

# IP IMPLEMENTATION PLAN

## Introduction to the Implementation Plan

Like most endeavors, the long-term success of achieving a vision depends on executing an implementation plan; an implementation plan provides the framework that connects day-to-day and short-term actions to long-term goals and ideas. By extension, if the Westminster General Plan is to serve its purpose, it must be reviewed, maintained, and implemented in a systematic and consistent manner. Strategic planning provides an institutional framework to revisit the General Plan, gauge its continuing relevance, and recommit investments to its vision.

To that end, this Implementation Plan serves as a guide for City-elected officials, commissions and committees, City staff, and the public in implementing the goals and policies of the general plan. This stand-alone document was developed concurrently with the 2016 General Plan and a General Plan Amendment is not required to update this document. The Implementation Plan is intended to be used as a working tool by each department as a checklist of priorities to be accomplished and timeframes within which the action should be achieved. Since it is maintained outside of the plan, it provides flexibility for the City to review and amend as needed. The implementation actions serve to prioritize activities the City should initiate or maintain on an ongoing basis to ensure the vision of the General Plan is achieved.

The implementation actions will be referenced by City staff on an ongoing basis, and review and update of the actions should be included in the City's annual progress report, as required by Government Code Section 65700. As actions are implemented, they should be removed from the document to help focus attention on those actions that are still awaiting implementation. As priorities change, the actions and strategies will be updated, or new actions added, as the City works toward achieving the vision of the General Plan.

The Implementation Plan is organized into two sections. The first section provides a general description of how the General Plan is implemented to ensure relevancy and consistency with City efforts. The chapter concludes with a list of activities that should be pursued to implement the goals and policies of the General Plan.

### Relationship to Annual Budget

The Implementation Plan is designed to be used as a guiding resource as part of the City's annual budget. This plan provides a structured process for City staff to annually review, modify, and request service level options that implement the General Plan. This structured process has several benefits: 1) it ensures that activities are consistent with the General Plan; 2) it helps advance the General Plan vision; and 3) it helps City Council prioritize among projects and programs.

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- » Amending the General Plan
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## Amending the General Plan

Westminster will implement a range of programs and activities that will continually change to align with community needs. In the same way, the Westminster General Plan will require periodic amendments as conditions change over time. Some amendments will change goals and policy, and others may change the land use plan. Each proposed change will need to be carefully evaluated for its merit, its potential impacts to the community, and for consistency with the remainder of the General Plan. The City Council is responsible for making General Plan amendments up to four times per year. Decisions to adopt or amend the General Plan shall be reviewed by the Planning Commission and acted upon by the City Council.

## Implementation Actions

This document serves as a working checklist of action items and next steps for City staff and local decision makers to ensure that the General Plan vision is realized. The following implementation strategy table consists of an action item, its relationship to corresponding General Plan policies, identification of responsible departments, resource demands, and the time frame for completion. The Implementation Guide graphic, provided on the following page, provides guidance for reading and understanding the components of the implementation table.

The implementation table is intended to be used during the annual budgeting process. During that time, City staff will review the list of actions proposed to implement the General Plan and will choose from among the service level options. Implementation measures are structured in a tabular format, with the following information provided for each action.

**Table 1 How to Read Implementation Actions**

Program	Provides the name of the ordinances/procedures, capital improvement, master plan, or program intended to implement a General Plan element.
Action	Describes, in general terms, the nature of the implementation action. Specifics of the action item will be developed as part of the budget process.
Related Policies	Lists the General Plan policies which are implemented by this action.
Responsible Party	Shows the organization, department, or outside agency with the primary responsibility for implementing the action.
Timing/Priority	Indicates whether the action is an ongoing effort, an effort that should happen annually, or if it should be a priority in future budgeting cycles based on the targeted implementation date.

Funding will be estimated by City staff as part of the annual budget process. Possible funding sources include General Funds, city fees, developer impact fees, grants, special districts, and loans.

Implementation Actions for the Housing Element are included in the Housing Element document, which is provided under separate cover and updated accordingly to state guidelines.

**Table 2 Implementation Actions: Land Use Element**

Land Use Implementation Actions (Chapter 2)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal LU-1: Managing Future Growth</b>					
LU_IA-1: Legislative Updates	Coordinate with the Southern California Association of Governments and the Governor’s Office of Planning and Research to stay informed of legislation and documentation of the nexus between land use, housing, transportation, and sustainability.	LU-1.1		Community Development	Annually
LU_IA-2: Land Use Objectives	Prepare a General Plan Status Report annually as required by California Government Code. This includes reviewing the General Plan land use planning objectives and General Plan Land Use Map to ensure they continue to support the community’s long-term land use vision and amend the text and map as necessary to maintain a modern land use planning perspective.	LU-1.2, LU-1.6, LU-2.7		Community Development acts as lead; all Departments contribute	Annually
LU_IA-3: Commercial Center Outreach	Outreach to commercial center owners to present the topics of lot consolidation, parcel assemblage, and parking/reciprocal access agreements.	LU-1.3, LU-1.4, LU-2.9, CD-1.7		Community Development	Ongoing
LU_IA-4: Administrative Incentives	Evaluate the feasibility of providing administrative incentives, such as expedited processing, for lot consolidations, especially in mixed-use areas.	LU-1.3, LU-1.4, LU-2.9, CD-1.7		Community Development	2-3 years
LU_IA-5: Specific Plans	Develop specific plans for areas that need additional design or land use guidance, including, but not limited to, Mixed-Use Civic Center, Mixed-Use Westminster Mall, and Mixed-Use Northwest District.	LU-1.5		Community Development	3-5 years
LU_IA-6: Annexation Evaluation	Consider the potential annexation of sphere of influence areas. This would include periodically engaging Westminster residents and residents of unincorporated communities to gauge their interest in annexing into the City of Westminster. If circumstances support incorporation, prepare appropriate studies and coordination with LAFCo to facilitate the effort, including any required updates to the Municipal Service Review Study.	LU-1.7		Community Development, City Manager’s Office	Once every 5 years
LU_IA-7: Impact Fees	Continue to charge development impact fees so new development shares in the cost of providing and/or upgrading public facilities and services.	LU-1.8		Community Development, Finance Department, Public Works	Ongoing

**Table 2 Implementation Actions: Land Use Element**

<b>Land Use Implementation Actions (Chapter 2)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal LU-2: Land Use Mix</b>					
LU_IA-8: Limited-Density Bonus	Develop limited-density bonus provisions for enhancements such as outstanding design submissions, affordable housing, environmental sustainability, or successful revitalization and incorporate them into the Zoning Ordinance.	LU-2.1		Community Development	2-3 years
LU_IA-9: Chambers of Commerce	Continue to collaborate with the Westminster and Vietnamese Chambers of Commerce to promote local business endeavors and general economic development within the City.	LU-2.2, LU-2.4, LU-2.7, CD-5.1		Community Development, City Manager's Office	Ongoing
LU_IA-10: School Sites	Coordinate with representatives from the school districts serving Westminster's residents to ensure that the City's land use plan adequately accommodates school and education uses.	LU-2.3		Community Development	Ongoing
LU_IA-11: Development Code Update	Update Development Code and Zoning Map to reflect updated General Plan Land Use Map revisions, create mixed-use development standards, create urban industrial development standards, and establish a process for applicants to submit projects in a mixed-use land use designation. Specific Plans, which act as zoning, may also be prepared (in addition to the Development Code update) to help achieve this implementation action item.	LU-2.4, LU-2.8, LU-3.2, LU-3.3, LU-3.8		Community Development, City Manager's Office	1-3 years
LU_IA-12: Projections	Initiate a coordinated process to regularly review and adjust population assumptions and forecasts in conjunction with the Department of Finance, SCAG, and the County of Orange in order to adequately plan for growth, including jobs-housing balance projections.	LU-2.5		Community Development	1-2 years, update annually
LU_IA-13: Mobile Home Communities	Complete study of options and criteria for mobile home communities to transition to another land use, in response to development proposals and consistent with state law.	LU-2.6		Community Development	As needed
LU_IA-14: Land Use Transitions	Promote the phasing out of old uses in areas designated for new development in an orderly fashion, consistent with adopted general plan designations. During the transition period, support the continued viability of old uses. This could include marketing development opportunities, working with property owners to educate them on land use regulations applicable to their property, and coordination with code enforcement.	LU-2.6		Community Development, Police Department	Ongoing

**Table 2 Implementation Actions: Land Use Element**

<b>Land Use Implementation Actions (Chapter 2)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal LU-3: Mixed-Use Development</b>					
LU_IA-15: Land Use Mix	Continually monitor the preferred mix of uses within mixed-use areas, and encourage new uses that will provide new services that complement existing uses. This would include developing a tracking tool (via Excel or some other program) that quantifies the mix of uses within each area and highlights the City's progress towards the preferred mix. As new projects are proposed, the City must consider the project's impact on the use mix and, as projects are proposed, must record changes to the land use mix in the tracking tool so the City can regularly evaluate how closely areas align with the preferred mix ratios identified in the General Plan.	LU-3.1		Community Development, City Manager's Office	Ongoing
LU_IA-16: Design Themes	Develop a distinct design theme with defined design standards and guidelines for each of the mixed-use areas to foster an identifiable image for each activity center.	LU-3.1, LU-3.6, LU-3.9, LU-3.10		Community Development	3-5 years
LU_IA-17: Review Streamlining	Identify and evaluate ways to streamline or shorten review period for projects, such as a priority processing system.	LU-3.4		Community Development, Public Works	2-3 years
LU_IA-18: Pedestrian-Friendly Development	Provide incentives for new pedestrian-friendly anchor retail at important road intersections to attract retail clientele and increase foot traffic. Incentives may include maximizing floor area ratios, deferred impact fees, and priority processing.	LU-3.4		Community Development, Public Works	2-3 years
LU_IA-19: Catalyst Project	Develop a list of priority projects in mixed-use areas and identify timelines and strategies to implement.	LU-3.6		Community Development, Public Works	3-5 years
LU_IA-20: Moran Street Specific Plan	Implement the Moran Street Specific Plan to guide future development in areas subject to the Specific Plan provisions. This includes revisiting the implementation strategies identified in the Specific Plan and prioritizing the most critical actions for funding and staff resources (for example, construction of a parking structure). If needed, amend the Moran Street Specific Plan to reflect the City's prioritization of activities and ensure the Plan continues to reflect the community and City's vision for the area.	LU-3.7, LU-3.8		Community Development	Ongoing
LU_IA-21: Specific Plans/Master Plans	Determine the appropriate implementation strategy for each mixed-use area, such as a Specific Plan, master plan, development agreement and/or conventional zone.	LU-3.6, LU-3.7, LU-3.8		Community Development	3-5 years

**Table 2 Implementation Actions: Land Use Element**

Programs	Land Use Implementation Actions (Chapter 2)				
	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal LU-4: Land Use Compatibility</b>					
LU_IA-22: CEQA Review	Require appropriate environmental review of development projects.	LU-4.1, LU-4.4		Community Development	Ongoing
LU_IA-23: Industrial/ Commercial Buffers	Amend the Development Code to create standards addressing appropriate treatments to buffer industrial and commercial uses from residential and other sensitive uses.	LU-4.1, LU-4.2, LU-4.7		Community Development	2-3 years
LU_IA-24: Transition Standards	Develop standards that provide appropriate transitions between commercial, industrial, and residential uses.	LU-4.2			
LU_IA-25: Nonconforming Uses	Proactively facilitate the relocation of existing nonconforming uses to appropriate sites through site selection assistance and administrative coordination. This would involve contacting nonconforming users and providing direction on where they could relocate. The City could also consider an amortization schedule for nonconforming uses.	LU-4.3		Community Development	Ongoing
LU_IA-26: Monitoring and Reporting	Continue to monitor and record criminal incidents at facilities that require use permits.	LU-4.3		Police Department	Ongoing
LU_IA-27: Freeway Adjacent Uses	Evaluate the potential of incorporating new provisions in the City's Zoning Code for freeway-adjacent uses.	LU-4.5		Community Development	2-3 years
LU_IA-28: Residential Compatibility	Continue implementing the City's Zoning Code regulations regarding the types of residential uses allowed in single-family zones.	LU-4.6, LU-4.8, CD-4.8		Community Development	Ongoing
LU_IA-29: Expansion	Monitor existing and review all requests to expand intensive commercial or industrial uses for compatibility with surrounding land uses.	LU-4.7		Community Development	Ongoing
<b>Goal LU-5: Airport Land Use Planning</b>					
LU_IA-30: ALUC Coordination	Periodically coordinate with the Orange County Airport Land Use Commission to stay informed of any operational or facility changes at the Joint Forces Training Base, Los Alamitos that could impact the community.	LU-5.1		Community Development, Public Works	Ongoing
LU_IA-31: ALUEP Adherence	Continue to comply with the land use regulations identified in the Airport Land Use Environs Plan for the Joint Forces Training Base, Los Alamitos.	LU-5.2, LU-5.3, LU-5.4		Community Development, Public Works	Ongoing

**Table 2 Implementation Actions: Land Use Element**

Land Use Implementation Actions (Chapter 2)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal LU-6: Military Operations and Readiness</b>					
LU_IA-32:	In accordance with Gov. Code. § 65940, facilitate the exchange of project related information pertinent to military operations by amending County development applications to include whether a proposed development project is located within 1,000 feet of a military installation, beneath a low-level flight path, within training and testing areas, or within special use airspace as defined in Section 21098 of the Public Resources Code., and within an urbanized area as defined in Gov. Code § 65944). (See: Gov. Code § 65940 (a), (b) (1).)	LU-6.1, LU-6.2		Community Development	Ongoing
LU_IA-33:	In accordance with Gov. Code § 65944, if a completed development application indicates that the proposed project is located in an area that is within 1,000 feet of a military installation, beneath a low-level flight path, within training and testing areas, or within special use airspace, the County shall provide a copy of the complete application to each branch of the United States Armed Forces that is on the point of contact list maintained by the Governor’s Office of Planning and Research. This coordination with the military is to site projects in a manner that does not impact military operations or readiness. Issues to be considered include, but are not limited to, electromagnetic interference, frequency spectrum interference, land use type and density, light and glare, heat generation, dust, equipment testing and operation, personnel training, and flight operations.	LU-6.1, LU-6.2		Community Development	Ongoing
LU_IA-34:	Update the City’s Municipal Code to require discretionary review of all proposed development projects within the Military Operation Area that may produce physical obstructions, electromagnetic interference, frequency spectrum interference, height obstructions, glare, smoke, dust, or steam that could impact military operations.	LU-6.1, LU-6.2		Community Development	1-2 years

**Table 2 Implementation Actions: Land Use Element**

Programs	Land Use Implementation Actions (Chapter 2)				
	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal LU-7: Noise</b>					
LU_IA-35: Noise Ordinance	Update the City’s Noise Ordinance to be consistent with the General Plan policies related to noise, current conditions in the City, and state law.	LU-7.1, LU-7.4		Community Development	1-2 years
LU_IA-36: Development Review	Continue to enforce the City’s Noise Ordinance and the Planning Division review new development for potential noise impacts, including special event permits, and have the Police Department and Code Enforcement respond to complaints.	LU-7.1		Community Development, Police Department	Ongoing
LU_IA-37: Noise Analysis	Require that a noise analysis be conducted by an acoustical specialist for all proposed noise-sensitive projects and potential major noise producers.	LU-7.3, PHS-5.1		Community Development	Ongoing
LU_IA-38: Regulations	As part of project review, ensure that proposed projects comply with all applicable local, regional, and state building requirements relate to noise study and abatement.	LU-7.2		Community Development	Ongoing
LU_IA-39: Disclosure Statements	As part of any approvals of noise-sensitive projects where reduction of exterior noise to the maximum levels specified in the City’s Noise Ordinance is not reasonably feasible, the developer shall be required to issue disclosure statements to be identified on all real estate transfers associated with the affected property that identifies regular exposure to noise.	LU-7.3, LU-7.4		Community Development	Ongoing
LU_IA-40: Site Design	Require that the parking structures, terminals, and loading docks of noise-generating land uses be designed to minimize the potential noise impacts of vehicles on site and on adjacent land uses.	LU-7.4		Community Development	Ongoing
LU_IA-41: Caltrans Coordination	Work with Caltrans to evaluate the potential need for sound barriers and/or other mitigation strategies along segments of I-405 and SR-22 that abut existing noise-sensitive land uses.	LU-7.6		Public Works, Community Development	3-5 years, ongoing
LU_IA-42: Rail Coordination	Work with rail owners and operators to implement quiet zones in areas where noise-sensitive uses exist or are proposed adjacent to railroad tracks, where feasible.	LU-7.7		Public Works, Community Development	3-5 years, ongoing
LU_IA-43: Adjacent Jurisdictions	Continue to have the City’s Planning Department monitor development projects in adjacent jurisdictions and comment on projects with the potential for noise impacts in Westminster.	LU-7.8		Community Development	Ongoing



**Table 3 Implementation Actions: Economic Development Element**

Program	Economic Development Implementation Actions (Chapter 3)				
	Action	Related Policies	Funding Source	Responsible Party	Timing/Priority
ED_IA-1: Market Conditions Inventory	Create and maintain an inventory of market conditions, such as market demand, labor force statistics, commercial sectors underrepresented in Westminster, and available sites and buildings to support business retention and expansion and business attraction efforts.	ED-1.1, ED-1.2, ED-1.3, ED-3.2, ED-3.4, ED-3.5, ED-3.6, ED-4.4		Economic Development Division	1 year, and revise as needed, at least once per year
ED_IA-2: Business Engagement	Maintain and expand business engagement efforts such as a business visitation program, annual business survey, business awards, and annual recognition ceremony. Partner with the Westminster Chamber of Commerce to improve the effectiveness of business engagement efforts.	ED-1.2, ED-1.3, ED-3.3, ED-3.4, ED-3.5, ED-3.6, ED-4.3		Economic Development Division	Ongoing
ED_IA-3: Developer Sentiment	Conduct an annual meeting with the Building Industry Association to keep apprised of developer sentiment, market trends, and Westminster’s image relative to other Orange County cities.	ED-1.7, ED-2.5, ED-2.7, ED-3.7		Economic Development Division and Community Development	1 year and ongoing
ED_IA-4: Economic Development Marketing	Attend trade shows and industry events for commercial businesses generally, such as the International Council of Shopping Centers, and especially for commercial sectors that are underrepresented in Westminster.	ED-1.3, ED-3.5, ED-3.6		Economic Development Division	Ongoing
ED_IA-5: Façade Improvement Program	Obtain funding for and establish a façade improvement program.	ED-1.5		Economic Development Division	3-4 years
ED_IA-6: Development Code Update	Review and update the Development Code as necessary for the following economic development objective: Facilitate site improvements and building spaces that activate surrounding parcels	ED-1.7		Community Development	Review and adopt within 5 years
ED_IA-7: Civic Center Focus Area	Continue to explore and implement ways to manage and leverage City-owned property and other public facilities in the Civic Center to foster a transformation of the area into a walkable, mixed-use destination and activity center.	ED-1.4, ED-1.5, ED-1.6, ED-1.7, LU-3.5		Economic Development Division	Ongoing

**Table 3 Implementation Actions: Economic Development Element**

Program	Economic Development Implementation Actions (Chapter 3)				
	Action	Related Policies	Funding Source	Responsible Party	Timing/ Priority
ED_IA-8: Downtown Westminster Vision Plan	Conduct preliminary outreach for the Downtown focus area, including individual stakeholder meetings with large property owners and large businesses, group meetings for property owners, group meetings for businesses, and public workshops, to gauge interest and support for creating Downtown Westminister. If supported by residents, businesses, and property owners, create and adopt a Downtown Westminister Vision Plan.	ED-1.4, ED-1.5, ED-1.6, ED-1.7, LU-3.6		Economic Development Division and Community Development	1 year for public outreach 2 years for Vision Plan
ED_IA-9: Economic Development Package	Prepare an economic development marketing package with both print and online versions for business retention and expansion, business attraction, and business start-ups. The marketing package should include, at a minimum: 1) Information on current market conditions (see ED_IA-1). 2) Information on and contact details for public services and municipal business regulations (business licenses, planning and zoning, police department, etc.). 3) Descriptions of and contact details for economic development service providers, including the Chamber of Commerce, the Orange County Workforce Investment Board, the Orange County Small Business Development Center, and the Santa Ana District Office of the U.S. Small Business Administration.	ED-1.1, ED-1.2, ED-1.3, ED-3.2, ED-3.3, ED-3.4, ED-3.5, ED-3.6, ED-4.2, ED-4.3		Economic Development Division	1-2 years Review and revise information at least annually Evaluate and update marketing package every 3 to 5 years
ED_IA-10: Business Training Courses	Collaborate with the Chamber of Commerce, the OC SBDC, and other economic development service providers, to offer business training courses (business plans, accounting, finance, etc.) in Westminister for existing businesses and those considering starting a business.	ED-1.2, ED-3.3, ED-3.4		Economic Development Division	1-2 years, ongoing thereafter

**Table 3 Implementation Actions: Economic Development Element**

Program	Economic Development Implementation Actions (Chapter 3)				
	Action	Related Policies	Funding Source	Responsible Party	Timing/ Priority
ED_IA-11: Mixed-Use Redevelopment Feasibility	<p>Prepare a feasibility study to quantify the return on investment likely to be realized from mixed-use redevelopment along commercial corridors and other focus areas.</p> <p>Use the results of the study to inform design guidelines and other development standards.</p> <p>Use the study to engage individual property owners along commercial corridors and other study areas to generate interest that leads to redevelopment.</p>	ED-1.5, ED-1.7, ED-2.7		Economic Development Division	<p>1-2 years for feasibility study</p> <p>3-4 years and ongoing for outreach to property owners</p> <p>If continued use is necessary, update every 2 to 3 years</p>
ED_IA-12: Fiscal Analysis Policy	Establish a policy that determines when a fiscal impact analysis and market study shall be required for land use and development proposals and that stipulates the general contents required for such analyses.	ED-2.1, ED-2.4		City Manager	Adopt within 3 years
ED_IA-13: Special Districts Formation Process	Prepare a Special Districts Formation Guidebook that describes types of special funding and financing districts, presents types of situations in which such districts may be useful or necessary, and establishes policies and procedures for establishing such districts.	ED-2.2, ED-2.5, ED-2.6, LU-1.9		Economic Development Division	1-2 years
ED_IA-14: Career Development	Maintain and publicize information about career development and training services available through the OC WIB and adult and continuing education services available through Huntington Beach Union High School District and Coastline Community College.	ED-3.1, ED-3.3		Economic Development Division	2017, Review and revise information at least annually
ED_IA-15: Economic Development Service Provider Outreach	Conduct annual or bi-annual meetings with economic development service providers (OCWIB, OCSBDC, SBA) to keep them apprised of economic development efforts in Westminster and to keep them informed of the needs of Westminster businesses.	ED-4.2		Economic Development Division	2 years and at least once every two years thereafter
ED_IA-16: Economic Development Training	Provide economic development training (such as the California Association for Local Economic Development or the International Economic Development Council) to elected and appointed officials and municipal staff.	ED-4.5		Economic Development Division	2-3 years and ongoing as funding is available

**Table 3 Implementation Actions: Economic Development Element**

Program	Economic Development Implementation Actions (Chapter 3)				
	Action	Related Policies	Funding Source	Responsible Party	Timing/ Priority
ED_IA-17: Service Delivery Evaluation	Develop and administer an annual survey of residents and businesses to evaluate the cost, effectiveness, and timeliness of public services.	ED-4.6		City Manager	ED_IA-17: Service Delivery Evaluation
ED_IA-18: Cost of Services	Analyze the costs to provide City services and establish or revise fees to recover the costs.	ED-2.3, ED-4.6		Finance Department	ED_IA-18: Cost of Services
ED_IA-19: Economic Development Strategic Plan	Adopt and implement an economic development strategic plan (EDSP). Evaluate and update the plan every three to five years. The General Plan’s Implementation Plan measures related to the Economic Development Element may serve as the EDSP for up to five years.	ED-4.1		Economic Development Division	ED_IA-19: Economic Development Strategic Plan
ED_IA-20: Broker and Developer Engagement	Conduct quarterly or semi-annual meetings with commercial and industrial real estate brokers and developers to keep them apprised of economic development efforts and opportunities in Westminster.	ED-4.4		Economic Development Division	ED_IA-20: Broker and Developer Engagement

**Table 4 Implementation Actions: Community Design Element**

<b>Community Design Implementation Actions (Chapter 4)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal CD-1: Community Image and Placemaking</b>					
CD_IA-1: Master Streetscape Plan	Create a master streetscape plan addressing landscaping, signage, lighting, gateway design, and special design features along enhanced corridors and at key entryways to the City. See Figure 4-1 for a map of Enhanced Corridors that should be included in the master streetscape plan.	CD-1.1, CD-1.6, CD-3.1, CD-3.2, CD-3.3, CD-2.16		Community Development, Public Works, Police Department	3-5 years
CD_IA-2: Caltrans Coordination	Participate in discussions with Caltrans and jurisdictions located along Beach Boulevard to evaluate possible relinquishment of the corridor and develop a consistent branding and theme for the corridor. Theming could include new signage or mile markers to identify each jurisdiction.	CD-1.1		Public Works, Community Development, City Manager	1-3 years
CD_IA-3: Signage	Evaluate how new signage can help support a cohesive identity for Westminster and help brand the City while recognizing the Adopt-a-Street program.	CD-1.1		Public Works, Community Development	3-5 years
CD_IA-4: Commission	Evaluate the potential of creating a Westminster Beautification and/or Neighborhood Enhancement Commission. The Commission can help to establish Community Pride days, and provide guidance to the City as to where beautification efforts (including landscape improvements) should be prioritized.	CD-1.2, CD-1.3		Community Development, Public Works, Police Department	3-5 years
CD_IA-5: Capital Improvement Decisions	Encourage, collect and evaluate neighborhood generated proposals for consideration in the formulation of the annual Capital Improvement Program budgeting process.	CD-1.3, CD-4.2		Community Development, Public Works, City Manager (?)	Ongoing

**Table 4 Implementation Actions: Community Design Element**

Economic Development Implementation Actions (Chapter 3)					
Program	Action	Related Policies	Funding Source	Responsible Party	Timing/ Priority
<b>Goal CD-2: Design Quality</b>					
CD_IA-6: Development Standards	Implement the City’s existing development standards, or where not in place, create new standards (either through an update to the Zoning Code or through the creation of Specific Plans or other regulating tool) to regulate new construction and revisions to existing buildings. In particular, new development standards shall be created for Mixed Use Land Use Designations with a focus on minimum lot size and lot consolidation requirements to ensure that quality infill developments can be created along the City’s most prominent corridors.	CD-2.1, CD-2.2, CD-2.4, CD-2.5, CD-2.9 through CD-2.18, CD-3.5, CD-3.6, CD-1.4		Community Development	Ongoing, 1-2 years to develop new standards
CD_IA-7: Curb Cuts	Work with property owners to remove curb cuts that are not in use.	CD-2.8		Community Development	Ongoing
CD_IA-8: Keep America Beautiful	Explore partnering with Keep America Beautiful to establish a local affiliate. Work with Chamber of Commerce to partner in evaluating this program.	CD-2.3		Community Development, City Manager, Community Services	3-5 years
CD_IA-9: Public Art	Explore possibility of establishing a public art program and funding source for the installation of public art within new development proposals and in public spaces and gathering areas.	CD-2.6		Community Development, Community Services	3-5 years

**Table 4 Implementation Actions: Community Design Element**

Community Design Implementation Actions (Chapter 4)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal CD-3: Enhanced Corridors and Intersections</b>					
CD_IA-10: Utilities	Require new development to underground utilities and look for opportunities to finance and underground existing utilities, particularly along roadways designated as Enhanced Corridors.  The California Public Utilities Commission's (CPUC) Rule 20 sets policies and procedures for the conversion of overhead power lines and other equipment to underground facilities to provide aesthetic benefits to local communities. Under Rule 20, undergrounding projects are financed by utility rate money, combined rate funds and local tax proceeds, or private funds, depending on which provisions apply.	CD-3.4		Public Works, Community Development	Ongoing
CD_IA-11: Adopt-a-Street	Evaluate the possibility of establishing an adopt-a-street program for the City's Enhanced Corridors. Consider partnering with the Chamber of Commerce to establish program and coordinate with existing businesses. As part of consideration, explore how to utilize bus stops for signage to reduce costs.	CD-3.2		Public Works, Community Development	3-5 years
CD_IA-12: Grant Funding	Seek grant funding ("greening" grants) to help offset the cost of landscape improvements along enhanced corridors.	CD-3.2		Public Works	3-5 years
CD_IA-13: Façade Improvements	Research and evaluate the possibility of creating a façade improvement program to encourage property owners to improve upon and reinvest in their businesses, especially along Enhanced Corridors.	CD-3.6, CD-2.3		Community Development, Public Works	1-5 years
CD_IA-14: Multi-modal Improvements	Implement improvements to multi-modal facilities on roadways identified as part of the City's Active Transportation Plan. Establish priorities, timing, and possible funding sources to be used to fund the installation of pedestrian, bike, automobile, and transit circulation signage.	CD-3.2		Public Works, Community Development	Ongoing; to be phased in based upon priority and funding availability

**Table 4 Implementation Actions: Community Design Element**

Community Design Implementation Actions (Chapter 4)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
CD_IA-15: Gateways at Freeways	Meet with Caltrans to stay informed regarding ongoing freeway improvements and to develop a strategy to create enhanced landscaping at the City's interchanges. Partnerships could include coordination with the City's auto dealerships or Chamber of Commerce to help fundraise for improvements to the City's two major gateways at the I-405 and SR-22.	CD-3.7		Public Works, Community Development	Interaction with Caltrans ongoing; Interchange enhancements 3-5 years
<b>Goal CD-4: Neighborhood Preservation and Enhancement</b>					
CD_IA-16: Structural Rehabilitation	Actively seek funding opportunities to help rehabilitate residential structures that are in the greatest disrepair. Develop a list of the residences that are in the greatest need of repair to determine where funding should be spent when it becomes available.	CD-4.1, CD-2.3		Community Development, Police Department	Ongoing
CD_IA-17: Neighborhood Leadership	Establish programs for empowering both traditional neighborhoods and HOAs. Provide training opportunities for residents in leadership and volunteerism to effectively impact their neighborhood and community.	CD-4.7		Community Development, City Manager	3-5 years
CD_IA-18: Partnerships	Assist neighborhoods in forming partnerships to communicate with City departments (e.g., Code Compliance, Neighborhood Services, Police and Fire) in addressing specific, localized issues.	CD-4.3		Community Development, Police Department, City Manager	1-3 years
CD_IA-19: Neighborhood Assistance	Establish a priority list of neighborhoods that need additional Code Enforcement assistance or assistance from outside agencies and facilitate interaction where appropriate.	CD-4.3, CD-4.4		Police Department	1 year
CD_IA-20: Outreach Campaign	Develop a community outreach campaign that promotes the benefits of homeownership and develop a program to address absentee owners that are repeat offenders for Code Enforcement related issues.	CD-4.5, CD-1.5		Community Development, Police Department	1 year
CD_IA-21: County Islands	Meet with residents of County Unincorporated Islands in advance of any future incorporations to determine what neighborhood characteristics and features are most important to preserve during the annexation to the City.	CD-4.7		Community Development, City Manager, Public Works	



**Table 4 Implementation Actions: Community Design Element**

Community Design Implementation Actions (Chapter 4)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
CD_IA-22:	Evaluate the possibility of creating a City Office of Neighborhood Involvement (ONI) or appointing a staff member to be in charge of Neighborhood and Community Relations with the charge of organizing neighborhoods and recognize special neighborhood identities with assistance from the City. The ONI or Neighborhood ambassador could work with established residential neighborhoods (to be identified) with the intent to increase opportunities for citizen involvement at the local level and develop strong partnerships between City Hall and the community	CD-4.6		Community Development, City Manager, Police Department	3-5 years
<b>Goal CD-5: Cultural Resources</b>					
CD_IA-23: Inventory	Prepare an inventory of structures with local historic and/or cultural significance and maintain it on a regular basis.	CD-5.3		Community Development	3-5 years, update every 3 years
CD_IA-24: Communication	Continue the Cultural Arts Commission and communicating with the Westminster historical society.	CD-5.4		Community Development	Ongoing
CD_IA-25: Cultural Arts	Consider the construction of a Cultural Arts Center in Westminster at the Civic Center.	CD-5.6		Community Development	3-5 years
CD_IA-26: Cultural Resources Assessment	Require a technical cultural resources assessment for projects that require grading of undisturbed soil in areas of known or inferred archeological resources, prehistoric or historic.	CD-5.7		Community Development	Ongoing
CD_IA-27: Paleontological Assessment	Require a technical paleontological assessment prepared by a qualified paleontologist assessing the sensitivity of sites for buried paleontological resources prior to issuance of grading permits for projects that require excavation greater than (1) six feet into Holocene and late Pleistocene deposits, (2) four feet into very old alluvial fan deposits, or (3) five feet below the current ground surface in undisturbed sediments with a moderate or higher fossil yield potential.	CD-5.7		Community Development	Ongoing
CD_IA-28: Archaeological Resources	As part of the environmental review process, forward a description of proposed project to the Archaeological Information Center (AIC) at UCLA for an assessment to determine resource significance and the need for any mitigation (i.e. surveying, testing, data recovery, or monitoring). Charges for conducting the assessment should be paid by the project proponent as part of the development application fee process.	CD-5.7		Community Development	Ongoing

**Table 5 Implementation Actions: Mobility Element**

<b>Mobility Implementation Actions (Chapter 5)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal M-1: Complete Streets</b>					
M_IA-1: Street Network Buildout	Design, construct, operate, and maintain the street network depicted in the Mobility Element network map that provides safe and efficient access to all areas of the City.	M-1.1		Public Works	Ongoing
M_IA-2: Complete Street Exemptions	Develop and maintain a list of protected locations that cannot satisfy the complete street goals outlined in the Mobility Element. This list shall be approved by City Council. For a location to be protected from the goals outlined in this mobility element, the location must be considered “built out” by the City because: 1) acquiring the rights of way is not feasible; 2) the proposed improvements would significantly impact the environment in an unacceptable way; or 3) the proposed improvements would result in unacceptable impacts to other community values or General Plan policies. The segment of Newland Street from Heil Ave to Edinger Ave shall be placed on the protect locations list because widening of this segment conflicts with Goal LU-1 and General Plan Implementation Action M_IP-4.	M-1.1, M-1.2		Public Works, Community Development	1-2 years, updated every 5 years
M_IA-3: Traffic Count Program	Establish and maintain a Citywide traffic count program that monitors use of autos, pedestrians, and bicycles to ensure availability of data needed to identify complete street implementation measures. Update the Citywide Synchro model and traffic count database to maintain this information.	M-1.1		Public Works	5 years
M_IA-4: Road Diets	Evaluate road diets on wider than standard streets carrying 20,000 Average Daily Trips (ADT) or less.	M-1.1		Public Works	2-3 years
M_IA-5: Capital Improvement Program	Develop and implement the capital improvement plan to maintain and repair roadways; construct and improve roadways to build out the roadway network and make roadways safer.	M-1.1		Public Works, Finance	Ongoing
M_IA-6: Standard Plans and Details	Modify the City’s Street and Traffic Standard Plans and Details to include complete streets and a layered networks approach.	M-1.1, M-1.8		Public Works	1-2 years
M_IA-7: Regional Planning Forums	Participate in regional planning forums to ensure that the City’s concerns are considered at the regional level. Allow the time for City staff to participate in these forums.	M-1.2		Public Works, Police, School Districts	Ongoing

**Table 5 Implementation Actions: Mobility Element**

<b>Mobility Implementation Actions (Chapter 5)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal M-1: Complete Streets</b>					
M_IA-8: Caltrans	Coordinate with Caltrans to evaluate, identify, and implement appropriate improvements to the freeway crossings and access locations throughout the City.	M-1.2, M-2.4		Public Works	Ongoing
M_IA-9: Neighboring Jurisdictions	Monitor land use, circulation planning, and the development review process of neighboring jurisdictions, so that the City has an opportunity to ensure that impacts to Westminster roadways are considered by those jurisdictions.	M-1.2		Public Works, Community Development	Ongoing
M_IA-10: Impact Studies	Update the transportation impact study guidelines to identify methodologies and service levels that should be addressed in traffic studies. The guidelines should also address current and future CEQA requirements (i.e., consistency with SB 743).	M-1.3, M-1.4, M-1.5		Public Works	Ongoing
M_IA-11: Intersections	Continue to implement the Intersection Improvement Program to alleviate intersection congestion.	M-1.3		Public Works	Ongoing
M_IA-12: Traffic Impact and Environmental Review	Require a full evaluation of potential mobility impacts associated with proposed new developments consistent with the City's impact study guidelines. Require the implementation of appropriate mitigation measures, as necessary, prior to, or in conjunction with, project development or through payment of fees into the transportation impact fee program.	M-1.5		Public Works, Community Development	Ongoing
M_IA-13: Financing	Develop and support a flexible financing program, such as traffic impact fees or taxes, to fund the construction, maintenance, and improvement of the roadway system.	M-1.6		Public Works, Finance	2-3 years, ongoing
M_IA-14: Transportation Impact Fees	Update the City's transportation impact fee program. Improvements under this fee program should include but are not limited to: Garden Grove Boulevard & Goldenwest Street: Modify the eastbound approach from having one left turn lane, one shared through-left turn lane, one through lane, and one right turn lane, to having two left turn lanes, three through lanes, and one right turn lane. Bolsa Avenue & Newland Street. Improvements: Add an eastbound and westbound through lane through restriping and minor roadway widening. Edinger Avenue & Newland Street. Improvement: Add an eastbound and westbound through lane through restriping.	M-1.3, M-1.6		Public Works, Community Development	1 year

**Table 5 Implementation Actions: Mobility Element**

<b>Mobility Implementation Actions (Chapter 5)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
M_IA-15: Local Assessment Districts	Review the feasibility of local assessment districts for public improvements (those not identified on the Master Plan of roadways), i.e., utility undergrounding, curbs, gutters, and pedestrian amenities.	M-1.6, LU-1.9		Public Works, Community Development	2-3 years
M_IA-16: Dedications	Require street dedications from new development projects that are consistent with the design identified by the General Plan.	M-1.7		Public Works, Community Development	Ongoing
M_IA-17: Traffic Calming	Evaluate the applicability of traffic calming tools in areas where traffic should be slowed, including in the Downtown, Little Saigon, residential neighborhoods, and other pedestrian prioritized corridors within the City.	M-1.8, M-1.9, LU-7.5		Public Works, Community Development	3-5 years
M_IA-18: Truck Routes	Update and implement the truck route map on the City’s website to ensure it serves the shipping needs in the city while considering the potential conflicts with preferred modes and other sensitive land uses in the City.	M-1.10		Public Works	1 year
M_IA-19: Traffic Index Calculations	Require traffic index calculations (consistent with the State Department of Transportation) for construction on streets that are designed as truck routes, in order to provide structural sections that will accommodate the projected truck volumes.	M-1.10		Public Works	Ongoing
<b>Goal M-2: Active Transportation</b>					
M_IA-20: Active Transportation Plan	Prepare a focused Active Transportation Plan to assist in the identification and planning of future bicycle and pedestrian facilities, and to facilitate pursuit of grant funding sources for project implementation	M-2.1, M-2.2, M-2.3, M-2.4, M-2.5, M-2.6, M-2.7, M-2.8, LU-7.5		Public Works	1 year
M_IA-21: Active Transportation Plan Improvements	Plan, design, construct, and fund bicycle and pedestrian infrastructure projects in accordance with the Active Transportation Plan to improve connectivity, accessibility, and safety.	M-2.1, M-2.2, M-2.3, M-2.4, M-2.5, M-2.6, M-2.7, M-2.8, LU-1.6		Public Works	Ongoing
M_IA-22: Site Plan Review	Update the Municipal Code to require site plan review to consider adequate bicycle and pedestrian access for new development projects and to evaluate the impact of new development on existing facilities.	M-2.3, M-2.9		Public Works, Community Development	1-2 years

**Table 5 Implementation Actions: Mobility Element**

<b>Mobility Implementation Actions (Chapter 5)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
M_IA-23: OCTA	Continue to participate in regional active transportation planning with OCTA and work collaboratively to fund and implement connections to regional facilities.	M-2.4 , M-2.7		Public Works, Community Development	Ongoing
M_IA-24: Safe Routes	Continue to work with school district officials, residents, and neighborhood organizations to modify roadway facilities as needed to improve safety to and from school and within residential and commercial areas; this includes bicycle safety programs. In addition, implement 1-8 grade SR25 education program to promote safe pedestrian and cycling practices.	M-2.5		Public Works, Community Development	Ongoing
M_IA-25: Accessibility	Maintain compliance with all regional, state, and federal accessibility standards, including ADA, and seek funding to improve facilities that do not comply with accessibility requirements.	M-2.6		Public Works	Ongoing
<b>Goal M-3: Transit</b>					
M_IA-26: Local Service	Continue to explore the implementation of a local shuttle circulator system to connect key areas of the City.	M-3.1		Public Works, Community Development	2-3 years
M_IA-27: Regional Collaboration	Work with OCTA on transit services, express service, bus stop placement, amenities, accessibility, park and ride sites, and safety to encourage ridership and further City goals.	M-3.2, M-3.5		Public Works	Ongoing
M_IA-28: First/Last Mile	Work with OCTA and future development to improve connectivity between key activity centers of the City and transit stops to improve first mile/last mile connectivity.	M-3.3		Public Works, Community Development	Ongoing
M_IA-29: Park-and-Ride Lots	Work with OCTA to explore the feasibility of using excess government right-of-way, purchased property, or land use arrangements for shared use with existing facilities, in order to provide park-and-ride services benefiting Westminster residents, workers, and visitors.	M-3.4		Public Works	Ongoing
M_IA-30: Transit Funding	Monitor all Federal, State, and OCTA transit funding programs to identify potential sources of funds. Pursue any potential funding through the identified programs.	M-3.6		Public Works	Ongoing
M_IA-31: Fixed-Transit Guideway	Work with OCTA to explore the potential to implement fixed-guideway transit service, as appropriate.	M-3.7		Public Works	Ongoing

**Table 5 Implementation Actions: Mobility Element**

Mobility Implementation Actions (Chapter 5)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal M-4: Parking</b>					
M_IA-32: Parking Management Study	Undertake a comprehensive parking management study for areas of the community where parking is significantly impacted, including Little Saigon.	M-4.1, M-4.2, M-4.3, M-4.4		Public Works, Community Development	3-5 years
M_IA-33: Shuttle Service	Coordinate and assist the Little Saigon business associations in reviewing the feasibility of providing shuttle service to remote parking areas.	M-4.3		Public Works, Community Development	Ongoing
M_IA-34: Parking Code	Review and update the City's parking code and other appropriate City documents and regulations to ensure that the code is kept current with the parking conditions throughout the City, and to ensure the provision of adequate parking for existing and future land uses.	M-4.1, M-4.2		Public Works, Community Development	3-5 years
<b>Goal M-5: Transportation Management</b>					
M_IA-35: Parking Code	Review and update the City's Municipal Code, as necessary, to reflect Transportation Demand Management best practices.	M-5.1		Public Works, Community Development	1-2 years
M_IA-36: Parking Reductions	Allow for a reduction in parking standards if comprehensive TDM programs are provided.	M-5.1		Public Works, Community Development	Ongoing
M_IA-37: TDM Plans	Require developments that are approved based on TDM plan to incorporate monitoring and enforcement of TDM targets as part of those plans.	M-5.1		Public Works, Community Development	Ongoing
M_IA-38: Traffic Signal-Interconnect Systems	Upgrade and maintain traffic signal-interconnect systems to efficiently coordinate and control traffic flow on arterial streets, including the installation or removal of separate left-turn phasing where warranted. Traffic signal timing should adequately provide for safe pedestrian crossing.	M-5.2		Public Works	2-3 years
M_IA-39: Design Solutions	Allow roundabouts or other innovative design solutions when a thorough traffic impact assessment has been conducted demonstrating that such an intersection design alternative would manage traffic flow, and improve safety, if it is physically and economically feasible.	M-5.2		Public Works	Ongoing
M_IA-40: Signal Coordination Plans	Periodically review and update, as necessary, the City's Signal Coordination Plans.	M-5.2		Public Works	Annually

**Table 6 Implementation Actions: Parks and Recreation Element**

Parks and Recreation Implementation Actions (Chapter 6)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PR-1: Park Facilities and Open Space</b>					
PR_IA-1: Parks and Recreation Facilities Master Plan	Prepare a Parks and Recreation Facilities Master Plan to evaluate existing facilities amenities, and programs; identify potential sites for new parks; assess demand for park land based on approved development; and develop a strategy for potential park site acquisitions, expansions, improvements, and ongoing maintenance.	PR-1.1, PR-1.2, PR-1.3, PR-1.4, PR-1.8, PR-1.10, PR-2.1, PR-2.8, PR-3.2, PR-3.4, PR-3.5		Community Services, Public Works	3-5 years to complete Update every 10 years
PR_IA-2: Pursuit of Additional Funds	Pursue available resources to fund facilities and parkland maintenance, acquisition, and/or development including General Fund, development impact fees, private donations, gifts and endowments, bond measures, special districts, and federal and state grants.	PR-1.1, PR-1.2, PR-2.1, PR-2.7		Community Services, Public Works, Community Development, City Manager’s Office	Ongoing
PR_IA-3: Municipal Code/Parkland Dedication Ordinance	Periodically review the City’s Municipal Code and Parkland Dedication Ordinance to ensure it is supporting the needs of the community. If it is not meeting the community’s needs, amend the Municipal Code and/or ordinance as needed.	PR-1.5		Community Services, Community Development	Every 5 years
PR_IA-4: Safety and Security	Work with the community to support existing, and establish new, neighborhood watch and stewardship programs, enforce park ordinances and codes, maintain effective graffiti abatement and litter removal.	PR-1.6		Community Services, Public Works, Police Department	Ongoing
PR_IA-5: ADA Compliance	Develop and implement a plan for the systematic completion of Americans with Disabilities Act (ADA) compliance upgrades for all City parks.	PR-1.7, PR-3.5		Community Services, Public Works	1-3 years for Plan, then ongoing
PR_IA-6: Public Outreach	Conduct an annual Parks and Recreation Facilities Community Open House to highlight the City’s facilities and programs and engage the community to provide feedback and direction for future park planning.	PR-1.9		Community Services, Public Works	Annually
PR_IA-7: Volunteer Opportunities	Promote volunteer opportunities through various City media, including the City’s website, cable channel and City publications.	PR-1.9		Community Services	Ongoing
PR_IA-8: Education	Host information booths at City events which includes schools and colleges to foster an understanding and appreciation of open space among all age levels.	PR-1.9		Community Services	Ongoing
PR_IA-9: Update of In-Lieu Fee	Review and update the park in-lieu fee ordinance to better reflect current costs and needs and to address park needs generated by infill development.	PR-1.3, PR-2.2, PR-2.3, PR-2.7		Community Services, Community Development	2-5 years

**Table 6 Implementation Actions: Parks and Recreation Element**

Parks and Recreation Implementation Actions (Chapter 6)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PR-2: Parks and Recreation Facility Management</b>					
PR_IA-10: Joint Use Facilities Master Plan	Prepare a Joint Use Master Plan. The Master Plan would be a collaborative effort between the City and all school districts serving the City and would strive to create a strong partnership between the City and Districts. It would explore the ways that each school recreation area can complement the City park system to develop a more fully integrated and balanced network of parks, open spaces, and other facilities.	PR-2.5		Community Services, City Manager's Office, Public Works	1-2 years
PR_IA-11: Additional Joint Use Agreements	Develop agreements with all School Districts to allow after-school and weekend public access to all school campuses and recreational facilities, with a priority on developing agreements in areas of the City that are currently underserved by existing park and recreational facilities. Should a Joint Use Master Plan be prepared (see Action PR_IA-10), this action may be removed or modified.	PR-2.4, PR-2.5		Community Services, City Manager's Office, Public Works	Ongoing
PR_IA-12: School Site Purchase	Pursue a site purchase from any school district who proposes to sell or develop an existing school facility in Westminster and evaluate the ability for the City to develop a new park at the site.	PR-2.4, PR-2.5		Community Services, City Manager's Office	Ongoing
PR_IA-13: Right-of-way Use	Coordinate with public agencies and utilities to acquire use of right-of-ways for restricted use by the public.	PR-2.4		Community Services, Public Works	Ongoing
PR_IA-14: Regional Coordination	Consult with a representative from Orange County Parks and Recreation Department on a biannual basis to evaluate regional parks and recreation needs and identify how Westminster may help serve those needs, if possible.	PR-2.6		Community Services	Biannually
PR_IA-15: User Fee Updates	Update the fees charged for facility rentals, recreation programs, and other activities to ensure that they are appropriate and equitable.	PR-2.7		Community Services, Finance	3-5 years
PR_IA-16: Development Impact Fees	Develop and adopt a parks and recreation fee for infill developments.	PR-2.7		Community Services, Finance, Community Dev.	3-5 years
PR_IA-17: Working Group	Establish an interdepartmental working group with representatives from Community Services and Recreation, Community Development, and Public Works, to review and provide input on park and recreational facility planning and projects.	PR-2.9		City Manager's Office	Ongoing



**Table 6 Implementation Actions: Parks and Recreation Element**

<b>Parks and Recreation Implementation Actions (Chapter 6)</b>					
<b>Programs</b>	<b>Action</b>	<b>Related Policies</b>	<b>Funding Source</b>	<b>Responsible Party</b>	<b>Timing / Priority</b>
<b>Goal PR-3: Recreational Programming</b>					
PR_IA-18: Recreation Programs	Expand number and diversity of recreational programs to address the needs of the community, including disabled people. The results of the Parks and Recreation Facilities Master Plan may influence this action.	PR-3.1, PR-3.2, CD-5.5		Community Services	Ongoing
PR_IA-19: Publicity	Advertise City programs, activities, and events in the languages of the City's major ethnic populations.	PR-3.3, CD-5.2		Community Services	Ongoing

**Table 7 Implementation Actions: Infrastructure and Natural Resources Element**

Infrastructure and Natural Resources Implementation Actions (Chapter 7)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal INR-1: Water System</b>					
INR_IA-1: Urban Water Management Plan	Implement the City’s Urban Water Management Plan, and continue to focus on drought provisions, groundwater recharge, recycled water, and other conservation strategies.	INR-1.1, INR-1.2, INR-1.3, INR-1.4		Public Works	Ongoing
INR_IA-2: Water Service	Continue to require, as part of the development review process, project applicants to that demonstrate access to sufficient water resources to service the project area.	INR-1.2		Public Works, Community Development	Ongoing
INR_IA-3: Groundwater Recharge Sites	Develop and maintain an inventory of sites within the City that are suitable for groundwater recharge and manage this information in the City’s GIS.	INR-1.5		Public Works	3-5 years
INR_IA-4: Illegal Stormwater Connections	Utilize the City’s Code Enforcement Officers and Building Inspectors to identify potential illegal connections to the City’s stormwater system and utilize the City’s code enforcement procedure to eliminate these connections.	INR-1.6		Public Works, Community Development, Police Department	Ongoing
INR_IA-5: Recycled Water Ordinance	Review feasibility of adopting a Recycled Water Ordinance in accordance with the requirements of Senate Bill 2095, Water Recycling in Landscaping Act, and convert existing City of Westminster non-domestic water uses to recycled water use in accordance with Sections 13550--13556 of the State Water Code as recycled water service becomes available.	INR-1.7		Public Works	2-3 years
INR_IA-6: Public Education	Continue educational outreach designed to increase public participation in water conservation and water quality awareness, including pamphlet distribution, and attendance at community events.	INR-1.8		Public Works, Community Development, Community Services	Ongoing
INR_IA-7: Stormwater Run-off	Require (as part of project review) that all development projects have adequate stormwater detention or treatment methods to accommodate surface water runoff generated by the project, and incorporate detention of stormwater run-off at the point of origin.	INR-1.9		Public Works, Community Development	Ongoing
INR_IA-8: Stormwater Master Plan	Implement the City’s Stormwater Master Plan, and review and update it regularly to ensure its relevant application to the City of Westminster’s stormwater needs.	INR-1.9, INR-1.10		Public Works	Ongoing

**Table 7 Implementation Actions: Infrastructure and Natural Resources Element**

Infrastructure and Natural Resources Implementation Actions (Chapter 7)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal INR-1: Water System</b>					
INR_IA-9: Development Standards	Provide development standards and guidelines for the construction of onsite storm-water retention facilities that are consistent with design standards and local and regional drainage plans.	INR-1.11		Public Works, Community Development	1-2 years
INR_IA-10: Revisions to Planning Procedures	Revise planning procedures to provide mechanisms to help prevent pollution discharge from developments in the planning stages; revisions may include adding an environmental supplement questionnaire in the planning application, adding standard water quality conditions to the conditions of approval for development projects and revising the CEQA initial study checklist to include impacts concerning water quality. Require applicants obtain a National Pollutant Discharge Elimination System permit when necessary.	INR-1.12		Community Development	Ongoing
INR_IA-11: Water Master Plan	Maintain a current Water Master Plan.	INR-1.2, INR-1.3, INR-1.4, INR-1.7			Update every 5 years
<b>Goal INR-2: Wastewater System</b>					
INR_IA-12: Sewer Facilities Master Plan	Maintain a current Citywide Sewer Facilities Master Plan, in coordination with the Midway City Sanitary District. The Plan shall also include a sewer facilities monitoring program to ensure long-term system capacity.	INR-2.1, INR-2.2, INR-2.4		Midway City Sanitary District, Public Works	Update every 2 years
INR_IA-13: Connection Fees	Evaluate sewer connection fees for new development and ensure the fees are adequately priced to cover the demands created by new development. Fees should be updated at least every 5 years to respond to changing market conditions.	INR-2.3		Midway City Sanitary District, Public Works	Ongoing, every 5 years
INR_IA-14: Wastewater Management	Develop co-sponsored multilingual public education material on wastewater management strategies and assist in distributing the material, along with a reference to the Midway City Sanitary District's website, to Westminster's community members via the City's water bills, website, and at City Hall.	INR-2.5		Public Works, Community Development, Community Services, City Manager's Office, Midway City Sanitary District	Ongoing

**Table 7 Implementation Actions: Infrastructure and Natural Resources Element**

Infrastructure and Natural Resources Implementation Actions (Chapter 7)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal INR-3: Solid Waste and Recycling</b>					
INR_IA-15: AB 939	Continue implementation of the Source Reduction and Recycling Element (SRRE) to meet AB 939 requirements, and prepare an annual report to monitor the City's compliance with the legislation.	INR-3.1		Midway City Sanitary District, Public Works	Annually
INR_IA-16: Disposal Events	Host special waste disposal events, and advertise these events as free and open to Westminster community members, including residents and businesses.	INR-3.2, INR-3.7, INR-3.9, CD-1.5		Midway City Sanitary District, Public Works, City Manager's Office	Annually
INR_IA-17: Service Provider Coordination	Continue to contract with appropriate service providers to operate a comprehensive waste management program.	INR-3.3, INR-3.4		Public Works, City Manager's Office	Ongoing
INR_IA-18: Municipal Waste	Prepare and adopt a policy regarding reduction in municipal waste, and include strategies employees and other community members can use in helping to achieve the City's municipal waste reduction goals.	INR-3.5		Public Works, City Manager's Office	1-2 years
INR_IA-19: Waste Master Plan	Complete a solid waste master plan addressing the following items: user fee structures, educational materials expounding benefits of recycling, and establishment of City policies to purchase recycled materials when feasible.	INR-3.6		Public Works	3-5 years
INR_IA-20: Organic Waste	Evaluate the opportunity to utilize organic waste at municipal facilities and identify areas for future application, as appropriate.	INR-3.8		Public Works	1-2 years
<b>Goal INR-4: Telecommunications</b>					
INR_IA-21: Cell Tower Standards	Review and revise existing City ordinances regulating the placement, maintenance, and operation of cell towers; revise as needed to implement the General Plan.	INR-4.1, INR-4.3		Community Development, Public Works	3-5 years
INR_IA-22: Fiber Optics	Coordinate with technology providers in the region to evaluate the application fiber option of the technology in Westminster.	INR-4.2		Public Works	Ongoing

**Table 7 Implementation Actions: Infrastructure and Natural Resources Element**

Infrastructure and Natural Resources Implementation Actions (Chapter 7)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal INR-5: Natural Resources and Conservation</b>					
INR_IA-23: Biological Impacts	Develop a project review checklist to ensure that all development projects are reviewed for their impacts on biological resources onsite and on immediate surroundings (if biological resources are located on site)	INR-5.1		Community Development	2-3 years
INR_IA-24: Habitat Restoration	Identify funding opportunities, in collaboration with Orange County Public Works and Orange County Flood Control District, to restore and/or improve the riparian habitat along and within flood control facilities and develop a priority investment plan for future improvements.	INR-5.2		Public Works	Ongoing
INR_IA-25: Grading Requirements	Maintain grading requirements for development projects that require review of tree removal and coordinate with US Fish and Wildlife Service as necessary.	INR-5.3		Public Works, Community Development	Ongoing
INR_IA-26: Tree City USA	Pursue designation as a “Tree City USA” as provided by the National Arbor Day Foundation.	INR-5.4		Public Works, Community Development	3 years
INR_IA-27: Wetlands Preservation	Update the Municipal Code to establish reasonable limits on the clearing of vegetation from project sites.	INR-5.5		Community Development	3-5 years
INR_IA-28: Regional Energy Management	Participate in regional energy management and conservation efforts and encourage the expanded use of energy efficient and alternative fuels, buses with bike racks, and other system improvements, including infrastructure for alternative energy vehicles that enhance overall energy efficiency and conservation.	INR-5.6		Public Works, Community Development	Ongoing
INR_IA-29: Permit Fees	Evaluate the City’s ability to create a program to waive or reduce the permit fees on solar installation projects and promote state, federal, and private rebate programs.	INR-5.8		Public Works, Community Development	2-3 years
INR_IA-30: Southern California Edison Collaboration	Develop and implement strategies, in coordination with Southern California Edison and the Southern California Gas Company, to reduce residential and nonresidential energy use. These strategies could include requiring existing development to meet specified conservation standards and requiring new development to utilize energy reduction strategies during construction and operation.	INR-5.8, INR-5.11		Public Works, Community Development	2-3 years

**Table 7 Implementation Actions: Infrastructure and Natural Resources Element**

Infrastructure and Natural Resources Implementation Actions (Chapter 7)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal INR-5: Natural Resources and Conservation</b>					
INR_IA-31: State Energy Requirements	Use the project review process to ensure that all new development complies with California State Energy Regulation requirements.	INR-5.8, INR-5.11		Public Works, Community Development	Ongoing
INR_IA-32: Energy Conservation Outreach	Work with Southern California Edison, the Southern California Gas Company, school districts, Coastline Community College District, and other agencies and organizations on outreach programs to promote energy conservation for residential and nonresidential uses.	INR-5.9		Public Works	Ongoing
INR_IA-33: Informational Packets	Prepare a package of information that is made available at the public counter on alternative energy that describes the technology and identifies financial and nonfinancial resources available for residents and business owners to assist them in implementing alternative energy programs	INR-5.9		Public Works, Community Development	Ongoing
INR_IA-34: Energy Plan	Continue to implement the City's Energy Plan and work of the City's Energy Committee, including hosting the City's Energy Fair.	INR-5.7		Public Works, Community Development	Ongoing
INR_IA-35: Alternative Fuel Vehicles	Evaluate the use of alternative energy and fuel efficient fleet vehicles for the City's municipal vehicle needs, including Police Department Vehicles. If deemed appropriate, identify vehicle purchase needs in the City's Capital Improvement Program.	INR-5.10		Public Works, Police Department, City Manager's Office	3-5 years
INR_IA-36: Urban Water Management Plan	Continued implementation of the City's Urban Water Management Plan, which identifies short- and long-term citywide water conservation strategies.	INR-5.12, INR-5.13, INR-5.14, INR-5.16		Public Works	Ongoing
INR_IA-37: Municipal Code	Continue implementing the City's Water Conservation and Water Supply Shortage Program of the Westminster Municipal Code, including permeant water conservation measures.	INR-5.13, INR-5.14, INR-5.15		Public Works	Ongoing
INR_IA-38: Water Division Public Outreach	Coordinate with the Water agency to prepare and distribute public information pamphlets to assist residents and businesses in their conservation efforts. Information to be contained in the pamphlets should include simple sprinkler design and identification of low cost drought tolerant plants.	INR-5.15		Public Works, Community Development	Ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-1: Community Safety</b>					
PHS_IA-1: Police Strategic Plan	Prepare a Police Department Operations Plan and/or Strategic Plan.	PHS-1.1, PHS-1.2, PSH-1.3, PHS-1.6, PHS-1.8		Police Department	12-18 months
PHS_IA-2: Response Times	Periodically review, in report format, response times for fire and police services, adequacy of water pressure to fight fires, adequacy of development review, and staffing requirements. The report shall address these issues and detail recommendations.	PHS-1.1, PHS-2.3		Orange County Fire Authority, City Manager's Office	Annually
PHS_IA-3: Crime/Fire Prevention	Continue to promote and coordinate crime and fire prevention and suppression programs with the community, such as the Neighborhood Watch and the Stop, Drop, and Roll programs.	PHS-1.2, PHS-1.6		Police Department, Community Services	Ongoing
PHS_IA-4: Police/Fire Updates	Continue providing police and fire updates at City Council meetings, on the City's website, and at City Hall.	PHS-1.3		Police Department, OCFA	Ongoing
PHS_IA-5: CIP Funds	Annually review the City's Capital Improvement Program and consider, as part of the annual budget, the needs of the Westminster Police Department priorities.	PHS-1.4		Police Department, City Manager's Office	Annually
PHS_IA-6: Development Review	Adhere to the City's Development Review Process, as defined in the City's Municipal Code, which requires Police Department and OCFA review of development projects.	PHS-1.5, PHS-2.2		Community Development	Ongoing
PHS_IA-7: Map of Calls	Maintain a current map of police calls in the City's GIS database, evaluate hot spots of activity, and identify and implement programs to reduce calls at top locations.	PHS-1.6		Police Department, Community Development	Ongoing, update annually
PHS_IA-8: CEPTD	Continue and expand use of Crime Prevention Through Environmental Design (CEPTD) principles, gang prevention, suppression, and educational programs. Programs shall be coordinated with local school districts.	PHS-1.5, PHS-1.6, CD-2.7		Police Department, Community Development	Ongoing
PHS_IA-9: Complete Streets	Implement Complete Street typologies as defined in the City's Mobility Element, which provide safe, efficient travel patterns for all modes of transportation.	PHS-1.7		Public Works	Ongoing
PHS_IA-10: Technology	Coordinate the development of technological advances, such as closest-unit dispatch technology and citizen alerting technology to improve call processing performance, turnout time performance, and maintain consistent levels of service.	PHS-1.8		Police Department, Public Works	Ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-2: Fire Hazards</b>					
PHS_IA-11: Fire Code	Continue to require that all new habitable structures be designed in accordance with the most recent California Building and Fire Code with local amendments adopted by the City, including the use of fire sprinklers in residential structures.	PHS-2.1, PHS-2.2		Community Development	Ongoing
PHS_IA-12: Parcel Inspection	Continue to conduct regular inspections of parcels throughout the City, and direct property owners to bring their property into compliance with fire inspection standards.	PHS-2.1, PHS-2.4		Community Development, Orange County Fire Authority	Ongoing
PHS_IA-13: Sprinkler Retrofits	Pursue grant funding for sprinkler-retrofit projects for high-occupancy structures, and/or reach out to nonsprinklered high-occupancy structures to educate them on available grant funding sources they can utilize to retrofit their projects.	PHS-2.5		Community Development	Ongoing
PHS_IA-14: Fire Services	Periodically evaluate the most cost-effective means for providing fire protection services.	PHS-2.3, PHS-2.5		City Manager's Office	Ongoing
PHS_IA-15: Mutual Aid Agreement	Continue to participate in Mutual Aid Agreements with neighboring cities and the Orange County Operational Area, as required by the Orange County Fire Authority.	PHS-2.5, PHS-6.4		Orange County Fire Authority	Ongoing
<b>Goal PHS-3: Geologic and Seismic Hazards</b>					
PHS_IA-16: Mapping	Establish and maintain a reference collection of maps illustrating the location of seismic hazards occurring within the City and make them publically available at City Hall and via the City's website.	PHS-3.1		Community Development	Ongoing
PHS_IA-17: Building Code	Require projects to comply with the California Building Code and California Environmental Quality Act, which includes guidance on geotechnical analysis and mitigation measures.	PHS-3.2		Community Development	Ongoing
PHS_IA-18: Field Inspections	Conduct routine field inspections of grading and construction operations to ensure site safety and compliance with approved plans and specifications.	PHS-3.3		Community Development	Ongoing



**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-3: Geologic and Seismic Hazards</b>					
PHS_IA-19: Municipal Code	Update building, zoning, and grading codes as needed to ensure adopted standards mitigate potential seismic hazards and comply with the Alquist-Priolo Act and Unreinforced Masonry Law.	PHS-3.3		Community Development	Ongoing, as regulations are updated
PHS_IA-20: Housing Rehabilitation	Investigate possible housing rehabilitation grants and/or loan programs that allows owners of manufactured (mobile) homes to seismically retrofit their houses, such as California Brace and Bolt program.	PHS-3.3		Community Development, CA Housing and Community Development Department	3-5 years
PHS_IA-21: Seismic Retrofit Program	Develop and distribute educational materials that encourage property owners to, on a voluntary basis, seismically retrofit residential properties.	PHS-3.3		Community Development, Police Department	3-5 years
PHS_IA-22: Utility Plans	Maintain an updated City-wide utility plans and ensure that each plan addresses system capabilities during times of seismic events.	PHS-3.4		Public Works	Ongoing
PHS_IA-23: Public Education	Establish a public relations and education program to increase public awareness on potential geologic and seismic hazards in the community, their associated risks, and preparedness strategies.	PHS-3.5		Police Department	3-5 years
<b>Goal PHS-4: Flooding and Inundation</b>					
PHS_IA-24: Agency Coordination	Communicate with FEMA annually regarding updates to Flood Insurance Rate Maps and Letter of Map Revisions.	PHS-4.1		Public Works	Ongoing
PHS_IA-25: New Development	Require that new structures located in or near a 100-year flood plain be sited and designed to be flood resistant and not inhibit flood flows.	PHS-4.2, PHS-4.3		Community Development, Public Works	Ongoing
PHS_IA-26: Public Education	Continue to disseminate information on flooding, flood control on private property, floodplains, and flood preparedness to the public at City Hall and on the web.	PHS-4.4		Community Development, Public Works	Ongoing
PHS_IA-27: Best Practices	Periodically review county, state, and federal flood control best practices and incorporate appropriate standards into the Municipal Code.	PHS-4.4, PHS-4.6		Community Development, Public Works	Ongoing
PHS_IA-28: StormReady Program	Participate in the StormReady Program with the National Weather Service, including the monitoring of precipitation and snow levels on the mountains, providing storm watches and warnings in real time, and issuing evacuation notices for neighborhoods in a timely manner.	PHS-4.4		Community Development	1-2 years, ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
PHS_IA-29: Grants	Work with the Orange County Flood Control District to apply for grants that provide funding for local drainage controls. FEMA’s Hazard Mitigation Grant and Flood Mitigation Assistance Programs and their Predisaster Mitigation Program, CalEPA and the CA State Water Resources Control Board offer grants to municipalities throughout California.	PHS-4.5		Public Works	Ongoing
PHS_IA-30: Properties at Risk	Identify properties in the City that are subject to recurring flooding and map their location in GIS in order to track infrastructure improvements and direct funding sources to areas with the most need. Also use this information for grant funding opportunities.	PHS-4.5		Public Works	2-3 years, ongoing maintenance
PHS_IA-31: Storm Drains	Maintain, and continue to improve where needed, the City’s storm drain systems, with an emphasis on areas of the City that flood repeatedly. This entails maintaining and regularly cleaning the storm drains and other flood-control structures, as necessary, so that floodwaters can be effectively conveyed away from structures, and upgrading systems known to be underfit.	PHS-4.5		Public Works	Ongoing
<b>Goal PHS-5: Hazardous Materials</b>					
PHS_IA-32: Facility Location	Prohibit new facilities involved in the production, use, storage, transport, or disposal of hazardous materials in quantities that would place them in the state’s TRI or SQG databases in the 100-year flood zone unless all standards of elevation, anchoring, and flood proofing have been implemented to the satisfaction of the City’s Building Department and the Orange County Fire Department.	PHS-5.1		Public Works	Ongoing
PHS_IA-33: Sensitive Uses	Prohibit new facilities involved in the production, use, storage, transport, or disposal of hazardous materials near existing land uses that may be adversely impacted by such activities. Prohibit new sensitive facilities near existing sites that use, store, or generate hazardous materials.	PHS-5.1		Community Development	Ongoing
PHS_IA-34: Development Review	Continue to review all development and permit applications where the use, transport or storage of hazardous waste or materials are involved and require compliance with all appropriate federal, state, county, and local regulations.	PHS-5.2		Community Development	Ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-5: Hazardous Materials</b>					
PHS_IA-35: Disclosure Laws	In cooperation with the County of Orange, continue to enforce disclosure laws that require all users, generators, and transporters of hazardous materials and wastes to clearly identify the materials that they store, use or transport, and to notify the appropriate City, county, state, and federal agencies of a change in quantity or type of materials and in the event of a violation.	PHS-5.3, PHS-5.5		Community Development	Ongoing
PHS_IA-36: Waste Drop-off Facilities	Continue to promote off-site hazardous materials and/or electronic waste drop-off.	PHS-5.4		Midway Sanitary District, Public Works	1-2 years
PHS_IA-37: Transport Routes	Identify roadways along which hazardous materials are routinely transported. If critical facilities are located along these routes, the City and facilities will identify emergency response plans that can be implemented in the event of unauthorized release of hazardous materials or emergencies.	PHS-5.5		Public Works	2-3 years, ongoing
PHS_IA-38: Liaison to County	Identify a City liaison to the County of Orange’s Health Care/Environmental Health department and have them stay informed on the San Onofre Nuclear Generating Station.	PHS-5.6		Public Works	1-2 years, ongoing
<b>Goal PHS-6: Emergency Preparedness</b>					
PHS_IA-39: Essential and Critical Facilities	Require all essential and critical facilities (including but not limited to essential City offices and buildings, medical facilities, schools, child care centers, and nursing homes) in or within 200 feet of the 100-year flood zone to develop disaster response and evacuation plans that address the actions that will be taken in the event of flooding.	PHS-6.1		Community Development, Police Department, Orange County Fire Authority	Ongoing
PHS_IA-40: Public Utilities	Coordinate with the Public Utilities Commission (PUC) and/or utilize the Capital Improvement Program, to strengthen, relocate, or take other appropriate measures to safeguard high-voltage lines; water, sewer, natural gas and petroleum pipelines; and trunk electrical and telephone conduits that extend through areas of high liquefaction potential, cross active faults, or traverse earth cracks or landslides.	PHS-6.1		Public Works	Ongoing
PHS_IA-41: Emergency Operations Plan	Implement the City’s Emergency Operations Plan and update it regularly.	PHS-6.2, PHS-6.3		Police Department, City Manager’s Office	Ongoing, update as required

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-6: Emergency Preparedness</b>					
PHS_IA-42: Local Hazard Mitigation Plan	Implement the City's Local Hazard Mitigation Plan and update it regularly.	PHS-6.2, PHS-6.2		Police Department, City Manager's Office	Ongoing, update as required
PHS_IA-43: Emergency Response Organization	Maintain and update the emergency response organization consisting of representatives from all City departments, the Orange County Fire Authority, local quasi-governmental agencies, private businesses, citizens, and other community partners involved in emergency relief and/or community-wide services.	PHS-6.3, PHS-6.8		Police Department, City Manager's Office	Ongoing, update as required
PHS_IA-44: Facility Review	The Orange County Fire Authority, in the annual review of facilities, can encourage owners and operators to maintain alternate emergency exits, emergency evacuation plans, and emergency generators, and to anchor computers, shelving, and other nonstructural elements.	PHS-6.5		City Manager's Office, Orange County Fire Authority	Ongoing
PHS_IA-45: Preparedness Practice	Participate in regional and local emergency exercises, such as the Great California ShakeOut, an annual statewide earthquake drill that is generally held in October.	PHS-6.6, PHS-6.7		Police Department	Ongoing
PHS_IA-46: SIMS/NIMS	Continue to support the development of local preparedness plans and multi-jurisdictional cooperation and communication for emergency situations consistent with regional, state (SIMS), and federal standards, guidelines, and/or recommendations (NIMS).	PHS-6.6		Police Department, City Manager's Office	Ongoing
PHS_IA-47: Preparedness Kits	Enhance public awareness and preparedness by encouraging residents and businesses to store supplies for self-reliance following a disaster. Emergency preparedness kits should include, at a minimum, a three-day supply of drinking water and food for all members of the household or business, including pets.	PHS-6.7		Community Services	Ongoing
PHS_IA-48: Multilingual Personnel	Identify multilingual personnel and ask them to assist in evacuation, short-term recovery activities, and meeting general community needs during times of emergency.	PHS-6.8		Police Department, City Manager's Office	Ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
<b>Goal PHS-6: Emergency Preparedness</b>					
PHS_IA-49: Education Programs	Offer educational programs for residents and businesses regarding preventative actions to take prior to, during, and after an emergency, and involve the public in the awareness of City emergency response plans, resources, risk reduction, and mitigation measures.	PHS-6.8		Police Department, Community Services	Ongoing
PHS_IA-50: High Risk Facilities	Compile and maintain a list of facilities that because of population demands (such as mobility issues), construction type, location relative to a high hazard area, or other factors, may have a high risk and specific needs requiring special response during a disaster.	PHS-6.8		Police Department, Community Development	2-3 years
<b>Goal PHS-7: Air Quality</b>					
PHS_IA-51: Transportation Network	Evaluate the existing transportation network to identify areas where mobile source pollution can be reduced by making vehicular movement more efficient and revise the transportation network as necessary.	PHS-7.1, PHS-7.2		Public Works	Ongoing
PHS_IA-52: GHG Emissions	Establish a tracking and monitoring system for greenhouse gas emissions that includes Planning and Building design review standards to evaluate a project's contribution to GHG emissions to demonstrate compliance with AB 32.	PHS-7.2		Community Development, Public Works	2-3 years
PHS_IA-53: VMT Reduction Targets	Set and monitor performance goals and/or VMT reduction targets that are consistent with the targets set by Southern California Association of Governments (SCAG) Sustainable Communities Strategy and Regional Transportation Plan.	PHS-7.2, PHS-7.3		Community Development, Public Works	Ongoing
PHS_IA-54: Public Education	Provide a link to SCAQMD's website and promote their regional events and incentive programs through the City's website and at City Hall.	PHS-7.3		Community Development	Ongoing
PHS_IA-55: Regional Coordination	Monitor regional air quality issues and apply for local government grants through SCAQMD to improve air quality in the City and the larger South Coast Air Basin.	PHS-7.3		Public Works	Ongoing
PHS_IA-56: Demographic Information	Provide technical assistance and demographic data to SCAG and SCAQMD for the development of future projections and programs.	PHS-7.3		Community Development	Ongoing
PHS_IA-57: South Coast AQMD	Implement the South Coast AQMD Air Quality Management Plan.	PHS-7.4, PHS-7.7		Community Development, Public Works	Ongoing

**Table 8 Implementation Actions: Public Health and Safety Element**

Public Health and Safety Implementation Actions (Chapter 8)					
Programs	Action	Related Policies	Funding Source	Responsible Party	Timing / Priority
PHS_IA-58: Sensitive Land Uses	Revise Westminster’s Municipal Code to include measures that will protect the air quality of sensitive land uses near freeways and other major air pollutant-generating uses. Protective measures include an analysis of the potential health risks and appropriate mitigation measures, such as increased air filtration to reduce risks, as necessary.	PHS-7.5		Community Development	1-2 years
PHS_IA-59: Building Regulations	Comply with the mandatory requirements of Title 24 Part 11 of the California Building Standards Code (CALGreen) and the Title 24 Part 6 Building and Energy Efficiency Standards.	PHS-7.8		Community Development	Ongoing
PHS_IA-60: Construction Waste Management Plan	Require new development projects and substantial redevelopment projects subject to CALGreen to provide proof of submittal of a Construction Waste Management Plan (CWMP). Require the CWMP to include control measures that will also protect air quality, such as (but not limited to): Minimizing simultaneous operation of multiple construction equipment units; Implementation of South Coast AQMD Air Quality Management Plan; fugitive dust control measures; Construction vehicle and equipment emissions standards and controls.	PHS-7.6,		Community Development	Ongoing
PHS_IA-61: Energy Efficiency	Establish an appropriate permit fee schedule for energy saving projects or energy efficiency improvements in Westminster homes and businesses.	PHS-7.8		Community Development, Public Works	3-5 years
PHS_IA-62: Recognition Program	Create and implement a public outreach program to recognize and reward companies and residents using innovative approaches to improve air quality. Programs could include recognition on the City’s website or a certificate presented at a City Council meeting.	PHS-7.8		Community Services, Community Development	2-3 years
PHS_IA-63: Solar Analysis	Complete a solar analysis and implement a five-year plan to establish solar energy generation on municipal buildings.	PHS-7.8		Public Works	2-3 years
PHS_IA-64: Building Audits	Conduct energy efficiency audits of existing municipal buildings to check, repair, and readjust heating, ventilation, air conditioning, lighting, water heating equipment, insulation, and weatherization.	PHS-7.8		Public Works	Ongoing