective actions be taken prior to development approval.	Ongoing		X				Building and/or Planning
LS-5	Require that staff and consultants reviewing these investigations are appropriately trained and credentialed.	Ongoing		X				Building
WF-1	Ensure that Town-initiated fire-preventive vegetation-management techniques and practices for creek sides and high-slope areas do not contribute to the landslide and erosion hazard. For example, vegetation in these sensitive areas could be thinned, rather than removed, or replanted with less flammable materials. When thinning, the non-native species should be removed first. Other options would be to use structural mitigation, rather than vegetation management in the most sensitive areas.	Ongoing		X				RVFD

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WF-2	Work with Marin Municipal Water District to identify needed improvements to the water supply for fire suppression.	2013		X			Ongoing	RVFD
WF-3	Continue to adopt and amend as needed updated versions of the California Building and Fire Codes so that optimal fire-protection standards are used in construction and renovation projects.	Ongoing		X		Town to update building code in 2013-2014 and will work with RVFD.		Building
WF-4	Increase local patrolling during periods of high fire weather.	Ongoing		X				RVFD
WF-5	Monitor weather during times of high fire risk using, for example, weather stations tied into police and fire dispatch centers.	Ongoing		X				RVFD
WF-6	Participate in multi-agency efforts to mitigate fire threat, such as the Hills Emergency Forum (in the East Bay), various FireSafe Council programs, and town/city-utility task forces. Such participation increases a jurisdiction's competitiveness in obtaining grants.	Ongoing		X				RVFD
WF-7	Increase efforts to reduce hazards in areas exposed to high to-extreme fire threat through improving engineering design and vegetation management for mitigation, appropriate code enforcement, and public education on defensible space mitigation strategies.	Ongoing		X		Unfunded program. Town will consider revisions to WUI area designation with new code update in 2013-2014		RVFD and Building
WF-8	Expand vegetation management program to more effectively manage the fuel load through roadside collection and chipping, mechanical fuel reduction equipment, use of goats or other organic methods of fuel reduction.	2013		X		Schedule dependent on funding.		RVFD
WF-9	Continue the defensible space vegetation program.	Ongoing		X				RVFD
WF-10	Maintain fire roads and/or public right-of-way roads and keep them passable at all times or ensure that those responsible for maintenance and upkeep maintain the roads.	Ongoing		X				RVFD & Public Works

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WF-11	Prepare an accurate database of water tanks owned by Marin Municipal Water District and privately owned tanks and swimming pools that are available for fire fighting. Plan for any additional tanks the Town may need to ensure enough capacity for fire fighting.	2017			X		2017	RVFD and/or Planning
WF-12	Conduct periodic fire-safety inspections of all multi-family buildings, as required by State law. Conduct periodic fire-safety inspections of all privately-owned commercial and buildings.	Ongoing		X				RVFD
WF-13	For new development, ensure all dead-end segments of roads and/or long driveways include turn-around sufficient for fire equipment.	Ongoing		X				Building, Planning and RVFD
WF-14	Consider fire safety, evacuation, and emergency vehicle access when reviewing proposals to add secondary units or additional residential units in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat.	Ongoing		X				Planning and RVFD
WF-15	Create a mechanism to enforce provisions of the California Building and Fire Codes and other local codes that require the installation of smoke detectors and fire-extinguishing systems on existing residential buildings by making installation a condition of finalizing a permit for any work valued at over a fixed amount and/or as a condition for the transfer of property.	Ongoing		X				Building and RVFD
WF-16	Require fire sprinklers in all new or substantially remodeled structures.	Ongoing		X		Building code requires sprinklers for new structures. Town Council requires sprinklers for substantial remodels under their review. The Town will consider sprinkler requirements with 2013-2014 building code update.		Building, Planning and RVFD

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WF-17	Require that new homes in wildland-urban-interface fire-threatened communities or in areas exposed to high-to-extreme fire threat be constructed of fire-resistant building materials (including roofing and exterior walls) and incorporate fire-resistant design features (such as minimal use of eaves, internal corners, and open first floors) to increase structural survivability and reduce ignitability. Note - See Structural Fire Prevention Field Guide for Mitigation of Wildfires at http://osfm.fire.ca.gov/structural.html	Ongoing		X				Building and Planning
WF-18	Work with Marin Municipal Water District and homeowners to upgrade fire hydrants and water lines as necessary.	2017		X			2017	RVFD
WF-19	Require that development in hillside areas provide adequate access roads (with width and vertical clearance that meet the minimum standards of the Fire Code or relevant local ordinance), onsite fire protection systems, and fire breaks.	Ongoing		X				Building, Planning and RVFD
WF-20	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. (General Plan Program 5.A)	Ongoing		X				RVFD
WF-21	Continue to ensure existing and new development have a reliable source of water for fire suppression (meeting acceptable standards for minimum volume and duration of flow).	Ongoing		X				Building, Planning and RVFD
WF-22	Develop plans for evacuation or sheltering in place of Ross and Branson school children in the event of a wildfire emergency so that streets are not overloaded near schools by students evacuating and parents attempting to pick up their children, which may restrict access by emergency vehicles.	2013		X			2013-2014	RVFD & Police