

# Chapter XI: IMPLEMENTATION PROGRAMS

**Table IP-1**  
Implementing Programs

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-1 Comprehensive Zoning Ordinance Update</b> City staff will review the current Zoning Code (Municipal Code Title 25) and prepare a comprehensive update for City Council adoption in order to align with the guiding principles, goals, and policies of the General Plan.</p>						
Policy(ies) Implemented	CC-3.10; CC-4.1 through CC-12.8; 1.5; CC-2.5; ED-1.1 through 1.5; ED-2.1, 2.2; M-3.5; M-6.1 through 6.3	√				
Program Category(ies)	SR, DR, SO, MP, FB, PA					
Responsible Department(s)	Community Development					
Supporting Department(s)	Central County Fire Department, City Attorney, City Manager (Sustainability Coordinator), Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-2 Residential Design Guidebook</b>                      City staff will review the Residential Design Guidebook for development in the City’s neighborhoods and prepare a comprehensive update for City Council Adoption in order to align with the guiding principles, goals, and polices of the updated General Plan.</p>		√				
Policy(ies) Implemented	CC-4.1 through 4.9; CC-10.1					
Program Category(ies)	DR, MP, FB, PA, SO					
Responsible Department(s)	Community Development					
Supporting Department(s)	Central County Fire Department, City Manager (Sustainability Coordinator), Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-3 Commercial Design Guidebook and Specific Plans</b>                      City staff will review the Commercial Design Guidebook together with the adopted Specific Plans (Downtown, Bayfront, North Burlingame/Rollins Road) and prepare a comprehensive update for City Council Adoption in order for these documents to align with the guiding principles, goals, and policies of the updated General Plan.</p>		√				
Policy(ies) Implemented	CC-5.1; CC-6.1 through 6.4; CC-7.4 through CC-7.6; CC-8.3; CC-					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
	11.1 through 11.7; CC-12.1 through 12.10; ED-1.1 through 1.6; M-6.1; M-6.3					
Program Category(ies)	DR, MP, FB, PA, SO					
Responsible Department(s)	Community Development					
Supporting Department(s)	Central County Fire Department, City Attorney, City Manager (Sustainability Coordinator), Parks and Recreation, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-4 Focused Development of Key Corridors</b></p> <p>City staff will prepare, implement, and maintain a strategy for the unique key corridors to maintain the character, businesses, and marketing of the Broadway district, Rollins Road, Downtown, and the Bayfront. Based on the findings of the strategy, City staff will develop action programs to promote development opportunities within these key business districts.</p>		√				√
Policy(ies) Implemented	CC-7.1 through 7.10; CC-9.1 through 9.3; CC-10.2 through 10.7; ED-1.1 through 1.6					
Program Category(ies)	DR					
Responsible Department(s)	Community Development					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	Central County Fire Department, City Manager (Sustainability Coordinator), Public Works, Parks and Recreation <sub>7</sub>					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-7 State Historic Building Code</b></p> <p>The City will continue to allow use of the State Historic Code for the rehabilitation of historic resources within the Downtown Specific Plan Area.</p>						
Policy(ies) Implemented	CC-3.2, CC-3.3, CC-3.4, CC-3.6	√				
Program Category(ies)	MP, SO					
Responsible Department(s)	Community Development					
Supporting Department(s)	Central County Fire Department City Attorney					
Partner(s)	State Historic Preservation Office					
Funding Source(s)	General Fund, Grants					
<p><b>IP-8 Mills Act Program</b></p> <p>The City will continue to carry out a California Mills Act Property Tax Abatement Program within the Downtown Specific Plan Area.</p>		√				√
Policy(ies) Implemented	CC-3.7					
Program Category(ies)	MP, AC, PA					
Responsible Department(s)	Community Development					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	Finance, City Attorney					
Partner(s)	San Mateo County <sup>7</sup>					
Funding Source(s)	General Fund, Grants					
<p><b>IP-9 Historic Preservation Resource Center</b>                      City staff will prepare and maintain a web-based resource center to promote Burlingame’s local historic resources and to provide resources and incentives to encourage historic preservation.</p>						
Policy(ies) Implemented	CC-3.1 through 3.11			√		√
Program Category(ies)	DR, MP, AC, PA, PI					
Responsible Department(s)	Community Development					
Supporting Department(s)	Library					
Partner(s)	Burlingame Historical Society					
Funding Source(s)	General Fund, Grants					
<p><b>IP-10 Branding and Marketing Program</b>                      City staff will develop and maintain a branding and marketing strategy and promotional materials to maximize the effectiveness of business retention and attraction efforts.</p>		√				√
Policy(ies) Implemented	ED-2.12 through 2.17					
Program Category(ies)	SO, MP, PA, PI					
Responsible Department(s)	Community Development					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	City Manager, City Attorney, Library, Parks and Recreation					
Partner(s)	Business Improvement Districts, Chamber of Commerce, City Council Economic Development Subcommittee					
Funding Source(s)	General Fund, Grants					
<p><b>IP-11 Business Resource Center and Website</b>                      City staff will develop and maintain a business resource center and web pages.</p>						
Policy(ies) Implemented	ED-2.6 through 2.17	√				√
Program Category(ies)	SO, MP, PA, PI					
Responsible Department(s)	Community Development					
Supporting Department(s)	City Manager					
Partner(s)	Chamber of Commerce, City Council Economic Development Subcommittee					
Funding Source(s)	General Fund, Grants					
<p><b>IP-12 Business Attraction, Expansion, and Retention Program</b>                      City staff will carry out a comprehensive business attraction, expansion, and retention program.</p>						
Policy(ies) Implemented	ED-2.6 through 2.17					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Program Category(ies)	SO, MP, PA, PI					
Responsible Department(s)	Community Development					
Supporting Department(s)	City Manager					
Partner(s)	City Council Economic Development Subcommittee					
Funding Source(s)	General Fund					
<p><b>IP-13 Multimodal LOS and Design Standards</b></p> <p>City staff will propose for the City Council’s adoption multi-modal level of service (LOS) standards and a methodology that define the process for determining which non-vehicular transportation and transit improvements will be implemented. The multimodal LOS program, design standards, and methodology should be consistent with those adopted by San Mateo County.</p>						
Policy(ies) Implemented	CC-1.2 through 1.4; M-1.1 through 1.4; M-2.1 through 2.5; M3.1 through 3.8; M-4.1 through 4.5	√				
Program Category(ies)	DR, MP, AC, FB					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, Community Development, Police					
Partner(s)						
Funding Source(s)	General Fund					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-14 Multimodal LOS Guidelines</b>                      City staff will update the City’s Traffic Study Preparation Guidelines to reflect the multi-modal LOS policies, standards, and methodologies and to provide additional flexibility in implementing multimodal transportation improvements.</p>		√				
Policy(ies) Implemented	M-1.1 through 1.4					
Program Category(ies)	MP, AC, SO, FB					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, Community Development, Police					
Partner(s)						
Funding Source(s)	General Fund					
<p><b>IP-15 Survey Transportation and Transit Gaps and Barriers</b>                      City staff will coordinate with regional transit organizations to assess implementation of transit services and provide updates to the City Council accordingly.</p>		√				
Policy(ies) Implemented	M-1.3; M-3.4; M-4.1 through 4.5					
Program Category(ies)	MP, FB, SO, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	Community Development					



Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Partner(s)	C/CAG, SamTrans, Caltrain, BART					
Funding Source(s)	General Fund					
<p><b>IP-16 Regional Connection Improvements</b>                      City staff will coordinate with regional agencies and adjacent communities to identify better connections between city roadways, pedestrian ways, bicycle facilities, transit corridors, and neighboring and regional transportation networks.</p>		√				
Policy(ies) Implemented	M-1.3; M-3.4; M-4.1 through 4.5					
Program Category(ies)	MP, FB, SO, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	City Manager					
Partner(s)	C/CAG, SamTrans, San Mateo County, City of Millbrae, Town of Hillsborough, City of San Mateo					
Funding Source(s)	General Fund					
<p><b>IP-17 Collision Data Reporting</b>                      City staff will report traffic collision data for automobiles, bicycles, and pedestrians to the City Council as needed and recommend improvements as applicable.</p>						√
Policy(ies) Implemented	M-2.3; M-3.2					
Program Category(ies)	DR, MP					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Responsible Department(s)	Public Works					
Supporting Department(s)	Police					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-18 Complete Streets Implementation</b>                      City staff will use a phased approach to evaluate and implement the proposed Complete Streets improvements identified in the Mobility Element. A priority list will be established through the Capital Improvements <del>PP</del> Program.</p>						
Policy(ies) Implemented	CC-1.2 through 1.4; M-1.1; M-2.1 through 2.5; M-3.1 through 3.7					√
Program Category(ies)	DR, MP, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, Community Development, Police					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-20 Complete Streets Evaluation</b>                      City staff will periodically evaluate and prepare recommendations on how well the streets and transportation network are serving each category of users.</p>						√

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Policy(ies) Implemented	CC-1.2 through 1.4; M-1.1; M-2.1 through 2.5; M-3.1 through 3.7					
Program Category(ies)	DR, MP, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, Community Development, Police					
Partner(s)						
Funding Source(s)	General Fund					
<p><b>IP-21 Traffic-calming Measures</b></p> <p>City staff will continue to identify neighborhoods where appropriate traffic-calming measures could help reduce speeding and create safer streets. This will largely be driven by requests from residents and business/property owners. The CIP will be updated accordingly.</p>						
Policy(ies) Implemented	CC-1.3					√
Program Category(ies)	DR					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, Community Development, Police					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<b>IP-22 Pedestrian Master Plan</b>			√			

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p>The City will develop a Pedestrian Master Plan for adoption by the City Council that includes a planned sidewalk system, pedestrian design standards, and an implementation program. As part of the preparation of the Pedestrian Master Plan, staff will review and incorporate (as appropriate) planned improvements and programs that connect Burlingame’s existing and planned pedestrian facilities to regional walking and bicycle facilities.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.3; M-1.4; M-2.1 through 2.5; M-17.1, M-17.2					
Program Category(ies)	SR, DR, MP, SO, FB, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	City Manager (Sustainability Coordinator), Community Development, Parks and Recreation					
Partner(s)	Bicycle/Pedestrian Interest Groups, Burlingame School District, San Mateo Union High School District					
Funding Source(s)	General Fund, Grants					
<p><b>IP-23 Bicycle Master Plan</b>                      The City will develop, adopt, and implement a comprehensive Bicycle Master Plan. As part of the preparation of the Bicycle Master Plan, City staff will review and incorporate (as appropriate)</p>						√

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
planned improvements and programs that connect Burlingame’s existing and planned bike facilities to regional walking and bicycle facilities, including the Bay Trail.						
Policy(ies) Implemented	CC-1.1, CC-1.3; M-1.4; M-2.1 through 2.5; M-17.1, M-17.2					
Program Category(ies)	SR, DR, MP, SO, FB, AC					
Responsible Department(s)	Public Works					
Supporting Department(s)	City Manager (Sustainability Coordinator), Community Development, Parks and Recreation					
Partner(s)	Bicycle/Pedestrian Interest Groups, Burlingame School District, San Mateo Union High School District					
Funding Source(s)	General Fund, Grants					
<p><b>IP-24 Transit Rider Information</b></p> <p>City staff will coordinate with regional agencies to identify additional options for informing transit riders of the availability and timing (e.g., headways) of public transit, and work with the respective agencies to inform the City Council on updates to the transit information program.</p>					√	
Policy(ies) Implemented	M-4.1 through 4.5					
Responsible Department(s)	Public Works					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	City Manager (Sustainability Coordinator)					
Partner(s)	San Mateo County Transit District					
Funding Source(s)	General Fund					
Funding Source(s)	General Fund					
<p><b>IP-26 Citywide TDM Plan</b></p> <p>The City will develop a citywide Transportation Demand Management (TDM) Plan for adoption by the City Council, which could include strategies to reduce peak-hour traffic, such as staggered work hours, flexible schedule options, local transit service, and telecommuting from home offices.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.6; M-5.1, M-5.2; M-8.2	√				√
Program Category(ies)	SR, DR, MP, PI					
Responsible Department(s)	Community Development					
Supporting Department(s)	Public Works, City Manager (Sustainability Coordinator), City Attorney					
Partner(s)	Commute.org					
Funding Source(s)	General Fund, Grants					
<p><b>IP-28 Off-Street Parking Regulations Comprehensive Update</b></p>		√				

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p>City staff will propose amendments to the off-street parking regulations in BMC Title 25 for adoption by the City Council to incorporate smart growth principles and to incentivize walking, biking, use of public transit, and use of emerging transportation options.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.5; M-7.1 through 7.7; M-8.1, M-8.2					
Program Category(ies)	SR, SO, DR, FB, MP, PI					
Responsible Department(s)	Community Development					
Supporting Department(s)	Central County Fire Department, City Attorney, Public Works					
Partner(s)						
Funding Source(s)	General Fund					
<p><b>IP-29 Parking Management Plans for Downtown and the Broadway District</b></p> <p>City staff will prepare and propose Parking Management Plans for adoption by the City Council for the Downtown and Broadway commercial districts.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.5; M-7.1 through 7.7; M-8.1	√				
Program Category(ies)	SR, SO, DR, FB					
Responsible Department(s)	Community Development, Public Works					
Supporting Department(s)	Central County Fire Department, City Manager					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Partner(s)	Business Improvement Districts (BIDs)					
Funding Source(s)	General Fund, Grants, BID Funds					
<p><b>IP-31 Various Street Redesign of Roadways</b></p> <p>Subject to available funding, the City staff will carry out various roadway redesigns to improve mobility and safety, such as but not limited to:</p> <ul style="list-style-type: none"> <li>The roadway improvement/reconfiguration plans for California Drive, Bayshore Highway, and the Broadway/railroad grade separation identified in the Mobility Element</li> <li>The roundabout reconfiguration of Bellevue Avenue, Primrose Road, and Douglas Avenue to allow for improved pedestrian movement.</li> <li>The improvements to El Camino Real that might be accomplished in coordination with Caltrans to achieve the City’s mobility goals without compromising the tree-lined character of the boulevard, including implementing recommendations of the El Camino Real Task Force as appropriate.</li> </ul>			√			



Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Policy(ies) Implemented	M-1.1; M-1.4; M-2.4; M-3.1; M-3.3; M-10.1; M-11.1; M-12.2; M-14.1; M-14.3					
Program Category(ies)	SR, SO, DR, FB					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department Community Development, Police					
Partner(s)						
Funding Source(s)	General Funds, Grants, Impact Fees					
<p><b>IP-32 Capital Improvement Program</b></p> <p>City staff will annually review and update the Capital Improvement Program to ensure adequate and timely provision of public facility and municipal utility provisions to address water systems, wastewater systems, storm drain systems, etc.</p>						
Policy(ies) Implemented	M-3.7; IF-1.1 through 1.7; IF 2.1 through 2.12; IF 3.1 through 3.6; IF 4.1 through 4.8				√	
Program Category(ies)	FB, SO, MP, PI, PA, DR					
Responsible Department(s)	Public Works					
Supporting Department(s)	City Manager, Finance, Parks and Recreation					
Partner(s)						
Funding Source(s)	General Fund					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-33 Water Conservation Programs</b>                      City staff will continue to develop and implement water conservation programs that decrease water use and heighten users’ awareness of the need to conserve, even during periods of non-drought.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.7; IF-2.10					√
Program Category(ies)	SR, DR, SO, PI					
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, City Manager (Sustainability Coordinator), Community Development, Finance					
Partner(s)	SFPUC					
Funding Source(s)	General Fund					
<p><b>IP-36 Construction and Demolition Debris Recycling Ordinance</b>                      City staff will propose to the City Council as necessary that the Construction and Demolition Debris Recycling Ordinance be updated to be consistent with the processing capabilities at the transfer stations and waste facilities that process Burlingame’s construction and demolition debris.</p>						
Policy(ies) Implemented	CC-1.13; IF-5.5					
Program Category(ies)	SR, DR					
Responsible Department(s)	Community Development					

Implementing Program		Estimated Timeframe(s)					
		5 Years	10 Years	15+ Years	Annual	On-going	
Supporting Department(s)	Public Works						
Partner(s)	Rethink Waste, Recology of San Mateo County						
Funding Source(s)	Recycling Fund						
<p><b>IP-37 Rainwater Harvesting and Graeywater Systems</b>                      City staff will evaluate the appropriateness of amending the City’s building and development codes to support and encourage rainwater harvesting and graeywater systems.</p>							
Policy(ies) Implemented	CC-1.1, CC-1.7; IF-2.11; IF-4.8	√					
Program Category(ies)	SR, DR, SO, PI						
Responsible Department(s)	Community Development						
Supporting Department(s)	City Attorney, City Manager (Sustainability Coordinator), Finance, Public Works						
Partner(s)							
Funding Source(s)	General Fund						
<p><b>IP-387 Underground Utility Ordinance</b>                      The City will continue to require private developers to underground utilities along the street frontage of their project site when new or substantial development occurs.</p>					√		
Policy(ies) Implemented	IF-6.3						
Program Category(ies)	PR, MP						

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Responsible Department(s)	Public Works					
Supporting Department(s)	City Attorney Community Development					
Partner(s)						
Funding Source(s)	N/A					
<p><b>IP-3942 Disaster and Emergency Program</b>                      Central County Fire Department staff and City staff will prepare a comprehensive update of the City’s disaster and emergency program.</p>						
Policy(ies) Implemented	CS-3.1 through 3.15	√				
Program Category(ies)	SO, FB, PI					
Responsible Department(s)	Central County Fire Department					
Supporting Department(s)	City Manager, Finance, , Parks and Recreation, Police, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-403 Disaster Drills</b>                      Central County Fire Department staff will conduct training and exercise drills to train City staff and test the effectiveness of the Emergency Operations Plan and operational readiness of the Emergency Operations Center.</p>						√
Policy(ies) Implemented	CS-2.8; CS-3.2; CS-3.7					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Program Category(ies)	SO, AC, PI					
Responsible Department(s)	Central County Fire Department					
Supporting Department(s)	Community Development, City Manager, Human Resources, Library, Finance, Parks and Recreation, Police, Public Works					
Partner(s)						
Funding Source(s)	General Fund					
<p><b>IP-414 Affiliate Volunteers</b></p> <p>The Central County Fire Department will continue its volunteer program for Burlingame residents certified in Community Emergency Response Training (CERT) and promote the "Get Ready" program for all citizens.</p>				√		
Policy(ies) Implemented	CS-3.5; CS-3.10, CS-3.13					
Program Category(ies)	SO, FB, PI					
Responsible Department(s)	Central County Fire Department					
Supporting Department(s)	City Manager					
Partner(s)	Affiliate Volunteer Groups					
Funding Source(s)	General Fund, Grants					
<p><b>IP-425 Emergency Communication System</b></p> <p>The City and Central County Fire Department will participate in the SMC Alert emergency communication system (the system for</p>						√

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		5 Years	10 Years	15+ Years	Annual	On-going
sending emergency information and updates in San Mateo County).						
Policy(ies) Implemented	CS-3.5; CS-3.10; CS-3.13					
Program Category(ies)	SO, FB, PI					
Responsible Department(s)	Central County Fire Department, Police					
Supporting Department(s)	City Manager, Parks and Recreation, Police, Public Works					
Partner(s)	San Mateo County Office of Emergency Services					
Funding Source(s)	General Fund, Grants, Impact Fees					
<p><b>IP-436 Seismic and Geologic Safety Standards</b></p> <p>The City will review and update (as necessary) its seismic and geologic safety standards when there is an update to the Uniform Building Code and the California Building Code.</p>						
Policy(ies) Implemented	CS-7.1; CS-7.4					
Program Category(ies)	DR					
Responsible Department(s)	Community Development					
Supporting Department(s)	City Attorney, Public Works					
Partner(s)						
Funding Source(s)	General Fund					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-447 Seismic Retrofit Program</b>                      City staff will evaluate and make recommendations as appropriate regarding creation of a seismic retrofit program to encourage property owners to upgrade buildings, especially masonry buildings, soft-story buildings (i.e., buildings designed with minimal bracing on the first floor), and critical facilities (i.e. hospitals, schools, and long-term care facilities).</p>		√				
Policy(ies) Implemented	CS-7.2; CS-7.3					
Program Category(ies)	DR					
Responsible Department(s)	Community Development					
Supporting Department(s)	City Attorney					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-459 Flood Plain Management Ordinance Comprehensive Update</b>                      City staff will coordinate with the Federal Emergency Management Agency (FEMA) and San Mateo County on updates to the Burlingame flood maps and countywide efforts to address sea level rise.</p>		√				
Policy(ies) Implemented	CS-5.1 through 5.7					
Program Category(ies)						
Responsible Department(s)	Public Works					

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Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	City Attorney, City Manager, Community Development					
Partner(s)	FEMA, Sea Change San Mateo County					
Funding Source(s)	General Fund, Grants					
<p><b>IP-4651 Noise</b></p> <p><a href="#">Enforce all regulations in the Municipal Code related to excessive community noise.</a></p>						
Policy(ies) Implemented	<a href="#">CS-4.1 through CS-4.11</a>					
Program Category(ies)	<a href="#">SO</a>					
Responsible Department(s)	<a href="#">Code Compliance</a>					
Supporting Department(s)	<a href="#">Police, Planning</a>					
Partner(s)						
Funding Source(s)	<a href="#">General Fund</a>					
<p><b>IP-4752 Hazardous Materials</b></p> <p><a href="#">Coordinate among all City departments and outside responsible agencies to ensure that the use, storage, and transportation of hazardous materials in and through Burlingame comply with applicable State and Federal regulations.</a></p>						
Policy(ies) Implemented	<a href="#">CS-2.5</a>					
Program Category(ies)	<a href="#">SO, AC</a>					
Responsible Department(s)	Central County Fire Department, Public Works					



Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)						
Partner(s)	San Mateo County Environmental Health					
Funding Source(s)	<a href="#">General Fund</a>					
<p><b>IP-4853 Healthy Community Program</b>                      City staff will coordinate with local health officials, planners, nonprofit organizations, businesses, hospitals, local health clinics, and community groups on strategies, programs, and practices that prioritize the overall health of Burlingame residents and employees.</p>						
Policy(ies) Implemented	CC-1.3; CC-1.4; HP1.1 through HP1.14			√		
Program Category(ies)	DR, SO, PA, AC, PI					
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	Community Development, Parks and Recreation					
Partner(s)	Chamber of Commerce, Mills Peninsula Medical Center, Sustainable San Mateo County					
Funding Source(s)	General Fund, Grants					
<p><b>IP-4954 Healthy Development Checklist</b></p>				√		

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p>City staff will develop a checklist of health strategies that could be incorporated into the design of discretionary development projects and plans. Staff will share this resource with project applicants to help them design their projects to promote community health.</p>						
Policy(ies) Implemented	CC-1.3; CC-1.4; HP-1.5; HP-1.13					
Program Category(ies)	DR, MP, SO, AC					
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	City Attorney, Community Development, Parks and Recreation, Public Works					
Partner(s)	Sustainable San Mateo County					
Funding Source(s)	General Fund, Grants					
<p><b>IP-506 Residents in Need</b>                      City staff will review service assistance programs, grants, loans, and permitting procedures to maintain or modify homes to meet the needs of residents in need. Staff will assemble a clearinghouse of information providing referrals on services, financial assistance, or incentives available to people in need.</p>						√
Policy(ies) Implemented	HP-1.9					
Program Category(ies)	DR, HS					
Responsible Department(s)	Community Development					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s) Partner(s)	Central County Fire Department, City Attorney, City Manager, Finance					
Funding Source(s)	General Fund, Grants					
<b>IP-517 Urban Forest Management Plan</b> City staff will maintain the Urban Forest Management Plan.		√				
Policy(ies) Implemented	CC-1.1; CC-1.14; CC-2.1 through 2.7					
Program Category(ies)	SR					
Responsible Department(s)	Parks and Recreation					
Supporting Department(s)	Central County Fire Department, City Attorney, City Manager, Community Development, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<b>IP-528 Climate Action Plan</b> City staff will prepare a climate change sustainability assessment strategy to evaluate the City’s susceptibility to climate change impacts and identify tools and strategies to mitigate impacts and create a more resilient city.				√		√
Policy(ies) Implemented	CC-1.1; CC-1.9 through 1.15					
Program Category(ies)	SR					

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	Community Development, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<b>IP-539 Parks</b> <a href="#">The City will prepare and implement a Parks Master Plan.</a>						
Policy(ies) Implemented	<a href="#">HP-4.1 through HP-4.12</a>					
Program Category(ies)	<a href="#">MP, FI, SO, PA</a>					
Responsible Department(s)	<a href="#">Parks and Recreation</a>					
Supporting Department(s)						
Partner(s)						
Funding Source(s)	<a href="#">General Fund, Grants</a>					
<b>IP-5460 Scenic Resources</b> <a href="#">The City will consider implementing view protection regulations that focus on preservation of the Bay from hillside public space areas. Protection of private views will be a secondary consideration.</a>						
Policy(ies) Implemented	<a href="#">HP-7.1 through HP-7.7</a>					
Program Category(ies)	<a href="#">SR, SO</a>					
Responsible Department(s)	<a href="#">Community Development</a>					
Supporting Department(s)						
Partner(s)						
Funding Source(s)	<a href="#">General Fund</a>					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-5561 Biological Resources</b>  <a href="#">The City will require biological resource studies for any development application in the Baylands area and adjacent to open space hillside areas. Such studies will identify biological resources and any measures/mitigation to avoid or minimize impact pursuant to CEQA.</a></p>						
Policy(ies) Implemented	<a href="#">HP-5.1 through HP-5.15</a>					
Program Category(ies)	<a href="#">SR, AC, PA, H, S</a>					
Responsible Department(s)	<a href="#">Community Development</a>					
Supporting Department(s) Partner(s)	<a href="#">State and Federal Resource Agencies</a>					
Funding Source(s)	<a href="#">Applicants</a>					
<p><b>IP-5662 Waterway Protection</b>  <a href="#">The City will continue to enforce NPDES regulations for all construction activity and land uses.</a></p>						
Policy(ies) Implemented	<a href="#">IF-4.4, HP-6.1, HP-6.3, HP-6.5, HP-6.6, HP-6.7, HP-6.10, HP-6.11, HP-6.12</a>					
Program Category(ies)	<a href="#">SR, DR, SO, PI</a>					
Responsible Department(s)	<a href="#">Public Works</a>					
Supporting Department(s) Partner(s)	<a href="#">Community Development</a>					
Funding Source(s)	<a href="#">Developer Fees, General Fund, Grants</a>					

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
<p><b>IP-5763 Recycled Water Plan</b>                      City staff will evaluate the feasibility of delivering recycled water to customers to increase the use of recycled water.</p>						
Policy(ies) Implemented	CC-1.1; CC-1.7; IF-2.11					
Program Category(ies)	SR, DR, SO, PI			√		
Responsible Department(s)	Public Works					
Supporting Department(s)	City Attorney, City Manager, Community Development, Finance					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-5864 Water Conservation Standards</b>                      The City will continue to maintain Water Conservation Standards within the Municipal Code for households, businesses, industries, and public infrastructure.</p>						
Policy(ies) Implemented	CC-1.1; CC-1.7; CC-1.8; IF-2.10					
Program Category(ies)	SR, DR, SO, PI			√		
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, City Attorney, City Manager (Sustainability Coordinator), Community Development Finance, Parks and Recreation					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Partner(s)						
Funding Source(s)	General Fund					
<p><b>IP-59 Green Infrastructure Plan</b>  <a href="#">The City will adopt and implement a Green Infrastructure Plan in accordance with the Municipal Stormwater NPDES permit.</a></p>						
Policy(ies) Implemented	<a href="#">CC-1.8, IF-4.2, IF-4.4, IF-4.8, IF-4.9, HP-6.5, HP-6.7, HP-6.9, HP-6.10</a>					
Program Category(ies)	<a href="#">DR, MP, SO, PI</a>	√				√
Responsible Department(s)	<a href="#">Public Works</a>					
Supporting Department(s)	<a href="#">Community Development, Parks and Recreation, City Manager (Sustainability Coordinator)</a>					
Partner(s)	<a href="#">San Mateo County Water Pollution Prevention Program</a>					
Funding Source(s)	<a href="#">General Fund, Grants</a>					
<p><b>IP-605 Energy Reduction Initiative</b>                      City staff will develop and implement a public information and education campaign to encourage every household and every business to reduce their energy consumption.</p>		√			√	
Policy(ies) Implemented	CC-1.1; CC-1.8					
Program Category(ies)	SR, SO					
Responsible Department(s)	City Manager (Sustainability Coordinator)					

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Supporting Department(s)	Community Development, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-616 Financing Program for Energy Efficiency Retrofits</b>                      City staff will continue to promote Property Assessed Clean Energy (PACE) programs, which are energy efficiency retrofit financing programs for residential, commercial, or industrial properties.</p>						
Policy(ies) Implemented	CC-1.1; CC-1.8		√			√
Program Category(ies)	SR, SO					
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	Community Development, Finance					
Partner(s)	Authorized PACE administrators					
Funding Source(s)	General Fund, Grants					
<p><b>IP-628 City Building Audits and Reports</b>                      City staff will conduct periodic energy efficiency audits of City-owned buildings to identify opportunities for efficiency improvements from both operations and equipment upgrades.</p>						
Policy(ies) Implemented	CC-1.1, CC-1.11		√			
Program Category(ies)	SR, DR					



Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Responsible Department(s)	Public Works					
Supporting Department(s)	Central County Fire Department, City Manager (Sustainability Coordinator), Community Development, Finance, Parks and Recreation					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-639 Carbon Management Activities Program</b>                      As part of the Climate Action Plan, City staff will track carbon sequestration activities on private and public lands, such as planting trees or managing wetlands.</p>						
Policy(ies) Implemented	CC-1.1; HP-2.1 through 2.15		√			√
Program Category(ies)	SR, MP, AC					
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	Community Development, Parks and Recreation, Public Works					
Partner(s)						
Funding Source(s)	General Fund, Grants					
<p><b>IP-6471 Environmental Education Programs</b>                      City staff will coordinate with San Mateo County Energy Watch, Pacific Gas and Electric Company, non-profit organizations, and</p>			√			

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
other agencies and businesses to continue with environmental education programs.						
Policy(ies) Implemented	CC-1.1; CC-1.9 through 1.15					
Program Category(ies)	SR, DR					
Responsible Department(s)	City Manager (Sustainability Coordinator)					
Supporting Department(s)	Community Development, Library, Public Works					
Partner(s)	Chamber of Commerce, San Mateo County Energy Watch, PG&E					
Funding Source(s)	General Fund, Grants					
<p><b>IP-6572 Library as an Education and Lifelong Learning Resource</b></p> <p>The Library will continue to serve as an education and lifelong learning resource to promote and provide access to local and web-based educational resources, <a href="#">literacy</a> programs, and services for parents, students, and adults.</p>			√			√
Policy(ies) Implemented	EE-1.1 through 1.9					
Program Category(ies)	AC, PR, PA, DR					
Responsible Department(s)	Library					
Supporting Department(s)	City Manager, Parks and Recreation					
Partner(s)	<a href="#">Burlingame Library Foundation</a>					

Implementing Program		Estimated Timeframe(s)				
		5 Years	10 Years	15+ Years	Annual	On-going
Funding Source(s)	General Fund, Grants					
<p><b>IP-6673 Education Partnership</b></p> <p>The City will maintain its partnership with the Burlingame <a href="#">Unified School District</a> <del>in order</del> to offer enrichment, athletic, safety, and other programs and services to Burlingame’s youth.</p>						
Policy(ies) Implemented	EE-1.4; EE-1.9					√
Program Category(ies)	AC, PR, PA, DR					
Responsible Department(s)	City Manager					
Supporting Department(s)	Library, Parks and Recreation, Police					
Partner(s)	Burlingame School District					
Funding Source(s)	General Fund					
<p><b>IP-6775 Library Strategic Plan</b></p> <p>City staff will maintain the Library Strategic Plan and periodically prepare a report that evaluates the implementation of the Library Strategic Plan.</p>						
Policy(ies) Implemented	EE-1.10 through 1.15			√		
Program Category(ies)	AC, PR, PA, DR					
Responsible Department(s)	Library					
Supporting Department(s)	City Manager					
Partner(s)	<a href="#">Burlingame Library Foundation</a>					
Funding Source(s)	General Fund, Grants					

XI. IMPLEMENTATION

Implementing Program		Estimated Timeframe(s)					
		5 Years	10 Years	15+ Years	Annual	On-going	
<p><b>IP-6877 Public Facilities Impact Fees</b></p> <p>City staff will update the Public Facilities Impact Fee Feasibility Study and Nexus Report to assess public impact fees for public services. Based on the findings of the Feasibility Study and Nexus Report and direction from the City Council, staff may recommend that the City Council amend the Public Facilities Impact Fees.</p>		√					
Policy(ies) Implemented	M-9.1, M-9.2, EE-1.10						
Program Category(ies)	MP, AC, FB, SO						
Responsible Department(s)	Finance						
Supporting Department(s)	Central County Fire Department, City Attorney, City Manager, Community Development, Library, Parks and Recreation, Police, Public Works						
Partner(s)							
Funding Source(s)	General Fund						