





2040 General Plan

Public Health and Safety Element

General Plan Administration and Implementation



TOWN OF WINDSOR

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Adopted August 16, 2023

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Part 3: General Plan Administration and Implementation

In order for the Town's General Plan to serve its purpose effectively, the Town must review, maintain, and implement the Plan in a systematic and consistent manner. This section begins with an outline of the process for administering and updating the Windsor 2040 General Plan and a program for monitoring its implementation. The section also outlines requirements for implementing the Town's General Plan consistent with its goals, policies, and programs, and provides an overview of the types of actions and tools the Town will use to implement the Plan's policies. It concludes with tables that list specific implementation programs for each General Plan Element.

Administering the General Plan

The Town will implement the General Plan through policy decisions, ordinances andregulations, and future action plans consistent with General Plan. The General Planis a dynamic document that should be revised to reflect changing circumstances and priorities in the town. State law requires the Town to report annually on "the status of the plan and progress in its implementation" (Government Code Section 65400). The Town must file annual progress reports on the implementation of the General Plan with the local legislative body, Governor's Office of Research and Planning (OPR), and the Department of Housing and Community Development.

General Plan Maintenance and Monitoring

The Town is committed to annually reviewing its progress in implementing the goalsand policies of the General Plan. Since many of the factors and issues that the General Plan addresses change from year-to-year, an annual review and reporting of implementation will help ensure the Town is moving forward to achieve the Plan's vision. This review will report on the status of each specific implementation program in the General Plan and take into account the availability of new implementation tools, changes in funding sources, and feedback from monitoring activities.

Periodic Review and Update

The Town will periodically review the General Plan and revise and update it as necessary. This review and update process may encompass the entire General Plan, individual elements, and/or specific implementation programs.

General Plan Amendments

As conditions and needs change, the Town will need to consider proposed amendments to the General Plan. Like the adoption of the General Plan itself, general plan amendments are subject to environmental review, public notice, and hearing requirements and must not create inconsistencies with other parts of the plan. Some of these will be policy changes, while many will likely be changes to the Land Use Diagram. Each of the changes will need to be carefully evaluated not only for merit and potential impact, but also for consistency with the rest of the General Plan. State law requires that the general plan be an integrated and internallyconsistent set of goals, policies, standards, programs, and diagrams.

General Plan Consistency in Implementation

To ensure that the policies and proposals of the general plan are systematically implemented, State law since the early 1970s has increasingly required that the actions and decisions of each local government concerning both its own projects and the private projects it approves are consistent with its adopted general plan. The courts have supported and furthered this trend through their interpretations of State law.

The General Plan serves as a tool to align Town decisions and actions with the community's vision. The General Plan will be implemented through municipal policy decisions, ordinances and regulations, and future actions that are consistent with the General Plan. The following is a list of the Town's plans and actions that must beconsistent with the General Plan:

- Master Plans
- Specific Plans
- Capital Projects
- Development Agreements
- Subdivision Approvals
- Zoning Approvals
- Development Projects

Categories of Implementation Actions/Tools

The Town will implement the policies of the General Plan through many actions andtools that can be grouped according to the eight categories listed below.

Regulation and Development Review

Many General Plan policies are implemented through regulations adopted by the Town based on the Town's police power to protect the public health, safety, and welfare. Town ordinances also create a development review process that provides for Town review of individual project proposals and authorizes the Town to approve,condition, or deny projects based on their consistency with the General Plan. The following is a list of regulatory procedures, plans, and ordinances commonly usedto implement a General Plan:

- Master Plans
- Specific Plans
- Zoning Ordinance
- Subdivision Ordinance
- Building and other codes
- Habitat Conservation Plans
- California Environmental Quality Act (CEQA)
- Development Review

Town Master Plans, Strategies, and Programs

The Town has adopted many master plans, specific plans, strategies, and programs focusing on various types of services and facilities, types of development, or geographic areas. These are prepared to provide more specific direction for Town decision-makers, staff, property owners, developers, and the public on how the General Plan will be implemented. They are not elements or components of the General Plan. The following is a list of master plans, specific plans, strategies, and programs that the Town has adopted or plans to adopt. Specific implementation programs in the General Plan call for the annual or periodic review of many of theseplans, strategies, and programs, in addition to adoption of some new plans and strategies:

- Station Area/Downtown Specific Plan
- Civic Center Visioning Study
- Old Redwood Highway Corridor Enhancement Plan
- Connecting Central Windsor Plan
- Shiloh Road Village Vision Plan Update
- Bicycle and Pedestrian Master Plan
- Trails Master Plan
- Parks and Recreation Master Plan
- Economic Development Strategic Plan
- Urban Water Management Plan
- Water Master Plan
- Water Shortage Contingency Plan
- Carbon-Free Water Plan
- Recycled Water Plan
- Sanitary Sewer Management Plan
- Wastewater Treatment Master Plan
- Trunk Sewer Plan
- Stormwater Management Plan
- Storm Drainage Master Plan
- Emergency Operations Plan
- Local Hazard Mitigation Plan

Financing and Budgeting

The development, maintenance, and operation of public facilities such as buildings, parks and drainage facilities and the provision of Town services require financial resources that are derived from various sources. Programming of Town capital projects and their funding over time is outlined in the Town's Capital Improvement Budget, which is updated biannually. The following is a list of revenue sources used by or available to the Town to support development, maintenance, or operation of public facilities and services:

- Property tax
- Sales tax
- User fees
- Development impact fees
- Quimby Act (Park) dedications
- Business improvement districts
- Community facilities and special assessment districts
- Municipal bonds
- Special taxes
- County, state, and federal funding

Planning Studies and Reports

The Town conducts studies and produces reports to collect and evaluate information related to specific issues. These studies and reports are undertaken at the direction of the Town Council as needed or are prepared annually to report on the status and implementation of the General Plan or other planning documents.

Town Services and Operations

The Town provides a broad range of services to its residents, businesses, and visitorsand manages and operates its facilities to meet community needs. How the Town provides services and carries out its operations makes a significant difference in how effectively the General Plan is implemented.

Inter-governmental Coordination

The Town must coordinate with numerous local, regional, state, and federal agencies to implement the General Plan. These agencies provide services, facilities, or funding and administer regulations that directly or indirectly affect many issues addressed in the General Plan. The following is a partial list of public agencies that may play a role in implementing the General Plan:

- Local agencies such as: Sonoma County; Sonoma County Local AgencyFormation Commission; Windsor Unified School District; tribal governments; and other special districts.
- Regional agencies such as: Association of Bay Area Governments; Metropolitan Transportation Commission; Sonoma County Transit; andSonoma Marin Area Rapid Transit (SMART).
- State agencies such as: Caltrans; General Services; California CommunityColleges; California Environmental Protection Agency; and Native American Heritage Commission.
- Federal agencies such as: U.S. Fish and Wildlife Services; U.S. Army Corpsof Engineers; and Federal Emergency Management Agency.

The Town recognizes there are unique public and private partnerships. In those instances, where there are public and private partnerships, it will involve both inter- governmental coordination and joint partnerships with the private sector, as described in more detail below.

Joint Partnerships with the Private Sector

The Town can combine its efforts with private sector efforts to improve public service delivery, manage public sector assets, or leverage private sector investment. By expanding the role of the private sector, the Town can use its technical, management, and financial resources in creative ways to achieve objectives of the General Plan.

Public Information

The Town can use a wide range of tools to keep residents and businesses informed of services or other issues of current interest. Public information can be distributed through media such as brochures, pamphlets, the Town's website, social media, workshops, seminars, public access television, radio, newspapers, and public hearings.

Specific Implementation Programs

Specific implementation programs are listed in the following tables. Following each implementation program is a description of which policy(ies) the program implements and which Town department(s) is responsible for implementation. To the right of each program is a timeline that identifies when the implementation will be completed.

The implementation program tables are organized as follows:

- Table 3-1: Land Use and Community Design Implementation Programs
- Table 3-2: Economic Development Implementation Programs
- Table 3-3: Mobility Implementation Programs
- Table 3-4: Public Facilities and Services Implementation Programs
- Table 3-5: Environmental Resources Implementation Programs
- Table 3-6: Public Health and Safety Implementation Programs
- Table 3-7: Housing Element Implementation Programs

TABLE 3-6: PUBLIC HEALTH AND SAFETY IMPLEMENTATION PROGRAMS						
Table 3-6: Public Health and Safety Implementation Programs	**2023-2024**	**2025-2029**	**2030-2040**	**Annual**	**Biennial**	**Ongoing**
PHS-1. Local Hazard Mitigation Plan The Town shall maintain and update its Local Hazard Mitigation Plan that identifies risks and associated with natural disasters anddevelop strategies for reducing loss of life and property damagefrom natural disasters every five years, or as required by compliance agencies (i.e., FEMA, California Office of Emergency Services). The current plan, approved by FEMA, shall be incorporated by reference into the Public Health and Safety Element.		**X**	**X**			**X**
Implements Policy: PHS-1.1, PHS-7.5						
Responsible Department: Community Development, Public Works						
PHS-2. Emergency Operations Plan The Town shall coordinate with the Fire District and the County tomaintain an up-to-date Emergency Operations Plan to provide emergency planning, mitigation, response, and recovery activities.The Plan shall be in compliance with and implement the statewideStandardized Emergency Management System (SEMS) and National Incident Management System (NIMS). This plan shall be reviewed annually and updated as necessary.						**X**
Implements Policy: PHS-1.8						
Responsible Department: Town Manager's Office, Police Department, Fire District, Public Works						
PHS-3. Emergency Readiness The Town shall conduct periodic emergency drills to test andimprove response and communications locally, as well as participate in county and regional exercises. These drills shall: a. Review response times of emergency vehicles and takeappropriate measures to reduce them; b. Review and amend as necessary the Water Master Planprovision for emergency storage and water pressure; c. Test and improve the communications network andmethod for alerting the general public.				**X**		
Implements Policy: PHS-1.1						
Responsible Department: Town Manager's Office, Police Department, Fire District, Public Works						

TABLE 3-6: PUBLIC HEALTH AND SAFETY IMPLEMENTATION PROGRAMS						
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PHS-4. Preparedness Information The Town shall inform citizens of government emergency plansand encourage business, agency, and household emergency preparedness through targeted awareness campaigns.						
Implements Policy: PHS-1.4						
Responsible Department: Town Manager's Office, PoliceDepartment, Fire District, Public Works						
PHS-5. Recovery and Reconstruction The Town shall consider preparing temporary ordinances to be enforced following an emergency which requires major reconstruction efforts. Such ordinances would address granting emergency powers to the Town Manager and other local officialsto make decisions during early recovery regardingallowable land uses, development intensities, and development standards. These provisions shall remain consistent with the General Plan.						X
Implements Policy: PHS-1.8						
Responsible Department: Community Development, Public Works,Building						
PHS-6. Medical Facilities Coordination The Town shall work with local medical providers to ensure that medical facilities are prepared to meet any increased demand from hazardous events.						X
Implements Policy: PHS-1.10						
Responsible Department: Community Development, Public Works						
PHS-7. Public Information on Earthquake Preparedness The Town shall provide public information on existing seismic hazards and shall promote awareness and preparedness in theevent of an earthquake.	X					
Implements Policy: PHS-2.10						
Responsible Department: Town Manager's Office, Police Department, Fire District, Public Works						

TABLE 3-6: PUBLIC HEALTH AND SAFETY IMPLEMENTATION PROGRAMS						
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PHS-8. FEMA 100-Year Flood Map The Town shall continue to maintain flood hazard maps and revisethem as necessary to reflect the FEMA 100-year floodplain.						**X**
Implements Policy: PHS-3.5, PHS-3.6						
Responsible Department: Community Development, Public Works						
PHS-9. Flood Control Management The Town shall amend its development regulations and buildingcodes to encourage the use of natural drainageways and non- structural flood protection methods to convey stormwater and shall minimize alteration of natural drainageways as much as possible.		**X**				
Implements Policy: PHS-3.4						
Responsible Department: Community Development, Public Works,Building						
PHS-10. Coordination with State Division of Safety of Dams Coordinate with the State Division of Safety of Dams to ensure that the Town is aware of the timeline for the maintenance and inspection of dams whose failure would impact their jurisdiction.						**X**
Implements Policy: PHS-3.9						
Responsible Department: Community Development, Public Works						
PHS-11. Automatic Aid Agreements The Town shall maintain automatic aid agreements with other fire protection/suppression agencies in Sonoma County.						**X**
Implements Policy: PHS-4.11						
Responsible Department: Fire District						
PHS-12. Public Information on Hazardous Materials The Town shall provide educational material as part of the Phase IPhase MS4 program on the proper handling and disposing of hazardous materials, best management practices for storage, and locations of approved drop-off spots for hazardous materials. Thismaterial shall be distributed to both residential and commercial properties.	**X**					
Implements Policy: PHS-5.1, PHS-5.4, PHS-5.14						
Responsible Department: Town Manager's Office, Public Works						

TABLE 3-6: PUBLIC HEALTH AND SAFETY IMPLEMENTATION PROGRAMS						
Table 3-6: Public Health and Safety Implementation Programs	**2023-2024**	**2025-2029**	**2030-2040**	**Annual**	**Biennial**	**Ongoing**
PHS-13. Airport Safety Overlay Consistency The Town shall review and update "AS" overlay District and noiseand safety compatibility criteria for consistency with the SonomaCounty Comprehensive Airport Land Use Plan.	X					
Implements Policy: PHS-6.1-6.3						
Responsible Department: Community Development, Public Works						
PHS-14. Incorporating Climate Change Adaptation The Town shall implement climate change adaptation policies and programs into existing and new emergency awareness and preparedness programs. These climate change adaptation additions shall be evaluated every five years.		X	X			X
Implements Policy: PHS-7.2						
Responsible Department: Town Manager's Office, Community Development, Public Works						
PHS-15. Climate Vulnerability Assessment Integration The Town shall integrate the results and adaptive policies of the Climate Vulnerability Assessment into other Town planning documents where feasible, including this General Plan Public Health and Safety Element, the Local Hazard Mitigation Plan, Zoning Ordinance, fire code, building code, and other applicable codes.						X
Implements Policy: PHS-7.3						
Responsible Departments: Public Works, Community Development						
PHS-16. Incorporating Natural Systems Where feasible, the Town shall encourage the use of existing natural features and ecosystem processes, or the restoration of, when considering alternatives and adaptation projects through the conservation, preservation, or sustainable management of open space. This includes, but is not limited to, the conservation, preservation, or sustainable management of any form of aquatic or terrestrial vegetated open space, such as parks, rain gardens, and urban tree canopies. It also includes systems and practices that use or mimic natural processes, such as permeable pavements and bioswales that are combined with restored natural systems, to provide clean water, conserve ecosystem values and functions, and provide a wide array of benefits to people and wildlife.						X
Implements Policy: PHS-7.4, PHS-7.8, PHS-7.10						
Responsible Department: Community Development						

TABLE 3-6: PUBLIC HEALTH AND SAFETY IMPLEMENTATION PROGRAMS						
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PHS-17. Drought-Responsive Design Mandate drought-responsive design features and measures, such as retrofitting all existing Town-owned buildings with water-efficient fixtures (e.g., faucets, toilets, sprinklers) as well as prohibiting landscape irrigation during the middle of the day.						**X**
Implements Policy: PHS-7.11						
Responsible Department: Public Works						
PHS-18. Building Code Amendments The Town shall periodically review the building code in conjunctionwith the local fire protection districts to assess whether proposed construction in higher fire hazard areas should be subject to more stringent standards such as higher fire rating roofs, restrictive building methods, and greater fire protection through landscape maintenance and approved plant lists.						**X**
Implements Policy: PHS-2.3						
Responsible Department: Building, Public Works						
PHS-19. Truck Route Evaluation The Town shall evaluate its designated truck routes to minimize noise impacts and potential hazardous materials transport impactsfor sensitive land uses and modify them as necessary.	**X**					**X**
Implements Policy: PHS-5.7, PHS-8.9						
Responsible Department: Community Development, Public Works						