



Water Efficient Landscape Ordinance Reporting Form

C1	Agency Name:	City of Millbrae
C2	Address:	621 Magnolia Avenue
C3	Contact Name:	Shelly Reider
C4	Title:	Environmental Programs Manager
C5	Phone Number:	650-259-2444
C6	Phone Extention:	
C6	Email:	sreider@ci.millbrae.ca.us
1a	Is your agency adopting a single agency ordinance OR a regional agency alliance ordinance?	Single Agency Ordinance ▼
1b	Date of adoption OR anticipated adoption:	12-1-15 (automatic adoption of State MWELo in Muni code)
2a	Reporting period:	
2b	December 1, 2015 through December 28, 2015 (all agencies)	<input checked="" type="radio"/>
2c	February 1, 2016 through February 28, 2016 (additional reporting period for agencies crafting regional ordinances with other agencies)	<input type="radio"/>
3a	Are you using:	the Model Water Efficient Landscape Ordinance (MWELo) ▼
3b	For agencies who have adopted a modified WELO	
3c	Is it at least as efficient as MWELo?	▼
3d	URL for your WELO	
3e	List major changes from the State's MWELo	
3f	If specific types of projects are exempt (other than those already specified in MWELo), state what they are and the sections of the ordinance that they are exempt from.	
3g	Have elements from other regulations been incorporated (e.g., tree shading percent coverage requirement, stormwater capture requirements).	▼
3h	If yes, describe:	
4	If other agencies are implementing the ordinance, explain their role:	N/A
5	Permitted projects subject to the ordinance during the reporting period (*e.g., single family residences, commercial projects, landscape retrofits for which permits were finalized during the reporting period, etc.):	0
6a	Total landscape area subject to the ordinance over the reporting period:	-
6b	Unit of Measure (sq. ft. or acres)	▼



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7a	During the reporting period, how many of the following types of projects did your agency issue final permits on:	
7b	new housing starts	-
7c	new commercial projects	-
7d	landscape retrofits	Permits are not issued for landscape retrofits.
8	Describe the procedure for review of projects subject to the ordinance:	Applicants with new developments of 500 square feet or more and other applicable projects require a Plan Check and submittal of documents verifying compliance with MWEL0.
9a	Describe actions taken to verify compliance:	Plan check of projects, site inspections and review of project submittals.
9b	Is a plan check performed?	Yes <input type="button" value="▼"/>
9c	If so, by what entity?	Planning Division
10	Describe implementation and enforcement measures:	Implementation is done through the Planning Division guidelines and will follow the protocol of the regulations using checklists and tracking spreadsheets. Enforcement will be done through site inspections and the City's administrative code regulations would apply for non-compliant projects. Occupany sign off would be contingent on complying with the regulations.
11	Explain challenges to implementing and enforcing the ordinance:	Potential challenges would be staff time and expertise to implement and enforce the regulations.
12	Describe educational and other needs to properly apply the ordinance:	Educational packets include the required documents to inform applicants on the regulations. Information will also be included on the City's website and at the Planning/Building Counter.
13	Additional Comments:	

[Please submit reports, including a copy of your local water efficient landscape ordinance, via email to \[WELO@water.ca.gov\]\(mailto:WELO@water.ca.gov\) by December 31, 2015. Agencies preparing a regional ordinance must submit an additional report by March 1, 2016. For questions, please call Ms. Julie Saare-Edmonds at \(916\) 651-9676.](#)