

Mt. Shasta Planning Commission Special Meeting Agenda

Tuesday, November 28, 2023; 6:00 p.m.

This meeting will be presented in a hybrid format and can be attended in two ways:
In-Person at the Mt. Shasta City Park Upper Lodge, 1315 Nixon Rd. Mt. Shasta, CA

or

Online at the following link:

MountShasta.22Ave.tv

Page	STANDING AGENDA ITEMS
	1. Call to Order and Flag Salute
	2. Roll call
	3. Public Comment: This time is set aside for residents to address the Planning Commission on matters listed on items not included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Commission when that item is open for public comment. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Commission discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Commission, please provide a minimum of seven (7) copies to the note taker.
Page	PLANNING COMMISSION BUSINESS
Page 2-8	4. Consent Agenda I. Approval of Minutes: August 15, 2023 Regular Meeting, May 17, 2022 Regular Meeting, August 9, 2022 Special Meeting, and August 16, 2022 Regular Meeting
Page 9-80	5. Review of the 2023-2031 Housing Element Update and recommendation for City Council to make findings of CEQA Exemption and Adoption with findings that it substantially complies with State Housing Element Law, and direct staff to submit to the California Department of Housing and Community Development (HCD) for certification. Background: Every eight years, each California city and county must update the Housing Element of their General Plan and have it certified by the California Department of Housing and Community Development (HCD). The Housing Element is a policy document that identifies Mt. Shasta's existing and future housing needs and establishes proposed actions to facilitate the provision of housing to meet those needs at all income levels. The Housing Element describes housing needs and includes an analysis of constraints to housing production. In April 2023, the City released a Public Review Draft of the 2023-2031 Housing Element that recommends goals, policies and implementation programs intended to address these housing needs and constraints and comply with State housing law during the eight-year plan period. Public comments and input were considered in producing the Draft Housing Element which was sent to the California Department of Housing and Community Development (HCD) on June 7, 2023, for

	<p>review. On September 5, 2023, HCD provided required revisions to the document necessary to comply with State Housing Element Law. The purpose of this meeting is to review City Staff responses to HCD's comments, receive public and commissioner comments and recommendations for the City Council to consider adopting the Final Housing Element. The City Council will review the Final Housing Element for anticipated submittal to HCD for certification in early 2024. .</p> <p>Report By: Jeff Mitchem, Planning Director, Michelle Nielsen, Senior Planner, Planwest Partners Inc.</p> <p>Recommended Action: Staff recommend Planning Commission adopt the attached Resolution approving:</p> <ol style="list-style-type: none"> 1. Environmental Review. Finding that the draft Housing Element is exempt from the CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as Housing Element adoption will not have a significant effect on the environment. 2. Housing Element Update. Recommending that the City Council adopt the proposed update to the Housing Element of the City's General Plan with findings that it substantially complies with State Housing Element Law and submit to HCD for certification.
	<p>6. Commission and Staff Comments</p>
	<p>7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.</p>
	<p>8. Adjourn</p> <p>Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body.</p> <p>The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.</p>

Projects heard at this Planning Commission meeting may be subject to appeal. Please contact the Planning Department for information. Appeals must be submitted to the City Clerk's office together with the appeal fee. If you challenge the environmental review of the project proposal in court, you may be limited to raising only those issues raised at the public hearing or in written correspondence delivered to the Planning Department on, or prior to, closing of the public comment period.

Mt. Shasta Planning Commission Regular Meeting **DRAFT Minutes**

Tuesday, August 15, 2023; 6:00 p.m.

City Park Upper Lodge 1315 Nixon Rd.

This meeting allowed for remote participate via ZOOM

Item	STANDING AGENDA ITEMS
1.	Call to Order and Flag Salute – Chair Findling called the meeting to order at 6:00 PM and led the audience in the flag salute.
2.	Roll call Present: Findling, Higuera, Boyenger, Beck, Pardee Absent: McDowell, Saryon
3.	Public Comment: None
4.	Consent Agenda a. Approval of Minutes: February 21, 2023 Regular Meeting, May 16, 2023 Regular Meeting, September 27, 2022 Special Meeting, and October 18, 2022 Regular Meeting <u>MOTION TO APPROVE:</u> Higuera <u>SECOND:</u> Beck AYES: Findling, Higuera, Boyenger, Beck, Pardee NOES: None ABSENT: Saryon, McDowell ABSTAIN: None
5.	Recommendation of an ordinance amending chapters 18.08, 18.16, and 18.98 of the Mt. Shasta Municipal Code (MSMC) to comply with emergency shelter regulations in State law (Sections 65582 and 65583 of the California Government Code). <u>Todd Juhasz, City Manager</u> – Review of the Ordinance required by State law and necessary for Housing and Community Development to approve the Housing Element. <u>Michelle Nielsen, Planwest</u> – Review of presentation, requirements of SB 2, definition of emergency shelter. Comments regarding the need to be compliant with State law. Review of draft ordinance language. Clarifying questions from Commissioners and discussion. No public comment. <u>Commission Action:</u> Receive the staff report on the text amendments to Land Development Code for emergency shelters to comply with State law, receive and consider comments from the public, and provide staff direction and recommend that the City Council make the required findings and adopt the amendments to the Mt. Shasta land Development Code. <u>Motion:</u> Higuera <u>Second:</u> Boyenger Ayes: Findling, Higuera, Boyenger, Beck, Pardee Nays: None Absent: McDowell, Saryon Abstain: None

6. Commission and Staff Comments

Todd Juhasz, City Manager – Comments regarding new City Planner. Review of Enhanced Infrastructure Financing Districts and possible future development. Comments about committee review for one-way streets and daylighting of Castle Creek.

Belinda Higuera, Commissioner – Comments praising public works, comments about abandoned church.

Paul Beck, Commissioner – Comments about meals served at St. Anthony's church, questions about the DANCO project.

Todd Juhasz, City Manager – Review of DANCO project process. Update on The Nest property and the receivership process.

Melanie Findling, Chair – Comments about the American Planning Association magazine.

7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.

8. Adjourn – Adjourned at 7:44 PM

Mt. Shasta Planning Commission Regular Meeting **DRAFT** Minutes

Tuesday, May 17, 2022; 6:00 p.m.

City Park Upper Lodge 1315 Nixon Rd.

This meeting allowed for remote participate via ZOOM

Item	STANDING AGENDA ITEMS
1.	Call to Order and Flag Salute – Chair Findling called the meeting to order at 6:00 PM and led the audience in the flag salute.
2.	Roll call Present: Findling, Higuera, Boyenger, Pardee, McDowell, Saryon Absent: Beck
3.	Public Comment: <u>Betty Kreeger</u> – Comments in support of hybrid meetings, concern about City Planner leave of absence.
4.	Consent Agenda a. Approval of Minutes: April 19, 2022 <u>MOTION TO APPROVE:</u> McDowell <u>SECOND:</u> Pardee AYES: Findling, Higuera, Boyenger, Saryon, McDowell, Pardee NOES: None ABSENT: Beck ABSTAIN: None
5.	Case #2022.11, Summit Lofts Building Renovation Architectural Review <u>Kyle Rathbone, Contract Planner</u> – Review of project, location, exterior changes. Review of previous approval and correction in the noticing process. Clarifying questions from Commissioners and discussion. <u>Josh LaFrance, Project Proponent</u> – Review of project including air conditioning units, encroachment onto sidewalk, and architecture. Clarifying questions from Commissioners. <u>Peggy Risch</u> – Comments regarding the Municipal Code and City Council approval requirements. <u>Todd Juhasz, City Manager</u> – Comments regarding encroachment permits. Clarifying questions from Commissioners. <u>David, Project Architect</u> – Review of architectural features, sidewalk width and clearance. <u>April LaFrance, Building Owner</u> – Comments regarding design guidelines and architectural features. Discussion. Commission findings: “Due to the special circumstances of low structural integrity of the existing building and the extra-wide sidewalk allowing eight feet of pedestrian throughway, the Planning Commission supports a three-foot architectural element encroaching into the right-of-way, and that the element supports the alpine theme.” Commission discussion. Additional conditions: Downward facing lighting only and string lights to be below the fence line; Patio lighting to be shut of by 10 pm; and closed between the hours of 10 pm and 7 am. <u>Commission Action:</u> Approve the submittal as modified with the additional finding and conditions.

Motion: Pardee
Second: Boyenger
Ayes: Findling, Higuera, Boyenger, McDowell, Saryon, Pardee
Nays: None
Absent: Beck
Abstain: None

6. Commission and Staff Comments

Alan Pardee, Commissioner – Comments expressing concern about the pruning of pear trees.
Von Boyenger, Commissioner – Concern about tires piled up at Rockfellow and Adams.
David McDowell, Commissioner – Comments about cars parked behind Parker’s Plaza.
Touson Saryon, Commissioner – Comments regarding the former City Planner.
Melanie Findling, Chair – Review of training opportunities.
Todd Juhasz, City Manager – Comments regarding affordable housing project.

7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.

8. Adjourn – Adjourned at 7:26 PM

Mt. Shasta Planning Commission Special Meeting **DRAFT Minutes**

Tuesday, August 9, 2022; 6:00 p.m.

City Park Upper Lodge 1315 Nixon Rd.

This meeting allowed for remote participate via ZOOM

Item	STANDING AGENDA ITEMS
1.	Call to Order and Flag Salute – Commissioner Findling called the meeting to order at 6:00 PM and led the audience in the flag salute.
2.	Roll call Present: Higuera, Boyenger, Beck, Pardee, McDowell, Findling, Saryon Absent: None
3.	Mountain Cannabis Architectural Review <u>Kyle Rathbone, Contract Planner</u> – Overview of project description and location, design review. Clarifying questions from Commissioners and discussion. <u>Scott Lassen, Project Proponent</u> – Review of process to present and next steps. Clarifying questions and discussion with the project proponent. <u>Todd Juhasz, City Manager</u> – Comments stating that applicant will need to meet with staff to review the project prior to being placed back on the Planning Commission agenda. <u>Betty Kreeger</u> – Comments thanking the Planning Commission, earlier email public comment, availability of plans for review. Discussion with staff regarding next steps and requirements for the project. <u>Commission Action:</u> No action taken.
4.	Adjourn – Adjourned at 7:29 PM

Mt. Shasta Planning Commission Regular Meeting **DRAFT** Minutes

Tuesday, August 16, 2022; 6:00 p.m.

City Park Upper Lodge 1315 Nixon Rd.

This meeting allowed for remote participate via ZOOM

Item	STANDING AGENDA ITEMS
1.	Call to Order and Flag Salute – Commissioner Higuera called the meeting to order at 6:00 PM and led the audience in the flag salute.
2.	Roll call Present: Higuera, Boyenger, Beck, Pardee, McDowell Absent: Findling, Saryon
3.	Public Comment: None
5.	Miller Produce Stand Conditional Use Permit <u>Kyle Rathbone, Contract Planner</u> – Overview of project, Conditional Use Permit application for produce stand, location. Recommended approval with conditions. Clarifying questions from Commissioners. <u>Jim Miller, Project Proponent</u> – Response to questions from the Commission. Review of space, parking, business license, insurance. Discussion. Public Hearing Open: 6:26 p.m. Public Hearing Closed: 6:26 p.m. Commission discussion. <u>Commission Action:</u> Approve the Conditional Use Permit for the Miller produce stand, requiring gravel on the driveways and removing any requirement to take down the canopy every day. <u>Motion:</u> Pardee <u>Second:</u> Beck Ayes: Higuera, Beck, Pardee, McDowell Nays: None Absent: Findling, Saryon Abstain: Boyenger
6.	Kane Produce Stand Conditional Use Permit <u>Kyle Rathbone, Contract Planner</u> – Review of the project, Conditional Use Permit application for placement and sales of homegrown produce. Review of stand and location. Recommended approval with conditions. Clarifying questions from Commissioners. <u>Pandora Kane, Project Proponent</u> – Review of project, home produce stand. Review of canopy, producers certificate, organic registration. Discussion with Commissioners, Public Hearing Open: 6:49 p.m. Commissioner Higuera played a voicemail received from a resident concerned about an increase in traffic in the area. Public Hearing Closed: 6:50 p.m.

Commission discussion.

Commission Action: Approve the Conditional Use Permit for Pandora Kane at 510 Glen Mar Drive in Mt. Shasta.

Motion: Pardee

Second: McDowell

Ayes: Higuera, Beck, Pardee, McDowell, Boyenger

Nays: None

Absent: Findling, Saryon

Abstain: None

6. Commission and Staff Comments

Paul Beck, Commissioner – Comments regarding banner signs on the Boardwalk and bicycle riding on sidewalks.

Contract Planner Kyle Rathbone directed to contact business owners on the Boardwalk regarding banner signs.

Von Boyenger, Commissioner – Questions regarding produce stands and permitting.

David McDowell, Commissioner – Comments regarding pets at special events.

Alan Pardee, Commissioner – Comments regarding temporary outdoor dining regulations.

7. Future Agenda Items – Future items are topics brought to the Planning Commission from a public petition, city staff, Planning Commission member(s), and City Council for review and action. All dates refer to first introductions to the Planning Commission and can be altered due to time and priority level.

8. Adjourn – Adjourned at 7:44 PM



City of Mt. Shasta
Planning Commission

Agenda Item Summary

DATE	November 28, 2023
ITEM #5	2023-31 Housing Element Update
PROPERTY ADDRESS	City Wide
ASSESSOR'S PARCEL NO.	City Wide
GENERAL PLAN DESIGNATIONS	All
ZONING DISTRICT	All
APPLICANT	City Initiated
STAFF CONTACT	Jeff Mitchem, Planning Director
POTENTIAL CONFLICTS	None
RECOMMENDATION	<p>Recommended Action: Staff recommend Planning Commission adopt the attached Resolution approving:</p> <p>1. <u>Environmental Review</u>. Findings that the final Housing Element is exempt from the CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as Housing Element adoption will not have a significant effect on the environment.</p> <p>2. <u>Housing Element Update</u>. Recommending that the City Council adopt the proposed update to the Housing Element of the City's General Plan with findings that it substantially complies with State Housing Element Law and submit to HCD for certification.</p>
SUGGESTED MOTION	<p>I move that the Planning Commission adopt Planning Commission Resolution PC 2023-XX recommending that 1) the City Council find that the 2023-31 Housing Element update is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3); and 2) recommending that the City Council adopt the proposed update to the Housing Element of the City's General Plan.</p>



CITY OF MT. SHASTA STAFF REPORT

TO: Planning Commission
FROM: Jeff Mitchem, Planning Director
DATE: November 28, 2023
SUBJECT: Recommended Findings of CEQA Exemption and Adoption of 2023-2031 Housing Element Update

DESCRIPTION

This item is review of the 2023-2031 Housing Element Update and recommendation for City Council to make findings of CEQA Exemption and Adoption with findings that it substantially complies with State Housing Element Law, and direct staff to submit to the California Department of Housing and Community Development (HCD) for certification.

RECOMMENDATION

Staff recommend Planning Commission adopt the attached Resolution (**Attachment 1**) approving:

Environmental Review. Finding that the 2023-31 Housing Element update is exempt from the CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as Housing Element adoption will not have a significant effect on the environment.

Housing Element Update. Recommending that the City Council adopt the proposed update to the Housing Element of the City's General Plan with findings that it substantially complies with State Housing Element Law and submit to HCD for certification.

BACKGROUND

Housing Element Content

The Housing Element describes housing needs and includes an analysis of constraints to housing production. The recommended Final 2023-2031 Housing Element can be read and downloaded at <https://mtshastaca.gov/planning/> and <https://www.siskiyou-housing.com/mt-shasta/>. Paper copies of the document are available for review at Mt. Shasta City Hall (located at 305 N. Mt. Shasta Blvd. Mt. Shasta) and Mt. Shasta Library (located at 515 East Alma St, Mt. Shasta).

The Final 2023-31 Housing Element is organized as indicated below. Housing element sections that were revised in response to HCD Comment Letter of September 5, 2023 (**Attachment 2**) are noted, and revisions are shown in ~~strikeout~~ and underline (NOTE: You will notice **RED** and **GREEN** ~~strikeout~~/underline text – **RED** indicates

~~deletion~~/~~addition~~ of text; GREEN indicates movement of text ~~from one location~~ to another location within the document.)

The nature of the revisions are detailed in **Attachment 3, City Response Matrix** and summarized below (*Changes since last PC review*):

- **Chapter 1, Introduction.** The Introduction summarizes the process of preparing the Housing Element, the State requirements relating to Housing Elements, public participation, General Plan consistency, previous Housing Element analysis, looking ahead and key definitions. *Changes since last PC review. This chapter has been revised in response to HCD's comment to better explain how public comments were incorporated into the element.*
- **Chapter 2, Housing Goals, Policies and Programs.** This chapter contains the Goals, Policies and Implementation Programs necessary to measurably address housing needs, constraints to housing production, and contributing factors to fair housing. *Changes since last PC review. Programs in Chapter 2 have been revised in response to HCD's comments related to housing needs and resources, and constraints, land use controls, and local processing and permit procedures.*
- **Chapter 3, Previous Housing Element Analysis.** This chapter complies with California Government Code, Section 65588 (a) requiring reporting on implementation and effectiveness of the previous Housing Element, particularly with respect to addressing housing demands of special needs populations.
- **Appendix A.** Needs Assessment, Housing Constraints and Assessment of Fair Housing. *Changes since last PC review. Appendix A has been revised in response to HCD comments regarding the need to include additional analysis for housing needs and available housing resources, and governmental and nongovernmental constraints.*
- **Appendix B.** Site Inventory, Emergency Shelter Sites, and lands available for residential development. *Changes since last PC review. While Appendix B was revised, the revisions relate to correcting typos and clarification.*
- **Appendix C.** Funding resources summary.
- **Appendix D.** Glossary
- **Appendix E.** Public outreach and Community Engagement.

Housing Element Public Review Process

Every eight years, each California city and county must update the Housing Element of their General Plan and have it certified by the California Department of Housing and Community Development (HCD). The Housing Element is a policy document that identifies Mt. Shasta's existing and future housing needs and establishes proposed actions to facilitate the provision of housing to meet those needs at all income levels. Following is a summary of the public review process beginning with the publication of the Public Review Draft Housing Element in April 2023.

- **April 5, 2023.** The Public Review Draft Housing Element was published on the webpage of the Mt. Shasta Planning Department (<https://mtshastaca.gov/planning/>) and on the project webpage at www.siskiyou-housing.com/mt-shasta, commencing the 30-day public review period. Paper copies of the draft housing element were made available at Mt. Shasta City Hall

and the Mt. Shasta Library. To notify residents and stakeholders of the availability of the Public Review Draft and request public comments, the City sent out an email notice to interested individuals and stakeholders and posted an announcement on their NextDoor.com page. The City revised the Public Review Draft two times since in response to public comments, and Planning Commission input and direction.

- **April 6th to May 19th.** The City received a total of eight comment letters from three Mt. Shasta residents. The comment letters are included in Appendix E of the Housing Element and are posted on the City webpage and the project webpage.
- **April 18, 2023, and May 16, 2023.** The Mt. Shasta Planning Commission held two public meetings to announce the availability of the Public Review Draft and the City published a notice of the April 18th Planning Commission meeting public in the Mt. Shasta News, a local newspaper on April 12, 2023. At both public meetings, public comments were accepted.
- **May 10, 2023, and May 17, 2023.** The first and second revised Public Review Drafts of the Housing Element were released. Both documents were released on the City webpage, and the City emailed interested individuals and stakeholders to notify them of the availability of the revised Public Review Drafts.
- **May 22, 2023.** The Mt. Shasta City Council held a public meeting to obtain feedback and provide input on the Housing Element and authorize submittal of the Draft Housing Element to HCD for the state-mandated 90-day review period. The City Council gave an opportunity for the public to comment, and one individual spoke.
- **May 23rd to June 6, 2023,** the City spent ten business days incorporating input provided by the public, Planning Commission and City Council, and the Draft Housing Element reflects this input.
- **June 7, 2023.** Submission of the City of Mount Shasta Draft 2023-2031 Housing Element to the California Department of Housing and Community Development (HCD) for the State-mandated 90-day review. The City did not receive public comment letters during the 90-day review period.
- **September 5, 2023.** The City received HCD's Comment Letter specifying required revisions to the document necessary to comply with State Housing Element Law.
- **September 5, 2023 – November 15, 2023.** City staff revised the Draft Housing Element in response to HCD comments and produced the recommended Final 2023-31 Housing Element (**Attachment 4**).
- **November 15, 2023.** The City published a notice of the November 28th Planning Commission meeting public in the Mt. Shasta News.

- **November 22, 2023.** The City published the recommended Final 2023-31 Housing Element responding to HCD's findings and requested public comment on the draft on the City's website.
- **November 28, 2023.** Public hearing before the Planning Commission to review City Staff responses to HCD's comments, receive public and commissioner comments and recommendations for the City Council to consider adopting the Final 2023-2031 Housing Element.
- **December 2023 – January 2024.** Anticipated public hearings before the City Council to receive public comment, formulated recommendations and provide direction of staff to submit the Final 2023-31 Housing Element to HCD for final 60-day review and anticipated certification.
- **HCD 60-Day Review.** The Final 2023-31 Housing Element will be published on the City and project webpages, and the City will continue to accept and review any comment letters received during the forthcoming HCD review process and suggest any appropriate revisions to the document.

ENVIRONMENTAL REVIEW

The City, as lead agency, determined the 2023-31 Housing Element update does not have the potential to cause a significant impact to the environment and is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines as the Housing Element will not result in any direct or indirect physical changes to the environment; the Housing Element does not make any changes to the General Plan land use map and would not modify any land use designations, allowed densities, or land use intensities established by the General Plan; the revisions would not result in any changes to the intensities or densities of allowed uses beyond those allowed by the General Plan and those standards currently required by State law; the Housing Element does not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, but rather updates housing policies and programs in order for the City of Mt. Shasta to comply with State housing law.

ATTACHMENTS:

1. Draft PC Resolution 2023-XX recommending the City Council approve the California Environmental Quality Act (CEQA) exemption pursuant to CEQA Section 15061(b)(3) and adopt the 2023-2031 Housing Element update to the City's General Plan.
2. HCD Comment Letter
3. City Response Matrix
4. Recommended Final 2023-2031 Housing Element –
Chapters 1-3 attached.
Appendices available at: at www.siskiyou-housing.com/mt-shasta.

RESOLUTION PC-2023-_____

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF MT. SHASTA
RECOMMENDING THE CITY COUNCIL APPROVE THE CALIFORNIA ENVIRONMENTAL QUALITY
ACT (CEQA) EXEMPTION PURSUANT TO CEQA SECTION 15061(b)(3) AND ADOPT THE 2023-
2031 HOUSING ELEMENT UPDATE WITH FINDINGS THAT IT SUBSTANTIALLY COMPLIES WITH
STATE HOUSING ELEMENT LAW**

WHEREAS, the State of California Government Code at Article 10.6 (sections 65580 through 65589.8) states that the availability of housing is of vital statewide importance and directs the preparation, content, and adoption of housing elements; and,

WHEREAS, state Housing Element Law (Government Code Sections 65580 et seq.) requires that the City Council adopt a Housing Element update every eight years. The current update is referred to the 6th cycle update for the 2023-2031 planning period. In order to comply with state law, the City of Mt. Shasta has undertaken the review and update of the Housing Element for the 6th cycle planning period that sets forth housing policies and programs to facilitate the preservation and development of housing; and

WHEREAS, as provided in Government Code Sections 65352 – 65352.5 in December 2022 and January 2023, the City of Mt. Shasta mailed a public notice to all California Native American tribes provided by the Native American Heritage Commission and to other entities listed; and

WHEREAS, no California Native American tribe requested consultation; and

WHEREAS, Chapter 1 of the 6th cycle 2023-31 Housing Element describes the public participation effort undertaken to update the housing element; and

WHEREAS, in accordance with Government Code Section 65585 (b), on April 5, 2023, the City posted the Public Review Draft Housing Element and requested public comment for a 30-day review period, and on June 7, 2023, after responding to public comments, the City submitted the Draft 2023-31 Housing Element to the State Department of Housing and Community Development (HCD) for its review; and

WHEREAS, on September 5, 2023 HCD issued a letter with written findings regarding the Draft 2023-2031 Housing Element update. This letter states that while the Draft Housing Element addresses most of the statutory requirements certain portions needed additional information in order for HCD to consider the Housing Element for certification;

WHEREAS, the City has considered HCD's recommended modifications and incorporated revisions into the document and produced the Final 2023-31 Housing Element as needed in order to respond to HCD's specific requirements to ensure the Housing Element substantially complies with Housing Element law; and

WHEREAS, on November 22, 2023, the City published the Final 2023-31 Housing Element responding to HCD's findings and invited continued public input; and

WHEREAS, the City finds, as conveyed in Attachment 2 of the Staff Report, that the Final 2023-31 Housing Element is in substantial compliance with State Housing Element Law and will comply with State Housing Element Law when it is adopted; and

WHEREAS, on November 28, 2023, the Planning Commission of the City of Mt. Shasta conducted a duly and properly noticed public hearing to take public testimony and consider this Resolution regarding the Final 2023-2031 Housing Element, reviewed the Housing Element and all

pertinent maps, documents and exhibits, including HCD's findings, the City's response to HCD's findings, the staff report and all attachments, and oral and written public comments.

WHEREAS, the City as lead agency determined the 2023-21 Housing Element update does not have the potential to cause a significant impact to the environment and is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines as the Housing Element will not result in any direct or indirect physical changes to the environment; the Housing Element does not make any changes to the General Plan land use map and would not modify any land use designations, allowed densities, or land use intensities established by the General Plan; the revisions would not result in any changes to the intensities or densities of allowed uses beyond those allowed by the General Plan and those standards currently required by State law; the Housing Element does not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, but rather updates housing policies and programs in order for the City of Mt. Shasta to comply with State housing law; and

WHEREAS, the Planning Commission finds the Final 2023-31 Housing Element, and the programs and housing action plan contained in Chapter 2 take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics, consistent with the City's obligation to affirmatively further fair housing pursuant to Government Code Section 8899.50; and

WHEREAS, the Planning Commission finds that the Final 2023-31 Housing Element is in the public interest because it provides the City with a mechanism to further social, economic, housing and other goals that have been adopted by the City Council and the State Legislature. The Final 2023-31 Housing Element will help the City achieve the following housing goals:

1. Provide Adequate Sites
2. Ensure the Availability of a Variety of Housing Types
3. Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.
4. Facilitate the Provision of Housing Suited to Persons with Special Needs
5. Encourage and Support the Development of Affordable Housing
6. Encourage Sustainable Housing Development and Energy Conservation
7. Promote Equal and Fair Housing Opportunities for All People

WHEREAS, the Planning Commission finds the Final 2023-31 Housing Element is consistent with a comprehensive view of the Mt. Shasta General Plan, and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission recommends the City Council:

1. Hold a public hearing in the manner prescribed by law; and
2. The City Council shall consider HCD's September 5, 2023 written findings regarding the Final 2023-2031 Housing Element; and
3. Find the 2023-31 Housing Element is exempt from the CEQA pursuant to CEQA Guidelines Section 15061(b)(3) as Housing Element adoption will not have a significant effect on the environment; and
4. Adopt the Planning Commission recommended Final 2023-31 Housing Element; and
5. Pursuant to Section 65585(b)(1) of the California Government Code, the City Planning Director or designee shall post the adopted Final 2023-31 Housing Element on the City's website and email a link to all individuals and organizations that have previously requested notices for at least seven (7) days; and

6. Authorize the City's Planning Director or designee to transmit the adopted Final 2023-31 Housing Element to HCD for review upon completion of the seven-day period prescribed by Government Code Section 65585(b)(1).

BE IT FURTHER RESOLVED that minor changes to the draft Housing Element that do not substantially change the goals, policies, programs, or objectives, that are reasonably based on credible information that is readily accessible to the public, to make the draft internally consistent or to address any non-substantive changes or amendments suggested or requested by HCD, and that are published in accordance with Government Code Section 65585(b)(1) shall not be considered to be substantial changes requiring further review by the Planning Commission. However, should HCD require substantial modifications to the adopted Housing Element not previously considered by the Planning Commission, City staff shall bring such modifications back to the Planning Commission for its recommendation pursuant to Government Code Section 65356.

IT IS HEREBY CERTIFIED that the foregoing Resolution PC-2023-XX was duly adopted on a motion by Commissioner _____ and seconded by Commissioner _____ at a regular meeting of the City of Mt. Shasta Planning Commission held on the 28th day of November 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF MT SHASTA PLANNING COMMISSION

_____, Chair

WITNESS, my hand and seal this ____th day of _____ 2023

_____, City Clerk

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



September 5, 2023

Todd Juhasz, City Manager
City of Mount Shasta
305 N. Mt. Shasta Boulevard
Mt. Shasta, California 96067

Dear Todd Juhasz:

RE: City of Mount Shasta's 6th Cycle (2023-2031) Draft Housing Element

Thank you for submitting the City of Mount Shasta's (City) draft housing element received for review on June 7, 2023. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD considered comments from David Kellogg, pursuant to Government Code Section 65585, subdivision (c).

The draft element addresses many statutory requirements; however, revisions will be necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq). The enclosed Appendix describes the revisions needed to comply with State Housing Element Law.

As a reminder, the City's 6th cycle housing element was due February 15, 2023. As of today, the City has not completed the housing element process for the 6th cycle. The City's 5th cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt, and submit to HCD to regain housing element compliance.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Please note, pursuant to Government Code section 65583.3, subdivision (b), the City must utilize standards, forms, and definitions adopted by HCD when preparing the sites inventory.

Please see HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance. Please note, upon adoption of the housing element, the City must submit an electronic version of the sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Tristan Lanza, of our staff, at tristan.lanza@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Enclosure

APPENDIX CITY OF MOUNT SHASTA

The following changes are necessary to bring the City's housing element into compliance with Article 10.6 of the Government Code. Accompanying each recommended change, we cite the supporting section of the Government Code.

Housing element technical assistance information is available on HCD's website at <https://www.hcd.ca.gov/planning-and-community-development/hcd-memos>. Among other resources, the housing element section contains HCD's latest technical assistance tool, *Building Blocks for Effective Housing Elements (Building Blocks)*, available at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks> and includes the Government Code addressing State Housing Element Law and other resources.

A. Housing Needs, Resources, and Constraints

1. *Analyze any special housing needs such as elderly; persons with disabilities, including a developmental disability; large families; farmworkers; families with female heads of households; and families and persons in need of emergency shelter. (Gov. Code, § 65583, subd. (a)(7).)*

The element includes data and a general discussion of housing challenges faced by special-needs households. However, the element must be revised to include an analysis of the existing needs and resources for each special need group including seniors, persons with disabilities including developmental disabilities, farmworkers and extremely low-income (ELI) households. For example, the element should discuss the existing resources to meet housing needs (availability of shelter beds, number of large units, number of deed restricted units, etc.), an assessment of any gaps in resources, and proposed policies, programs, and funding to help address those gaps.

2. *An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the types of housing identified in paragraph (1) of subdivision (c), and for persons with disabilities as identified in the analysis pursuant to paragraph (7), including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures... (Gov. Code, § 65583, subd. (a)(5).)*

Land Use Controls: The element must identify and analyze all relevant land use controls impacts as potential constraints on a variety of housing types. The analysis should analyze land use controls independently and cumulatively with other land use controls. The analysis should specifically address all development standards such as minimum lot sizes, parking (see below) and minimum unit sizes. The analysis should address any impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities and include programs to address identified constraints.

Local Processing and Permit Procedures: While the element analyzed most of the required permits for housing, it must discuss and analyze the City's site plan review requirement. The analysis should discuss the approval body, number of public hearings, if any, approval findings, timing, and any other relevant information.

Additionally, the element indicated that multifamily housing is allowed in the R-3, C-1 and C-2 zone up to 20 units per acre. However, the element also states that multifamily housing providing more than four units is required to obtain a conditional use permit (CUP) and go through the City's architectural design review. The analysis noted that the CUP process takes 6-12 months, requires the project to meet compatibility findings, and have a public hearing with planning commission. Additionally, these types of projects must also have design review approval that includes potentially several subjective criteria. Lastly, the element indicated that multifamily projects larger than 20,000 gross floor area must receive additional discretionary permits (e.g., provision permit). The analysis demonstrated that 1) multifamily housing is generally subjected to a discretionary process in zones that are intended for multifamily housing and 2) the City subjects multifamily housing to two types of processes that are subjective and potentially redundant of each other. The element must include or modify programs committing to permit multifamily projects with objectivity and certainty and addressing or removing the CUP requirements for multifamily housing in zones intended to permit multifamily housing.

3. *An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including... requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Government Code section 65583.2, and the length of time between receiving approval for a housing development and submittal of an application for building permits for that housing development that hinder the construction of a locality's share of the regional housing need in accordance with Government Code section 65584.. (Gov. Code, § 65583, subd. (a)(6).)*

The element must analyze (1) requests to develop housing at densities below those identified in the inventory, (2) the length of time between receiving approval for a housing development and submittal of an application for building permits, and (3) any local efforts to address or mitigate nongovernmental constraints such as reduced fees, financing for affordable housing or expedited processes. The analysis should address any hinderances on the construction of a locality's share of the regional housing need and programs should be added or modified as appropriate.

B. Housing Programs.

1. *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory completed pursuant to paragraph (3) of subdivision (a) without rezoning, and*

to comply with the requirements of Government Code section 65584.09. Sites shall be identified as needed to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing. (Gov. Code, § 65583, subd. (c)(1).)

As noted in Finding A2, the element does not include a complete site analysis, therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.

2. *The housing element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households. (Gov. Code, § 65583, subd. (c)(2).)*

Special Needs Populations: While the element included programs to address lower-income households, it must also include a program(s) to assist in the development of housing for all special-needs households (e.g., elderly, homeless, farmworkers, persons with disabilities, female-headed households). Program actions could include proactive outreach and assistance to non-profit service providers and developers, prioritizing some funding for housing developments affordable to special-needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types. Program should also be responsive to a complete analysis, as noted in Finding A1.

3. *Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities. The program shall remove constraints to, and provide reasonable accommodations for housing designed for, intended for occupancy by, or with supportive services for, persons with disabilities. (Gov. Code, § 65583, subd. (c)(3).)*

As noted in Findings A3 and A4, the element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.

In addition, Program HO-2.3.8 (Design Review) states that it will consider adopting objective standards or making modifications to current standards that apply to multifamily housing. However, given that the City's design review and permit process is generally considered a constraint to multifamily housing (see Finding A4), the element should go beyond just "considering" adopting amendments and include a specific commitment.

4. *Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion,*

sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)


The element included Programs 7.1.1 and 7.1.2 to address fair housing issues including conducting outreach, providing information on fair housing laws, facilitating trainings, and implementing housing rehabilitation programs. First, the element must be revised with quantified metrics for each of these efforts. For your information, quantified metrics should target beneficial impacts for people, households, and neighborhoods (e.g., number of people or households assisted, number of housing units built, number of parks or infrastructure projects completed). Second, the element must include additional actions to promote a variety of housing choices and affordability throughout the City. The element included several programs that could be revised with geographic targeting, significant commitments, and quantified metrics to address this requirement. These programs include efforts related to accessory dwelling units (ADU), SB9, mobile home park conversion and condominium conversion ordinances. Finally, the City could also consider evaluating efforts from similar jurisdictions such as Yreka including but not limited to the City's actions to identify additional sites beyond the RHNA, voluntary rezoning program, identification of publicly-owned sites, adaptive reuse, connecting lower-income residents to services and rent stabilization efforts.


C. Public Participation


Local governments shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the Housing Element, and the element shall describe this effort. (Gov. Code, § 65583, subd.(c)(9).)


The element summarizes comments and themes as a result of public participation and then broadly states comments were incorporated into policies and programs to encourage a range of housing. However, the public participation resulted in many meaningful comments and themes and should better explain how these comments were incorporated into the element and if necessary, add or modify the element to address public comments.


Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
A	Housing Needs, Resources, and Constraints		
A.1	The element must include an analysis of the existing needs and resources for each special need group including seniors, persons with disabilities including developmental disabilities, farmworkers and extremely low-income (ELI) households.	Discussion added, see App A, sec. 5.0	City staff finds that with the additional analysis and revisions to HE programs as summarized (see Chapter 2 for details), this response complies with the intent of State Housing Law.
	The element should discuss the existing resources to meet housing needs (availability of shelter beds, number of large units, number of deed restricted units, etc.), and assessment of any gaps in resources.	see App. A, sec. 5.0, and Tables A-32 and A-33. The analysis finds there is gap between needs and special populations and existing housing resources, although the supply of land that is available and zoned appropriately is adequate.	
	Proposed policies, programs, and funding to help address those gaps.	See revised Programs HO-2.2.1, HO-2.4.1, HO-4.3.1, and HO-5.1.4. which commits to specific actions for expedited processing, regularly meeting with organizations to review NOFAs, and identifying properties for purchase that would be well-suited to the construction of affordable and/or special-needs housing. The purchase would use revenue from sources such as TOT, in-lieu fees, development agreements, and/or grant funding.	
		Programs HO-2.3.4, HO-2.3.7, HO-4.2.1, and HO-4.2.3 through HO-4.2.5 commit the City to removing regulatory barriers and allowing the creation of a variety of housing types and housing for various populations.	


Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
A.2	<u>Land Use Controls:</u>		
	The element must identify and analyze all relevant land use controls impacts as potential constraints on a variety of housing types.		<p>City staff finds the additional analysis, and revisions and additions to the programs and the AFFH action plan as summarized, this finding complies with the intent of State Housing Law.</p> 
	Analyze land use controls independently and cumulatively with other land use controls.	See App A, sec. 7.2.	
	The analysis should specifically address all development standards such as minimum lot sizes, parking (see below) and minimum unit sizes.	App A, sec. 7.2 revised. The City's development standards were not found to unnecessarily constrain housing development in the analysis.	
	Address any impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities	App A, sections 7.2, 7.3, 7.8.1, 7.8.2,	
	Include programs to address identified constraints.	Program HO-1.3.2 commits the City annual reporting on existing and emergent impacts to housing choice/supply/affordability/etc.	
		Programs HO-4.2.1 through HO-4.2.5 commit the City to amending the land use regulations to remove regulatory barriers to group homes, low barrier navigation centers, supportive housing, and revisions to its reasonable accommodation procedures. See sec. 7.5.9 of App A, for revisions for the Oct. 9, 2023 adoption of amendments to the Mt. Shasta zoning regulations for emergency shelters to address noncompliance with SB 2 (2007). With the adoption of ordinance CCO-23-10, the City's zoning regulations now comply with State law for emergency shelters.	

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
		Program HO-2.3.8(1) added to include a commitment to create a non-discretionary voluntary option for housing developments that are located within 1/4 mile walking distance of a public transit stop the option to reduce the number of on-site parking spaces. The 90 day draft already included program HO2.3.8(2) which commits the City to providing an administrative non-discretionary exception process to eliminate the requirement that MF development provide RV parking spaces as this was identified as a constraint.	
		See App A, Table A-63, Program D, a commitment to improve information and visibility of infill housing types and options, including developing and publishing toolkits for J/ADUS, SB 9 housing, and SB 10 upzoning.	
	<u>Local Processing and Permit Procedures:</u>		
	The element must discuss and analyze the City's site plan review requirement. The analysis should discuss the approval body, number of public hearings, if any, approval findings, timing, and any other relevant information.	Section 7.8.3 "Site Plan Review" added to App A. Program HO-2.4.2 commits the City to amending the MSMC, as needed, to establish procedures that address the present shortcomings related to findings and procedures, as described, and to publishing the procedures on its website.	City staff finds the additional analysis and inclusion of Program HO-2.4.2 complies with the intent of State  Housing Law.
	Multifamily housing is allowed in the R-3, C-1 and C-2 zone up to 20 units per acre. The analysis demonstrated that 1) multifamily housing is generally subjected to a discretionary process in zones that are intended for multifamily housing and 2) the City subjects multifamily housing to two types of processes that are subjective and potentially redundant of each other. Therefore, the housing element must:		

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
	Include or modify programs committing to permit multifamily projects with objectivity and certainty and addressing or removing the CUP requirements for multifamily housing in zones intended to permit multifamily housing.	Language of Program HO-2.3.4 revised from "shall consider" to "shall" for the R-3, C-1, and C-2 zones resulting in commitment to amend the zoning regulations to permit multifamily uses by-right without a conditional use permit or other discretionary permit for developments in which 20 percent or more of the units are affordable to lower income households and the project achieves a minimum buildout density of 15 dwelling units per acre.	<p>City staff finds the revisions to the housing element programs, as summarized, complies with the intent of State Housing Law.</p> 
		Program HO-2.3.4 is amended to also commit the City to amending Chapter 18.70 to expressly exclude all residential development, including multifamily residential facilities. Moreover, the amendments to Chapter 18.70 shall apply also to qualifying mix use developments utilizing the provisions of SB 35 or State Density Bonus Law.	
		Program HO-2.3.7 directs the City to amending the 2010 Architectural Guideline's to be objective design standards. Program HO-2.3.8 commits the City to amend Chapter 15.44 Off-Street Parking Requirements to reduce the number of on-site parking spaces for small units.	

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
B	Housing Programs		
B.1	<p>Housing element does not complete include site analysis; therefore, the adequacy of sites and zoning were not established.</p> <p>Based on the results of a complete sites inventory and analysis, the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.</p>	<p>See Appendix B and also sec. 5.0 of App. A. The latter reviews the supply of sites suitable for a variety of housing types including those for special needs populations. The analysis found there is an adequate supply. App. A identifies governmental and nongovernmental constraints. Land use controls were identified as a regulatory barriers. For nongovernmental constraints, the cost of construction is a key impediment. To address these constraints, Programs HO-2.3.1 through HO-2.3.8, and HO-4.2.1 and HO-4.2.5, commit the City to removing regulatory barriers as discussed above. To reduce nongovernmental barriers, Program HO-2.4.1 commits the City to specific actions for expedited processing for affordable housing and housing for special needs populations. Program HO-4.3.1 commits the City to regularly meeting with non-profit and social service organizations to review NOFAs for the purpose of identifying opportunities to match local funds with other funding. Programs HO-2.2.1 and HO-5.1.4 commit the City to improving support and assistance to non-profit service providers and housing developers, prioritizing some funding one funding for housing developments affordable to special-needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types. HO-5.1.4, commits the City to identifying properties for purchase that would be well-suited to the construction of affordable and/or special-needs housing. Property purchase would use revenue from sources such as TOT, in-lieu fees, development agreements, and/or grant funding.</p>	<p>The City staff believe the revisions to the housing element analysis and programs, as summarized, complies with the intent of State Housing Law.</p> 
B.2	<p>The housing element must include a program(s) to assist in the development of housing for all special-needs households (e.g., elderly, homeless, farmworkers, persons with disabilities, female-headed households).</p> <p>Program actions could include proactive outreach and assistance to non-profit service providers and developers, prioritizing some funding for housing developments affordable to special-needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types.</p>		

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
B.3	The element requires a complete analysis of potential governmental and nongovernmental constraints. Depending upon the results of that analysis, the City may need to revise or add programs and address and remove or mitigate any identified constraints.	As discussed above, Programs HO-2.3.4 and HO-2.3.7 have been revised as suggested by HCD.	<p>City staff believe that the revisions to the housing element programs comply with the intent of State Housing Law. Specifically refer to Programs HO-2.3.1 through HO-2.3.8.</p> 
	Given that the City's design review and permit process is generally considered a constraint to multifamily housing (see Finding A4), the element should go beyond just "considering" adopting amendments and include a specific commitment.		
B.4	AFFH Action Plan:		
	<p>Must include quantified metrics for each of these efforts. Quantified metrics should target beneficial impacts for people, households, and neighborhoods (e.g., number of people or households assisted, number of housing units built, number of parks or infrastructure projects completed).</p> <p>The element must include additional actions to promote a variety of housing choices and affordability throughout the City.</p> <p>Revised programs to include geographic targeting, significant commitments, and quantified metrics to address this requirement.</p>	The AFFH Action Plan, Table A-63 in Appendix A, was revised comprehensively. Additional AFFH programs have been added as suggested, along with quantified metrics and geographic targets. The language of Program 7.1.2 (Chapter 2) was modified to incorporate Table A-63 by reference.	City staff believe the revisions to the AFFH program as detailed in Table A-63, Appendix A, comply with the intent of State Housing Law.

NOTE: Use of the “California” icon denoted fulfillment of State Housing Law: 

ATTACHMENT 3

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
C	Public Participation		
	The public participation resulted in many meaningful comments and themes and should better explain how these comments were incorporated into the element and if necessary, add or modify the element to address public comments.	Chapter 1 was revised to provide additional detail on how public comments were incorporated: see pages 1-5, 1-8, and 1-9.	City staff believe that the revisions to the housing element programs comply with the intent of State Housing Law.

CHAPTER 1 – INTRODUCTION

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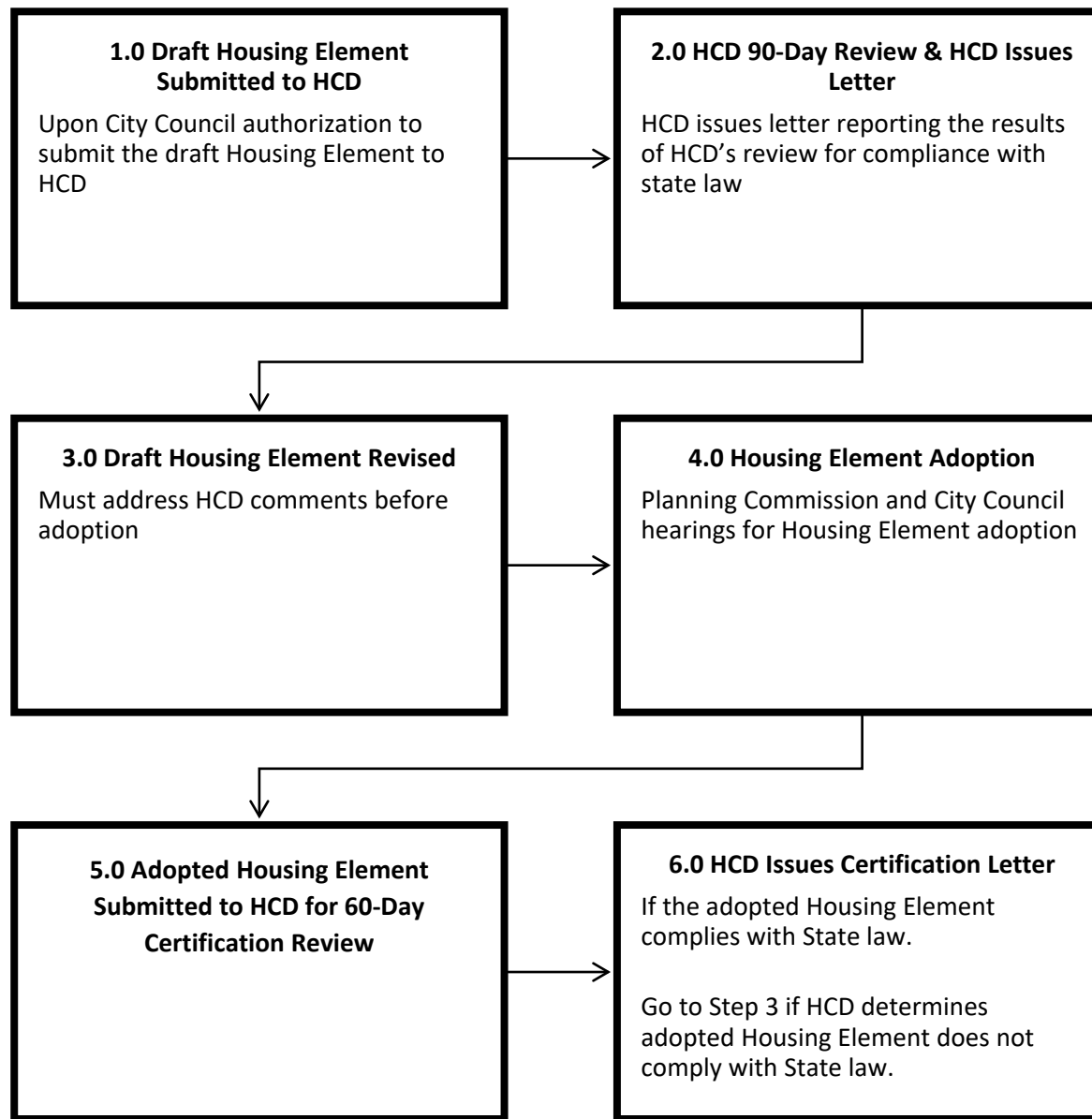
1.0 Overview

The Housing Element is a mandatory element of the Mt. Shasta General Plan. State law establishes that each city accommodate its fair share of affordable housing as an approach to distributing housing needs throughout the State. State Housing Element law also recognizes that in order for the private sector to address housing needs and demand, local governments must adopt land-use plans and implementing regulations that provide opportunities for, and do not unduly constrain, housing development by the private sector. Unique from other general plan elements, State law requires local governments update their housing element every eight years.

Housing Elements are also subject to detailed statutory requirements. Unlike other general plan elements, Housing Elements are subject to review and approval (referred to as “certification”) by the State. The California Department of Housing and Community Development (HCD) reviews every local government’s Housing Element and determines whether it complies with State law. Because the Housing Element is part of the City’s General Plan, obtaining housing element approval from HCD is critical for maintaining the City’s General Plan compliance. Moreover, there are State funding programs for transportation, infrastructure, and housing that require (or consider) a local jurisdiction’s compliance with Housing Element Law. Figure 1 below illustrates the process of Housing Element preparation and adoption and HCD’s role in this process.

The Housing Element is a policy document that identifies Mt. Shasta existing and future housing needs and establishes proposed actions to facilitate the provision of housing to meet those needs for all income levels. The Housing Element’s policies and programs in Chapter 2 reflect a combination of the concerns of the local Mt. Shasta community along with new State housing mandates. The purpose of the Housing Element is to establish specific goals and policies relative to the provision of housing, and to adopt a program to accomplish the City’s housing goals and policies. In addition, the Element identifies and analyzes housing needs and resources and constraints to meeting those needs.

Figure 1



This is Mt. Shasta's sixth Housing Element and it plans for the years 2023-2031. State law (Government Code Sections 65580 through 65589) mandates the contents of the Housing Element. By law, the Housing Element must contain all of the following:

- An analysis of housing needs of the city's population and to adequately plan to meet the existing and projected housing needs, including the jurisdiction's share of the regional housing needs allocation (RHNA).
- An inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment.
- An analysis of housing constraints that impact housing production that identifies and analyzes potential and actual governmental constraints to the maintenance, improvement, or development of housing for all income levels, including housing for people with disabilities.
- Programs that implement the city's housing policies. Each jurisdiction must identify specific programs in its housing element that will allow it to implement the stated policies, and achieve the stated goals and objectives.
- An analysis of the jurisdiction's progress to implement the housing programs of the previous housing element, and the effectiveness of the programs.
- Actions that meaningfully promote and further fair housing opportunities in the community.

The Housing Element must also identify adequate residential sites available for a variety of housing types for all income levels; assist in developing adequate housing to meet the needs of very low-, low-, and moderate-income households; address governmental constraints to housing maintenance, improvement, and development; address the conservation of the existing affordable housing stock, and how the condition of the existing housing stock in need of improvement will be achieved; and promote housing opportunities for all persons.

Even though the focus of the Housing Element is on lower- and moderate-income households, the Element must address the housing needs and policy issues for the entire community and be consistent with the adopted policies of the rest of the General Plan.

2.0 Regulatory Context

Since Mt. Shasta's 5th cycle Housing Element was adopted in 2014, a significant number of housing laws have been enacted. These new housing laws mandate new analyses or programs in each Housing Element and apply to the 2023-2031 Mt. Shasta Housing Element update. Wherever available, City staff has consulted the HCD guidance memos to prepare this Housing Element. These housing and Housing Element new laws include, but are not limited to:

- Accessory Dwelling Units (AB 3182, AB 671, AB 68, AB 587, AB 670, AB 881, SB 13) – These new laws limit local jurisdictions' ability to restrict the development of accessory dwelling units (ADU) in a variety of ways and mandate streamlined, ministerial approval of ADUs within defined conditions. For the purpose of the Housing Element, they clarify that a local agency may identify an ADU or JADU as an adequate site to satisfy RHNA housing needs. AB 671 specifically requires that Housing Elements include a plan to incentivize and promote the creation of ADUs that can offer affordable rents for very-low, low-, or moderate-income households.

- **Affirmatively Furthering Fair Housing (AB 686)** – All Housing Elements adopted on or after January 1, 2021, must contain an Assessment of Fair Housing (AFH) prepared in accordance with HCD program guidance, an analysis of the Adequate Sites Inventory, a matrix of identified contributing factors to fair housing issues, and a program of actions that promote and affirmatively further fair housing opportunities throughout the community.
- **No Net Loss (SB 166)** – As jurisdictions make decisions regarding zoning and land use, and as development occurs, jurisdictions must have a program to assess their ability to accommodate new housing on the remaining sites in their Housing Element site inventories. A jurisdiction must add adequate sites if land use decisions or development results in a shortfall of sufficient sites to accommodate its remaining housing need for each income category.
- **Replacement housing (Gov. Code § 65583.2 subd. (g)(3))** – A program for a policy requiring developers provide replacement units when occupied by, or deed restricted to lower-income households within the last 5 years, are converted or demolished
- **Site Inventory (SB 6, AB 1397, AB 1486, AB 686, AB 725)** – The Housing Element establishes a jurisdiction’s strategy to plan for and facilitate the development of housing over the planning period by providing an inventory of land adequately zoned or planned to be zoned for housing and programs to implement the strategy. These laws modified the content of the site inventory, including new analyses for capacity calculations, infrastructure requirements, suitability of non-vacant sites, size of site and density requirements, location requirements, sites identified in the previous Housing Element and rezone program requirements, among others.
- **Emergency shelters and other emergency housing (AB 101, AB 2339)** – provides that the sites identified for emergency shelters must be in residential areas or are otherwise suitable, thus prohibiting local governments from situating shelters in industrial zones or other areas disconnected from services. The law also seeks to ease constraints on the development of emergency shelters by requiring that any development standards applied to emergency shelters be "objective." AB 101 added navigation centers as a form of housing to help alleviate homelessness, and as a use by-right as specified.
- **Supportive housing developments (AB 2162)** – Mandate for local governments to allow qualifying permanent supportive housing developments as a by-right use in multifamily and mixed use zones.

3.0 Public Participation

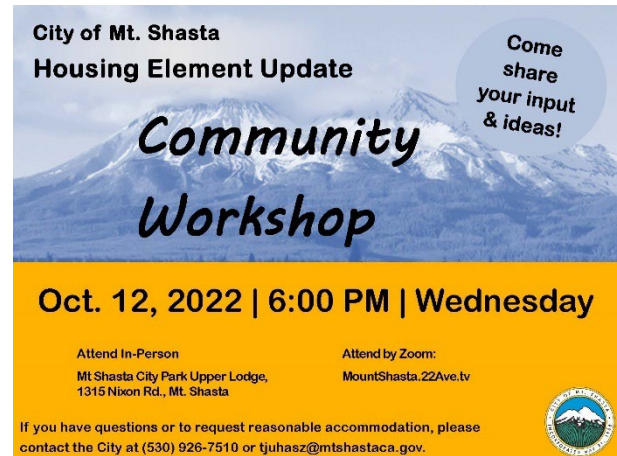
Public participation is an important part of developing the City’s Housing Element. The information obtained through public meetings, surveys, and stakeholder interviews provide insight to the true needs of the community. While the City’s RHNA may be low, the actual need of the community may be much greater. Through the public participation process the City can identify what issues and obstacles people may be experiencing when trying to find housing. As part of the Housing Element update process, the City implemented the State’s public participation requirements in Housing Element Law, set forth in Government Code Section 65583(c)(7), that jurisdictions “...shall make a diligent effort to achieve participation of all economic segments of the community in the development of the housing element.”

The Housing Element was developed through the combined efforts of City staff, the Planning Commission, the City Council and the City’s consultant. The inclusion of community stakeholders in the Housing Element public participation process helps ensure appropriate housing strategies are more efficiently and effectively evaluated, developed, and implemented. In an effort to involve all segments of the community, City staff and consultants

developed a community outreach program including announcements on the City website, interviews, opportunity for housing element review and input at Planning Commission and City Council workshops and hearings. Public participation played a critical role in the formulation and refinement of the City's housing goals, policies, and programs. Public comments received during public meetings and workshops, as part of the community surveys, as written correspondence submitted to the City, etc. has been reviewed, and input that relates directly and is consistent with State housing element law and HCD requirements has been incorporated. The City's outreach efforts are summarized below.

City Council Meeting on August 8, 2022: This meeting was noticed on the City's website, email notification to interested parties was sent out, and flyers were distributed online with print copies posted at City Hall. The meeting presentation introduced the Housing Element and update process, provided an overview of the essential components of housing elements, reviewed the City's regional housing needs allocation (RHNA), identified recent legislation, discussed current City demographics, and gathered public input on housing needs and opportunities.

Public Workshop on October 12, 2022: This meeting was noticed on the City's website, email notification to interested parties was sent out, and flyers were distributed online with print copies posted at City Hall. The meeting was conducted in person with an option for attendees to participate virtually. The meeting presentation introduced the Housing Element and update process, provided an overview of the essential components of housing elements, identified recent legislation, and discussed current City demographics. Meeting participants were asked to: describe their experience seeking out housing, identify challenges and/or opportunities for housing, and to identify housing priorities in the City.



Verbal comments received during these two workshops are compiled and presented in Appendix E. Attendees of these meetings expressed the desire to preserve Mt. Shasta's village/small town feel and the natural amenities, and concern that denser residential development may change that. Many commenters expressed concern about the availability of jobs and housing affordability; the impact of short-term rentals and second homes on the availability of housing in the City. Also, concern was expressed regarding long-term rental properties being held vacant. Also, commenters noted that people are spending too much money for housing, leaving less money for food and other necessities regardless of tenure. Commenters also indicated that increasing costs for construction materials and labor contribute to increasing housing costs.

Commenters offered suggestions for improving affordability: adaptive reuse of the Crystal Geyser (a former water bottling plant that is outside City limits) and Roseburg Landing (former lumber mill property owned by the City) properties; allowances for tiny house villages; community land trusts; building regulations that allow for alternative sustainable and more affordability construction materials and techniques. The City considered these comments and Program HO-6.1.1 was updated to include "the City will consider options for building regulations that allow the use of alternative building materials and construction methods, within the City's legal authority, that demonstrate energy conservation and sustainability while protecting the public health, safety, and welfare."

Community Survey: From October 12, 2022 until November 15, 2022, an anonymous community survey was released to solicit input on housing needs and concerns. The survey was made available online using a platform,

SurveyMonkey™, is optimized for mobile devices. Paper copies of the survey were also available at City Hall. The City published regular reminders on their website and on their NextDoor™ page to encourage community participation. One hundred ninety-nine (199) surveys were completed. All economic segments of the community, including lower income households, participated in the community survey with 20.6% indicating their household income was under \$30,000. The complete results are contained in Appendix E, and Table 1-1 below provides a summary of the survey results.

Table 1-1

Question Type	Response (Majority and/or Top 3)
Q1 Live and Work	32.6% Work + live in City 32.6% Live outside city but rely on City 19.6% Live in City and retired/do not currently work
Q2 Renter or Owner	74.4% Owner
Q3 Total Monthly Rent or Mortgage	32% Do not pay either 17.59% \$1,001 – \$1,500 15.08% \$1,501 – \$2,000
Q4 Live in City Limits	38.7% Do not live in City limits 20.6% 20+ years
Q5 Length in current residence	46.2% More than 10 years
Q6 Household size	54.8% 2 people
Q7 Housing Type	82% Single family residence
Q8 # of dwelling units on property	75.4% 1 dwelling unit
Q9 Satisfied w/ current housing	84.4% Yes
Q10 Desire to own home in City	49.8% Other: Already own (in or out of City)
Q11 Places within 1 mile: Top 3	65% Grocery 64% Park 57% School
Q12 New housing barriers: Top 3	44% People cannot afford to build 32% Community resistance to build 30% Permitting too expensive
Q13 Agree/ Disagree: Existing Housing stock/ conditions	67% lacks adequate/ affordability 70% lacks adequate rental housing
Q14 Type of housing needed:	80% Affordable apartment rentals 70% Senior housing 63% Duplexes, condos, attached multi-

Question Type	Response (Majority and/or Top 3)
	63% Single family residence detached
	58% Transit oriented development (TODs)
	57% special needs, disability, homeless
Q15 Challenges to rental housing	60% N/A - already own
	25% limited affordable long-term housing
Q16 Age	33.7% 61-70 years
Q17 Check all that apply	homeowner/senior
Q18 Total Household Income	20.6% below \$30,000
	19.6% Decline to state
	18.09% Over \$100,000
Q20 How did you hear about survey?	referral

Question 19 of the Community Survey was an optional, open-ended question that asked respondents, “Are there any additional thoughts you would like to add as the Mt. Shasta considers drafting Goals, Policies, and Programs for the Housing Element Update?”. Table 1-2 below summarizes the common themes and topics expressed in the 149 responses provided.

Table 1-2
Question 19: Common Response Themes and Topics

Too much industrial zoning/ increase infill housing
Limit short term/vacation rentals
Lack of consistent planner
Educating/ understanding local community issues
Wildfire severity/ increase defensible space
Limited economic opportunities
Limited rentals accepting pets
Preserve Volcanic Legacy Scenic Byway/ "mountain town" feel
Lack of multi-generational housing
Lack of land trusts
Lack of ADUs/ expensive permitting
Existing housing stock is outdated/ lack of updated units/SFR
Increase markings for roadways that are shared for bicycles and automobiles.
Increased economic dislocation

Public Comments Received:

After the draft housing element was completed, it was posted on City's website and the www.siskiyou-housing.com/mt-shasta/ website. To notify residents and stakeholders of the availability of the Public Review Draft and request public comments, the City sent out an email notice to interested individuals and stakeholders on April 5, 2023, and posted an announcement on their NextDoor.com page. The Mt. Shasta Planning Commission held two public meetings, April 18, 2023 and May 16, 2023. At both public meetings, public comments were accepted. From April 6th to May 19th, the City received a total of eight comment letters from three Mt. Shasta residents. The comment letters are included in Appendix E of the Housing Element and were posted on the City webpage and the project webpage. The City revised the Public Review Draft two times in response to public comments, and Planning Commission input and direction. The first revised Public Review Draft of the Housing Element was released on May 10, 2023, and the second revised Public Review Draft was released May 17, 2023. Detailed responses to public comments including revisions incorporated into the housing element are described in the May 16th, 2023 Planning Commission (PC) staff report and are summarized below.

- Comment about Census and HUD income data, specifically Table A-13, in comparison is Area Median Income (AMI) in Table A-19. A detailed response to this comment was included in the 5/16/23 PC staff report clarifying the difference between household income information in Table A-13 and AMI limits in Table A-19. No edits to the draft housing element were needed.
- Comment about Table A-21 clarification on types of housing units. Definitions for single-detached, single-attached, and 2-4 units multifamily were added to Table A-21 as sourced from Housing Unit Survey Instructions, Department of Finance.
- Comment about Table A-53: site development standards for side yard setbacks. Confirmed site development standards shown in Table A-53 were consistent with the Mt. Shasta Municipal Code. No edits to the draft housing element were needed.
- Comment asking if the City can identify the recently approved Mountain Townhomes site as the City's RHNA site. Based on a review of available information, the City determined that the Mountain Townhomes site and development meets the criteria of Government Code Section 65583.2(c)(2)(C). As such, Section 1.0 of Appendix B was updated to identify the Mountain Townhomes site as the City's 6th cycle preferred RHNA site.
- Comment about designating the City-owned Roseburg property (aka the Landing) to meet the City's RHNA. At this time, the Roseburg property does not meet the statutory requirements to be designated a RHNA site because: at over 125 acres the Roseburg site is too big; the site does not currently have available public water and sewer, nor will the site have public water and sewer service within the 2023-2031 planning period of the Housing Element; and the site's zoning does not permit by-right residential development at a minimum density of 15 dwelling units per acre. Another constraint to identifying this property as a RHNA site is EPA and California Department of Toxic Substances deed restrictions in several areas of the property limiting the use of those areas for any type of housing. In the future the Roseburg property may meet all of the eligibility requirements allowing it to be identified as a RHNA site; however, at this time it does not meet those requirements and cannot be identified. No edits to the draft housing element were needed.
- Comment asking why the City only identified two potential sites to meet the RHNA and comments noting the presence of wetlands on a portion of the originally proposed RHNA sites. State housing element law imposes additional requirements when a site is used in consecutive housing elements (see Gov't Code

Section 65582.3(c)). Therefore, the City's approach is to identify sufficient sites to meet the City's RHNA plus a 20 percent buffer. Although the presence of wetlands on the originally proposed RHNA site would not completely eliminate development potential, the city acknowledged the wetland information provided and as noted above, updated the preferred RHNA site shown in Appendix B Section 1.0 to identify the Mountain Townhomes site instead of the previously proposed sites.

The Mt. Shasta City Council held a public meeting on May 22, 2023, to obtain feedback and provide input on the Revised Public Review Draft Housing Element, including the incorporation of the comments summarized above, and give an opportunity for additional public to comment, only one individual spoke at that time. The commenter had the same comments as noted above about wetlands on the optional RHNA sites. Changes were incorporated in the draft as noted above, no additional edits to the draft housing element were needed. From May 23rd to June 6, 2023, the City spent ten business days incorporating input provided by the public, Planning Commission and City Council and the draft was submitted to HCD on June 7th, 2023. HCD conducted an initial review of Draft Housing Element and provided a letter with comments dated September 5th, 2023. In response to that review the City prepared a Revised Housing Element document that was posted for public review November 22, 2023.

Housing Element Webpage: In addition to posting meeting notices and Housing Element update information on the City's website, a webpage dedicated to the 2023-2031 Housing Element update was created and maintained (<https://www.siskiyou-housing.com/mt-shasta/>). This webpage provided easy access to project documents including Housing Element information and resources, meeting presentations, survey link and results, and ability to submit comments and sign up for notices through the contact form.

Stakeholder Interviews: In the late summer/early fall of 2022, the City reached out to a broad range of stakeholders including those working to address special needs housing issues, transitional and supportive housing needs, and community health issues in the City and the County. However, due to recent wildland fires, one in Weed and one near Yreka, only two stakeholders were available for an interview and complete the stakeholder survey. In Spring 2023, the City will be reinitiating stakeholder interviews.

The executive directors of Great Northern Services and the Mt. Shasta Community Resource Center were able to provide input, and their complete questionnaires are included Appendix E. The Project team asked interviewees about fair housing issues, and sought opinions on possible solutions to overcome constraints. The input the City has received as of this writing is incorporated into its AFFH analysis in Appendix A and housing plan, as well as into a variety of programs throughout the policies and programs (see Chapter 2). Many of the issues identified in the two interviews are similar to those expressed in the October 2022 community survey discussed above:

- There is a need for a variety and balance of housing types for the City's demographics.
- Need housing that is affordable for all incomes categories.
- Need to improve/centralize information available about housing programs including available rentals.
- Low inventory of housing, and limited availability of rental housing
- High rent/prices relative to the rest of Siskiyou County.
- Infrastructure is a constraint, including costs associated with connections and upgrades.
- Short term rentals are negatively affecting the availability of housing.
- Housing types that by design are less costly and quicker to build, e.g., permanent tiny homes, manufactured housing.
- Other issues affecting housing include fires, climate, drought.

- Displacement that was caused by recent fires.
- Aging infrastructure in older towns, and infrastructure replacement cost is high.

These needs identified to date are incorporated into this document through policies and programs that encourage a diverse range of housing types that can be accessed by individuals and families from all income levels, and remove governmental barriers to housing production.

Local and regional stakeholders identified during the Housing Element update process were:

- Dignity Health, Mercy Medical Center
- PSA 2 Area Agency on Aging
- Siskiyou County Domestic Violence & Crisis Center
- Cascade Small Business Development Ctr
- Danco
- Far Northern Regional Developmental Disabilities Center
- Great Northern Services
- Karuk Tribal Commission or Karuk Housing Authority
- Mt. Shasta Chamber of Commerce
- Mt. Shasta Community Resource Center
- Mt. Shasta Senior Citizens Nutrition Program
- NorCal Continuum of Care
- Remi Vista
- Siskiyou Community Resource Collaborative
- Siskiyou County Association of Realtors
- Siskiyou County Economic Development Council
- Siskiyou County Public Health and Community Development
- Siskiyou County Special Education Office
- Siskiyou Habitat for Humanity
- Siskiyou Home Health Services
- Siskiyou Opportunity Center
- Team Shasta

4.0 General Plan Consistency

This Housing Element is a stand-alone document intended to replace the City's previous Housing Element adopted in 2014. It is intended to become an integral part of the City's existing General Plan. Chapter, section, objective, and program numbering in this Housing Element conform to that of the Mt. Shasta General Plan (2008).

The California Government Code requires internal consistency among the various elements of a general plan. Section 65300.5 of the Government Code states that the general plan and the parts and elements thereof shall comprise an integrated and internally consistent and compatible statement of policies for the adopting agency. Section 65302 of the Government Code requires cities and counties to amend the safety and conservation element of the general plan to include analysis and policies regarding flood hazard and flood management information. The Federal Emergency Management Agency has not mapped floodplains in the Mt. Shasta planning area, with

the exception of the shore of Lake Siskiyou and a narrow fringe area along the Sacramento River. This area is outside the City limits and will not constrain development within the city.

The City has reviewed the other adopted elements of the general plan and has determined that this element is consistent. The City will maintain this consistency as future general plan amendments are processed by evaluating proposed amendments for consistency with all elements of the general plan.

5.0 Analysis of the Previous Housing Element

An important aspect of the Housing Element is an evaluation of achievements of the implementation of programs included in the previously adopted Housing Element. The evaluation provides valuable information on the extent to which programs have been successful in achieving stated objectives and addressing local needs, and the extent to which these programs continue to be relevant in addressing current and future housing needs in Mt. Shasta. The evaluation also provides the basis for recommended modifications to programs and the establishment of new objectives in the Housing Element. Chapter 2 – Goals, Policies, and Programs contains the City’s objectives and programs for the past planning period (2014-2019).

6.0 Looking Ahead

During the 6th cycle planning period (2023 to 2031), the City will pursue opportunities for regional coordination to better address housing issues. While housing issues may not be uniform between Siskiyou County and the ~~eight~~ nine cities, Mt. Shasta believes there are likely more shared issues and solutions as many housing issues do not occur in isolation. Also, there are many small jurisdictions in Siskiyou county and bringing the resources to bear to prepare a legally sufficient housing element is overly burdensome, and for that reason prior to the start of the 7th cycle, the City would appreciate the Department of Housing and Community Development being willing to support the preparation of a regional housing element for the Siskiyou county region.

7.0 Key Definitions and Acronyms

Below are commonly used and important terms and acronyms used throughout the Housing Element, although this is a partial list. Please see Appendix D – Glossary for a comprehensive list.

AB. Assembly Bill. Oftentimes the year that the bill was signed into law follows in parathesis, e.g., AB 5 (2021).

Above Moderate Income. Above moderate income households are defined as households with incomes over 120 percent of the county median.

Accessory Dwelling Unit (ADUs). Accessory dwelling units are also commonly referred to as secondary units, granny flats, or cottages, are small secondary small dwelling units located next to or attached to a single-family home.

Affirmatively Furthering Fair Housing (AFFH). Affirmatively Furthering Fair Housing, also known as Assembly Bill 686, is defined as “taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.”

Affordability. Annual cost of housing includes mortgage, principal and interest payments as amortized over 25 years with a 25 percent down payment or gross rent that does not exceed 30 percent of gross annual household

income or 30 percent of gross annual income devoted to rental housing, including utilities are defined as “affordable”.

American Community Survey (ACS). The American Community Survey is a demographics survey program conducted by the U.S. Census Bureau.

Area Median Income (AMI). This is the median, or middle point, of the incomes of every household in a given area. This means that half of the households in the area earn above the AMI and half of the households earn below it. AMI is a metric that is used to benchmark incomes levels. The income benchmark are calculated and adjusted based on family/household size.¹ Therefore, a single individual will have a lower income threshold than a family of four. Most federal and state housing programs qualify participant eligibility based on household income levels. To accomplish this, many State housing programs utilize the same benchmark of income data released by HCD. The State’s AMI may be used also to calculate affordable housing costs for applicable housing assistance programs. State law requires HCD to annually update the AMI limits based on HUD revisions to the Public Housing and Section 8 Income Limits, which HUD also updates annually or nearly so. In accordance with statutory provisions, HCD makes revisions to HUD’S Public Housing Section 8 Income Limits. One of those revisions is, “if necessary, increase a county’s area median income to equal California’s non-metropolitan median income”.² The non-metropolitan median income is determined by HUD, and in 2022 it was \$80,300 for California. HCD applied HUD’s on-metropolitan income to Siskiyou county for 2022, resulting in an AMI benchmark of \$80,300 for a family of four.

At-Risk Housing. Applies to existing subsidized affordable rental housing units, especially federally subsidized developments, that are threatened with conversion to market rents because of termination of use restrictions, due to expiration or non-renewal of subsidy arrangements.

By-Right. The City’s review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the City’s ordinance implementing the Subdivision Map Act. A City ordinance may provide that “use by right” does not exempt the use from design review. However, that design review shall not constitute a “project” for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. [Reference Government Code section 65583.2 (i)]

Comprehensive Housing Affordability Strategy (CHAS). Each year, the U.S. Department of Housing and Urban Development (HUD) receives custom tabulations of American Community Survey (ACS) data from the U.S. Census Bureau. These data, known as the “CHAS” data, demonstrate the extent of housing problems and housing needs, particularly for low income households.

Density. This refers to the number of housing units on a unit of land (e.g., ten units per acre).

Disability. As used in Appendix A, Needs Assessment, the 2020 American Community Survey (ACS) and Puerto Rico Community Survey 2020 Subject Definitions, are used. Disability is defined as the product of interactions

¹ See HCD’s briefing materials for the State Income Limits for 2022: <https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf>

² Ibid.

among individuals' bodies; their physical, emotional, and mental health; and the physical and social environment in which they live, work, or play.

Dwelling Unit. Any residential structure, whether or not attached to real property, including condominium and cooperative units and mobile or manufactured homes. It includes both one-to-four-family and multifamily structures. Vacation or second homes and rental properties are also included.

Emergency Shelter. Housing with minimal supportive services for persons experiencing homelessness and occupancy is limited to six months or less. No individual or household may be denied emergency housing because of inability to pay. Emergency shelter includes other interim housing interventions, including but not limited to, a navigation center, bridge housing, and respite or recuperative care. [Government Code Sections 65582(d) and 65583(a), and Health and Safety Code Section 50801]

Extremely Low Income (ELI) Households. Extremely low income is a subset of very low-income households, and is defined as 30 percent (or less) of the county area median income.

Gov't Code, Gov. Code, or GC. The Government Code of the State of California.

Household. A household is made up of all persons living in a dwelling unit whether or not they are related by blood, birth, or marriage.

HUD. The United States Department of Housing and Urban Development is cabinet level department of the federal government that oversees program and funding for affordable housing laws, development, and federally funded financial assistance.

Income Categories. The federal and state governments require that local jurisdictions consider the housing needs of households in various "income categories." Income categories are determined by the median household income at the local level.

Junior Accessory Dwelling Unit. A junior accessory dwelling unit (JADU) means a housing unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing structure. (Reference: Gov. Code § 65852.22(g)(1).)

Low Income (LI) Households. Low income households are defined as households with incomes between 50 percent and 80 percent of the area median household income.

Median Income. Each year, the federal government calculates the median income for communities across the country to use as guidelines for federal housing programs. Area median incomes are set according to family size.

Moderate Income Households. Moderate-income households are defined as households with incomes between 80 percent and 120 percent of the county median.

Mt. Shasta Municipal Code (MSMC). Pursuant to the California Government Code, the adopted Mt. Shasta Municipal Code is prepared by the City Clerk and City Attorney of the City of Mt. Shasta, and as published by the City of Mt. Shasta.

Multifamily Dwelling. A structure containing two or more dwelling units for the use of individual households; an apartment or condominium building is an example of this dwelling unit type.

Regional Housing Needs Assessment (RHNA). A determination by a council of governments (COG) (or by the California Department of Housing and Community Development (HCD) of the existing and projected need for housing within a region. The RHNA numerically allocates the future housing need by household income group for each locality within the region. This housing allocation must be reflected in the locality's housing element of the general plan.

SB. Senate Bill. Oftentimes the year that the bill was signed into law follows in parathesis, e.g., SB 10 (2021)

The California Department of Housing and Community Development (HCD). This department within the California Business, Consumer Services, and Housing Agency “helps to provide stable, safe homes affordable to veterans, seniors, young families, farm workers, people with disabilities, and individuals and families experiencing homelessness”. HCD is responsible for reviewing and approving all Housing Elements in the state.

Very Low Income (VLI) Households. Very low-income households are defined as households with incomes less than 50 percent of the median income.

Chapter 2 – Goals, Policies, and Implementation Programs

This chapter of the Housing Element contains the City’s goals and policies, and the proposed strategy to implement the City’s housing goals and policies. The objective of the housing programs are to address the housing needs, the constraints to housing production, and the contributing factors to fair housing that are identified in Appendix A. Available funding resources for housing are discussed in Appendix C and are integrated into City’s programs when applicable. Each proposed program contains a description of the intended action, an explanation of the responsible agency, possible sources of funding (if applicable), the time frame during which the program would take effect, and anticipated results. Whenever possible, the anticipated results have been expressed in quantified terms.

According to the Governor’s Office of Planning and Research (Appendix E, State General Plan Guidelines, accessed February 1, 2023), a goal is an ideal future end related to the public health, safety, or general welfare. A goal is a general expression of community values and, therefore, may be abstract in nature. Consequently, a goal is generally not quantifiable or time dependent. A policy is a specific statement that guides decision-making. It indicates a commitment of the local legislative body to a particular course of action. A policy is based on and helps implement a general plan’s vision. A policy is carried out by implementation measures. An implementation measure is an action, procedure, program, plan, or technique used to carry out a Housing Element goal and policy.

Required Program Components

To make adequate provision for the housing needs of people all income levels, to comply with State housing element a jurisdiction must, at a minimum, identify programs that do all of the following:

- Identify adequate sites, with appropriate zoning and development standards and services to accommodate the locality’s share of the regional housing needs for each income level.
- Assist in the development of adequate housing to meet the needs of extremely low-, very low-, low-, and moderate-income households.
- Address and, where possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for people at all income levels, as well as housing for people with disabilities.
- Conserve and improve the condition of the existing affordable-housing stock.
- Preserve assisted housing developments at-risk of conversion to market-rate.
- Promote equal housing opportunities for all people, regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.
- Explicitly address, combat, and relieve disparities resulting from past and current patterns of segregation to foster more inclusive communities, address disparities in housing needs and access to opportunity, and foster inclusive communities.

For each program, the jurisdiction must identify a schedule of actions during the planning period, the agencies and officials responsible for implementation, and identification of funding sources to implement the program. Appropriate grant programs that will be applied can be identified as a funding source.

To affirmatively further fair housing, jurisdictions must establish goals, policies, and actions based on the identified contributing factors, and the priority of those factors. Government Code section 8899.50 requires “meaningful actions” well beyond combating discrimination to overcome patterns of segregation and foster inclusive communities. These actions, as a whole, must:

- Address significant disparities in housing needs and in access to opportunity;
- Replace segregated living patterns with truly integrated and balanced living patterns;
- Transform racially and ethnically concentrated areas of poverty into areas of opportunity; and
- Foster and maintain compliance with civil rights and fair housing laws, to address Mt. Shasta’s fair housing issues and the contributing factors.

The identified contributing factors are prioritized in Appendix A. Table 2-3, Goal HO-7, contains Mt. Shasta’s AFFH action plan to address the identified contributing factors to overcome identified patterns of segregation and affirmatively further fair housing.

The Goals of the Housing Element and the number of Policies and Programs within each Goal are as follows:

- GOAL HO-1 - Provide Adequate Sites
- GOAL HO-2 - Ensure the Availability of a Variety of Housing Types
- GOAL HO-3 - Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.
- GOAL HO-4 - Facilitate the Provision of Housing Suited to Persons with Special Needs
- GOAL HO-5 - Encourage and Support the Development of Affordable Housing
- GOAL HO-6 - Encourage Sustainable Housing Development and Energy Conservation
- GOAL HO-7 - Promote Equal and Fair Housing Opportunities for All People



Use of the California icon  below denotes Mt. Shasta’s programs that fulfill a specific State housing law requirement. Table 2-1 below, lists the 18 programs that are intended to meet a State housing law mandate and is for quick reference. While there are programs that do not have the California icon, these programs are intended to meet one or more of the required program components discussed above. Also, some programs are included in response to public input received during meetings.

Table 2-1 Programs to Meet a Specific State Law Requirement		
HO-1.3.1	HO-2.3.5	HO-4.2.1
HO-1.3.2	HO-2.3.6	HO-4.2.2
HO-1.3.3	HO-2.3.7	HO-4.2.3
HO-2.2.1	HO-2.4.1	HO-4.2.4
HO-2.3.1	HO-3.2.1	HO-4.2.5
HO-2.3.2	HO-3.3.1	HO-7.1.1

Use of the fair housing icon  below denotes Mt. Shasta's programs that are meaningful actions to affirmatively further fair housing in the City.

Priority Programs that Require Amendments to the Mt. Shasta Municipal Code

City staff have identified the following Programs that require amendments to the Mt. Shasta Municipal Code and are high priority. These programs are identified as high priority because they implement State housing law, have been included as programs in at least one previous housing element, and/or the necessary Zoning Code amendments have not been completed to date. As such, the City has committed General Fund monies to initiate and complete the amendments, with the amendments to be completed, i.e., adopted, within one year of adoption of the 2023-2031 Housing Element.

Table 2-2 Priority Programs	
HO-1.3.3	Subprograms 3), 4), 5a) and 5b) of HO-4.2.1
HO-2.3.1	HO-4.2.2
HO-2.3.6	HO-4.2.3
	Subprograms 1), 2), and 5) of HO-4.2.4

GOAL HO-1 - PROVIDE ADEQUATE SITES

The City of Mt. Shasta shall provide adequate sites to accommodate the City's housing needs and regional housing needs by always ensuring there is an adequate supply of land for residential development.

Policy HO-1.1

The City shall encourage and facilitate the construction of housing to meet the City's share of regional housing needs during the 2023-2031 Housing Element planning period of at least one (1) extremely low income unit and one (1) low income unit. In addition to Mt. Shasta's share of the regional housing needs, the City shall encourage and facilitate the rehabilitation and construction of the following number of housing units according to the following income levels:

Table 2-3
City of Mt. Shasta's Quantified Objectives, 2023-2031

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	7	7	10	9	25	58
Rehabilitation	3	3	3	0	0	9
Preservation	0	14	1460	0	0	2860
Totals	10	24	2773	9	25	95141

Policy HO-1.2

Ensure Mt. Shasta provides adequate sites with appropriate zoning and available public facilities and services to meet the City's share of regional housing needs for all income groups during the housing element planning period. These lands shall be available at any time with appropriate General Plan and Zoning regulations for residential development to reduce the impact that the lack of available land may have on the cost of single-family and multifamily development.

Policy HO-1.3 (was Policy HO-2.4 in the 2014-2019 HE)

The City shall not place any condition of approval that lowers the proposed density of a residential project if the project otherwise conforms to the General Plan, zoning, and/or development policies in effect, unless the requisite findings required by Government Code Section 65589.5 et seq. are made.

Program HO-1.3.1

To ensure at all times during the planning period the City has an adequate inventory to accommodate its designated regional housing need s allocation, the City will evaluate and make written findings for entitlement and building permit applications seeking to develop designated inventory sites for decreases in density and affordability of housing units consistent with No Net Loss Law, Government Code Section 65863 et seq. If project approval will result in an inventory deficit, steps will be taken to replace the lost inventory sites by rezoning qualified properties in other areas as needed to meet the City's remaining RHNA for lower-income households in accordance with Government Code Section 65863 et seq.

Administration: Planning Department, City Manager

Funding: Application fee, General Fund

Timing: On a project-by-project basis; the City shall conform with the provisions of Government Code Section 65863 et seq. if an inventory deficit is found

Program HO-1.3.2 (was Implementation Measure HO-1.2.1)

(1) The City shall monitor the supply of lands suitable for residential development that are discussed in Appendix B, section 3.0, and listed in Table B-6. Monitoring shall include property owner requests to develop properties at a density lower than the realistic capacity identified in Table B-6.

(2) Every year, as part of the annual Housing Element review, the City shall (1) identify impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities posed by municipal code provisions, and (2) ~~review-update~~ the vacant land inventory, including the monitoring of HO-1.3.2(1), with the objective of ensuring the City can accommodate a variety of housing types. If a deficiency is projected to occur, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Annually.

Program HO-1.3.3

- (1) In compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7, the City shall deliver the adopt housing element to all public agencies that provide water and sewer service in the City of Mt. Shasta.
- (2) The City shall grant priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households, in compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7.
- (3) In compliance with State law, i.e., subparagraph (b) of Government Code Section 65589.7, the City shall establish written policies and procedures that grant priority for water and sewer to proposed development that includes housing affordable to lower-income households.

Administration: Planning Department and Department of Public Works, and City Manager

Funding: General Fund

Timing: (1) Within thirty (30) days of adoption of the 2023-2031 Housing Element; (2) Immediately and at all times for the duration of the 2023-2031 Housing Element; (3) within one year from adoption of the Housing Element.

Policy HO-1.4

With all due consideration to financial constraints, and consistent with other General Plan policies, the City shall encourage, participate, and cooperate in extension of City services to currently unserved and underserved areas, including direct financial participation when deemed appropriate by the City Council.

Program HO-1.4.1 (was Implementation Measure HO-1.5.1)

Subject to availability of funding, the City shall work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements.

Administration: City Manager

Funding: To be determined.

Timing: As opportunities are recognized.

GOAL HO-2 - ENSURE THE AVAILABILITY OF A VARIETY OF HOUSING TYPES

Mt. Shasta shall remove governmental constraints on the development, maintenance, and improvement of housing to ensure a variety of housing types for all income levels can be developed throughout the City of Mt. Shasta during the 2023-2031 Housing Element planning period.

Policy HO-2.1 (was POLICY HO-3.1)

The City shall continue to allow and encourage residential uses within the Central Business District (CBD) on second floors and above in commercial structures as a means to provide additional affordable and convenient housing.

Policy HO-2.2

The City will ensure that developers and City residents are made aware of key housing programs and development opportunities.

Program HO-2.2.1

The City will improve community awareness, ~~and support~~ and assistance to non-profit service providers and developers, prioritizing some funding for housing developments affordable to special-needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types. ~~for the City's shall share information on the City's Housing Resources webpage about revisions to~~ housing programs, ~~citywide by publicly sharing information on the City's website about~~ zoning ordinances, development standards, fees, exactions, surplus public lands, fair housing resources, and housing affordability requirements. The City shall also encourage development of Accessory Dwelling Units (ADUs) and Junior ADUs by developing materials then publishing information about ADUs and JADUs (the City will utilize resources and materials developed by other California jurisdictions to reduce development costs). This program will be implemented consistent with the requirements of AB 1483 (2019). The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours, e.g., community events, farmer's markets; real estate industry workshops, and direct contact with non-profit service providers, developers, and property owners to improve the dissemination of information about the City's housing programs including affordable housing programs.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the Housing Element. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Policy HO-2.3

The City shall ensure that the City's land use regulations are consistent with State law, and that planning and building entitlement and permit processes and procedures do not unnecessarily constrain the production of housing. The City shall continue its practice of prioritizing multifamily development entitlement applications. The City shall strive also to ensure that City fees are not a constraint to the development of affordable housing.

Program HO-2.3.1

The City shall implement Government Code Section 65913.4 et seq., the Streamlined Ministerial Approval Process, also referred to as SB 35. To implement SB 35, the City shall prepare written procedures and forms meeting the requirements of state law. The City shall publish its SB 35 procedures on its website, and shall make its SB 35 forms and materials available for download on the website. Printed copies of the City's procedures, forms and other related materials shall be made available at the Planning Department's public information counter also.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the 2023-2031 cycle housing element.

Program HO-2.3.2 (revises and combines previous actions of 2.3.2 and 2.4.1)

- (1) The City shall amend the Mt. Shasta Municipal Code, Title 18 Sections 18.08.300 and 18.20.120, to adopt implementing procedures that are consistent with State Density Bonus Law, Government Code Section 65915 et seq. ~~and current case law.~~ To reduce the need for future municipal code amendments and updates, the amendments will focus on local procedures for processing density bonus applications, and application documents and information required to be submitted with a density bonus application in order for an application to be deemed complete (Government Code Sections 65915, subparagraph (3)).
- (2) The City will prepare and publish materials on the City's website informing property owners and housing developers of the City's density bonus program for qualified housing developments consistent with Government Code 65940.1.
- (3) During the Housing Element planning period, the City shall monitor State law for amendments to Government Codes Sections 65915 et seq., to ensure ongoing compliance with State law. If State law is amended such that revisions to the City of Mt. Shasta's Zoning Code are necessary for legal compliance, the City will initiate amendments to Title 18 of the Mt. Shasta Municipal Code.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: (1) Within one year from adoption of the 6th cycle housing element. (2) within 30 days of adoption of amendments to the Title 18, of the Mt. Shasta Municipal Code; and (3) As part of the City's annual housing element progress report, the City shall report to the Planning Commission any amendments to Government Codes Section 65915.

Program HO-2.3.3 (was Implementation Measures HO-2.5.1 and HO-3.5.1)

The City shall review building and development connection fees and permit fees, and modify, as feasible, those standards and fees deemed to be unnecessary, excessive, or that create unusual constraints on affordability and housing availability. At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate- income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.

Administration: Building Department, Planning Department, and City Manager

Funding: General Fund

Timing:

- A) Beginning in 2025, ~~bi-annually~~ biennially thereafter.
- B) Prior to adoption of new ordinances and resolutions for residential development standards and fees.

Program HO-2.3.4

- (1) The City shall ~~consider amendments to amend the~~ Mt. Shasta Municipal Code, Title 18, to permit owner-occupied, rental, and mixed tenure multifamily uses by-right without a conditional use permit or other discretionary permit for developments in which 20 percent or more of the units are affordable to lower income households and the project achieves a minimum buildout density of 15 dwelling units per acre in the R-3, C-1, and C-2 zones. Qualifying projects shall be subject only to written objective development and performance standards, and shall provide approval certainty for code-compliant developments. The amendments to the Mt. Shasta Municipal Code shall expressly exempt qualifying housing projects from both

the Architectural Review requirements of Section 18.60 et seq., ~~and the provision permit requirements of Section 18.70 et seq.~~ of the Mt. Shasta Municipal Code.

- (2) The City shall amend Chapter 18.70 of the Mt. Shasta Municipal Code to expressly exclude all residential development, including multifamily residential facilities, from the provisions of Chapter 18.70. The amendments to Chapter 18.70 shall apply also to qualifying mix use developments utilizing the provisions of SB 35 or State Density Bonus Law.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Within two years from adoption of the Housing Element

Program HO-2.3.5

The City shall amend Mt. Shasta Municipal Code, Title 18 Section 18.22 regulations for Accessory Dwelling Units (ADUs), and other sections as applicable, to be consistent with State law. ADUs and Junior ADUs (JADUs) shall be permitted in any residential or mixed-use zone consistent with State law. Residential or mixed-use zones shall be construed broadly to mean any zone where residential uses are permitted by-right or by conditional use. Subsections 18.08.040, 18.22.020 and 18.22.040 of the MSMC shall be amended, and any other sections as necessary to address inconsistencies with State law and written findings issued by HCD in accordance with Government Code Section 65852.2(h)(1).

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Within one year from adoption of the Housing Element. Should HCD issue written findings pursuant to Government Code Section 65852.2(h)(1), then within one year from the date of the letter.

Program HO-2.3.6 (was Implementation Measure HO-2.5.2)

The City shall amend Title 18 of the Mt. Shasta Municipal Code to allow manufactured homes on permanent foundations on all lots zoned for conventional single-family residential dwellings. The manufactured home and the lot on which it is placed shall only be subject to the same development standards to which a conventional single-family residential dwelling on the same lot would be subject. Any architectural requirements imposed on the manufactured home structure itself, exclusive of any requirement for any and all additional enclosures, shall be limited to its roof overhang, roofing material, and siding material. However, any architectural requirements for roofing and siding material shall not exceed those which would be required of conventional single-family dwellings constructed on the same lot. The amendments of Title 18 of the Mt. Shasta Municipal Code shall not have the effect of precluding manufactured homes from being installed as permanent residences, and shall be consistent with Government Code Section 65852.3 et seq.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the 2023-2031 cycle housing element.

~~Program HO-2.3.7~~

~~The City shall amend the Design Guidelines, City of Mount Shasta, dated June 14, 2010, to be consistent with the provisions of the R-3 zoning district. The amendments shall expressly allow multiple family dwellings of four units to not be subject to the Architectural Review provisions of Chapter 18.60 of the MSMC, and procedures adopted in accordance thereto, and to be consistent with the provisions of the R-3 zoning district.~~

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

~~Program HO-2.3.8~~ **Program HO-2.3.7** (previous action of 2.3.8 is now 2.3.7 due to preceding renumbering)

The City will ~~consider preparation of amendments to amend~~ 2010 Design Guidelines, and Zoning Ordinance as applicable. Specifically, the amendments ~~would~~ **shall** replace and/or remove subjective standards that apply to multifamily development with standards that are objective, within in the meaning of Government Code Section 65589.5, subparagraph (f), and provide a ministerial nondiscretionary design review process for multifamily development. The purpose of the amendments to the Design Guidelines is to:

- Comply with recent State housing legislation, i.e., SB 35, the Housing Accountability Act, etc.;
- Achieve the intent of the City's planning documents and enhance community character;
- Provide objective criteria for the design review of multifamily residential; and
- Provide approval certainty for code-compliant housing development ~~to developers~~.

~~2) The City shall amend the Design Guidelines to be consistent with the provisions of the R-3 zoning district to expressly allow multiple-family dwellings of four units to not be subject to the Architectural Review provisions of Chapter 18.60 of the MSMC, and procedures adopted in accordance thereto, and to be consistent with the provisions of the R-3 zoning district.~~

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within ~~two~~ **one** years from adoption of the 2023-2031 cycle housing element.

~~Program HO-2.3.9~~ **Program HO-2.3.8**

(1) The City shall prepare amendments to Chapter 15.44 "Off-Street Parking Requirements" of the MSMC to create a non-discretionary voluntary option for housing developments that are located within one quarter mile walking distance of a STAGE public transit stop the option to reduce the number of on-site parking spaces. Eligible housing developments would include those that include studio apartment units (i.e., units without a bedroom); developments having three or more housing units (attached or detached), developments targeting special populations (e.g., seniors).

(2) The City shall prepare amendments to Chapter 15.44 "Off-Street Parking Requirements" of the MSMC for below market rate, **and moderate income**, housing units to not be subject to the requirement that residential structures of four or more dwelling units shall reserve one additional space per five units for recreational vehicles. The City's amendments shall provide an administrative non-discretionary exception process for qualifying projects.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

Policy HO-2.4

The City will facilitate the development of workforce and affordable housing, and housing for special populations, through supporting funding applications, expedited permit review, approval of requests density bonus or development incentives, the availability of ministerial streamlining for qualifying projects, and other incentives.

The City will work with market rate and non-profit housing developers, and community organizations to develop workforce and affordable housing.

Program HO-2.4.1

~~1) The City shall provide density bonuses to homebuilders proposing to include qualifying dwelling units and/or other qualifying project amenities within residential developments consistent with Government Code Section 65915 et seq.~~

~~2) The City will prepare and publish materials on the City's website informing property owners and housing developers of the City's density bonus program for qualified housing developments consistent with Government Code 65940.1.~~

~~3) During the Housing Element planning period, the City shall monitor State law for amendments to Government Codes Sections 65915 et seq., to ensure ongoing compliance with State law. If State law is amended such that revisions to the City of Mt. Shasta's Zoning Code are necessary for legal compliance, the City will initiate amendments to Title 18 of the Mt. Shasta Municipal Code.~~

Administration: Planning Department, City Manager

Funding: General Fund

Timing: ~~1) As qualifying prospective projects are submitted; 2) within 30 days of adoption of amendments to the Title 18, of the Mt. Shasta Municipal Code; and 3) As part of the City's annual housing element progress report, the City shall report to the Planning Commission any amendments to Government Codes Section 65915.~~

Program HO-2.4.1 *NEW PROGRAM*

The City shall offer expedited process for projects with an affordable component and/or that provide housing for special needs households (e.g., seniors, persons experiencing homelessness, farmworkers, persons with disabilities, female-headed households, large families). Expedited processing means qualifying projects move to the front of the line in zoning, planning, and building permit processing. Offering expedited processing to qualifying projects is intended to reduce the permitting and entitlement process to reduce risk and financing costs, while allowing developers to bring housing that is affordable and for special needs households to the market faster.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

Program HO-2.4.2 *NEW PROGRAM*

The City shall establish written procedures and findings for the review and approval of residential site plans and building permits. The City shall amend Title 18 of the Mt. Shasta Municipal Code as needed, and publish the procedures on its website. The procedures shall include ADUs and JADUs, SB 9 (2021) housing, and by-right multifamily development. The procedures and findings shall:

(A) Be consistent with State law,

(B) Continue to delegate authority to the City Planner to approve, conditionally approve, and deny Zoning Clearances/Plan Checks for code-compliant residential development projects that are not subject to Design Review.

(C) Provide approval certainty for code-compliant developments; and

(D) Enable the City to be compliant with the timelines of the Permit Streamlining Act and Housing Crisis Act.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Within two years from adoption of the Housing Element

GOAL HO-3 - CONSERVE, REHABILITATE, AND ENHANCE THE CONDITION OF THE EXISTING HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

The City shall initiate all reasonable efforts to preserve, conserve, and enhance the quality of existing dwelling units and residential neighborhoods to ensure full utilization of the City's existing housing resources for as long as physically and economically feasible.

Policy HO-3.1

The City shall support housing rehabilitation and encourage housing maintenance in order to avoid future need for significant rehabilitation or replacement.

Program HO-3.1.1

- (1) The City shall a conduct housing conditions survey. The survey will also identify housing units and/or neighborhoods where there may be concentrations of substandard housing to assist with prioritization of funding for rehabilitation of housing units. The City shall prioritize neighborhoods identified by the City's Building Official as having condition issues. Housing unit condition is to be assessed by an exterior survey of the quality and condition of the building and what improvements (if any) may be needed consistent with the requirements of Government Code Section 65583(a)(2). The City shall implement an assessment methodology that meets the requirements of the California Department of Housing and Community Development and/or HUD.
- (2) The City shall apply for appropriate funding that can be used for rehabilitation of owner owner-occupied units or units assured to be available to income qualified households. The City may partner with a qualified non-profit to apply for funding and administer the program. ~~develop an owner-occupied rehabilitation (OOR) program for income-qualified households, and apply for funding.~~ If the City has available program income and OOR-rehabilitation is an eligible use of program income per the grantor, the City will consider amendments to the program income reuse plan to include an OOR-rehabilitation activity, and establish a suballocation of the program income for the OOR-rehabilitation activity.
- (3) The City shall provide free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve the habitability and weatherization of existing housing. The availability of this service will be advertised as part of the City's proactive public outreach for housing to improve community awareness.
- (4) The City shall support third-party and non-profit organizations, such as Great Northern Corporation, that offer zero- and low-cost rehabilitation or weatherization programs, including but not limited to, facilitating notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs.

- (5) The City will support and promote the activities of other governmental agencies and non-profits that promote homeowner maintenance and improvement of self-help skills. The City will advertise the availability of these programs and services using the City's website, mailers with utility bills, and display of printed materials in City offices and the City library.
- (6) The City shall continue to perform proactive code enforcement to improve housing units that are substandard and have habitability issues in order to conserve the inventory of housing.
- (7) The City shall continue to perform active enforcement against illegal short term rentals because they reduce available housing stock.

Administration: City Manager, and Planning and Building Departments

Funding: General Fund

Timing:

- (1) The housing conditions survey shall be completed no later than December 31, 2028.
- (2) No less than annually the City will review state funding calendars to identify programs that allow ~~ORR~~ rehabilitation as an eligible activity. As state and federal funding becomes available, the City will apply for funding ~~for an owner-occupied program~~.
- (3) No less than annually
- (4) The City shall contact third-party and non-profit organizations no less than annually about availability of zero- and low-cost rehabilitation or weatherization programs.
- (5) The City shall contact agencies and non-profit organizations no less than annually about planned activities, and coordinate participation.
- (6) & 7. Transactionally during the planning period, and as substandard housing conditions are verified by the Building Department.

Policy HO-3.2

Implement Replacement Housing to Mitigate the Loss of Affordable Housing Units on Housing Element Inventory Sites. Upon City Council adoption of 6th Cycle Housing Element Update, the City shall immediately begin implementing replacement housing, when applicable, in accordance with Government Code Section 65583.2(g)(3). The replacement housing policy shall require new housing developments on the City's designated Housing Element Inventory Sites to replace all affordable housing units lost due to new development. The City shall also prepare and adopt a local replacement housing policy.

Program HO-3.2.1

The City shall prepare and adopt a replacement housing policy consistent with Government Code Section 65583.2(g)(3). The City will adopt a policy and will require replacement housing units subject to the requirements of Government Code section 65915, subdivision (c)(3) on sites identified in the City's site inventory when any new development (residential, mixed-use or nonresidential) occurs on a site that is identified in the inventory meeting the following conditions:

- currently has residential uses or within the past five years has had residential uses that have been vacated or demolished, and
- was subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low-income, or
- subject to any other form of rent or price control through a public entity's valid exercise of its police power, or
- occupied by low or very low-income households.

The City's policy will also consider how to provide disclosure for properties subject to replacement housing for future property owners.

Administration: Planning Department and City Manager

Funding: General Fund

Timeframes: The Replacement Housing requirement shall be implemented immediately and applied as applications on designated Housing Element Inventory Sites are received and processed, and local policy shall be adopted by December 31, 2024.

Policy HO-3.3

The City shall prioritize the preservation of existing affordable housing at risk of loss of affordability covenants as a critical means of mitigating the displacement and loss of affordable housing units from the City's housing stock.

Program HO-3.3.1

The City will establish an at-risk affordable housing program to mitigate the potential conversion of assisted affordable units, such as ~~the Alder Garden and~~ the Pres. George Washington Manor I and Manor II apartments, to market-rate units. The program will monitor at-risk housing developments, assist tenants of affected housing developments, and provide assistance, as feasible, with finance, and technical and regulatory assistance.

- (1) Monitor owners of at-risk housing developments on an ongoing basis, at least every twelve months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating, or continuing participation in a subsidy program. For the Pres. George Washington Manor I and Manor II apartments, the City shall engage the property owner and property manager no later than July 30, 2027.
 - (A) Contact owners and property managers of assisted housing projects about rehabilitation needs and preservation of at-risk projects. Assist with funding applications to support rehabilitation and preservation.
- (2) The City shall annually meet with stakeholders and housing interests to participate and support federal, state, and local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities).
- (3) Take all necessary steps, that are feasible and within control of the City, to ensure that a housing development remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications.
- (4) Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, state, or local levels to preserve at-risk units on a project-by-project basis.
- (5) Work with owners, tenants, and non-profit organizations to assist in the non-profit acquisition of at-risk projects to ensure long-term affordability of the development. Annually contact property owners, gauge interest, and identify non-profit partners and pursue funding-and-preservation strategies on a project basis.
- (6) The City will coordinate with owners of expiring subsidies to ensure tenants receive the required notices at 3 years, 6 months, and 12 months, per California law.
- (7) The owner will be required to provide written notification to residents of the expected date of loan prepayment or payoff, at which time the owner will no longer be restricted in the level of rent that can be charged. The notice will also contain an estimate of rent increases at the time rental restrictions no longer

apply. Residents moving into a housing development during this one-year period must also be notified in writing of the pending conversion prior to signing a rental agreement.

- (8) The City will inform property owners regarding any federal and state legal requirements for providing relocation assistance to those low-income households who are unable to afford rent increases.
- (9) If an affordable housing project indicates it is opting out of its affordability restrictions, the City will ensure that affected residents receive notification of the owner's intent and will provide nonfinancial assistance with relocation.
- (10) The City will solicit interested non-profit housing corporations and local housing authorities to acquire and maintain such projects as low-income housing. The City will assist an interested non-profit housing corporation or housing authority in applying for state or federal assistance for acquisition.

Administration: Planning Department and City Manager

Funding: California Housing Finance Agency Preservation, Acquisition Financing Mortgage Insurance for Purchase/Refinance (HUD)

Time Frame: Contact property owners within 120 days of adoption of the 2023-2031 Housing Element to determine future ownership plans and rehabilitation needs; implement preservation strategy if owners indicate desire to sell or convert their properties.

Program HO-3.3.2 (was Implementation Measure 4.2.1)

The City shall maintain a list of non-profit organizations interested in the retention and construction of affordable housing and entities qualified and interested in participating in the offer of Opportunity to Purchase and Right of First Refusal, and meet with and assist organizations desiring to maintain affordable housing in the city. The City shall also respond to the property owner on any Federal or State notices including Notice of Intent or Opt-Out Notices on local projects.

Administration: Planning Department

Funding: General Fund

Timing: As needed upon receipt of notices.

Program HO-3.3.3 (was Implementation Measure HO-4.2.2)

The City shall continue to monitor "at-risk" subsidized housing when subsidies are within 10 years of expiring (California Government Code Section 65583). The City shall publicize existing State and Federal notice requirements to non-profit developers and property owners of at-risk housing. The City shall also assist in the search for gap funding for "at risk" projects that may decide to pay off existing assisted loans during the course of the planning period, including but not limited to CDBG and California Housing Finance Agency funds.

Administration: City Manager

Funding: General Fund

Timing: As needed upon receipt of notices.

Policy HO-3.4

Conserve existing housing wherever possible, ensure existing occupants are provided notice and minimize displacement of occupants.

Program HO-3.4.1

The City shall adopt a mobile home park conversion ordinance to establish a procedure is to ensure that any conversion of mobile home parks to other uses is preceded by adequate notice, and that relocation and other assistance is provided park residents, consistent with the provisions of the California Government Code, Section 65863.7.

Administration: Planning Department

Funding: General Fund

Timing: ~~Initiate no later than 2025 and complete by 2027~~ As part of the City's comprehensive updates of the General Plan and Zoning Code. Release of Public Draft: Q4 2023; with adoption targeted for 2024/2024.

Program HO-3.4.2 (was Implementation Measure HO-4.2.3)

The City shall ~~consider~~ adopting a condominium conversion ordinance that would limit the ability to convert from rental units to condominium units, taking into account the impact of the conversion on the availability of rental units. City staff shall conduct an analysis of the potential impacts of condominium conversions on the availability of rental housing, study options for a condominium conversion ordinance, and present the analysis and options to the City Council to consider adoption of an ordinance.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Initiate not later than 2025 and complete by 2027.

GOAL HO-4 - FACILITATE THE PROVISION OF HOUSING SUITED TO PERSONS WITH SPECIAL NEEDS

The City shall facilitate development of sites for special needs housing, including the housing needs of persons with disabilities and persons experiencing homelessness.

Policy HO-4.1 (WAS POLICY HO-5.3)

The City shall give high priority to the building permit processing and inspections for individuals with disabilities, including developmental disabilities.

Policy HO-4.2

The City shall amend Title 18, Mt. Shasta Municipal Code, to ensure the Zoning Regulations comply with state law and are implemented consistent with state law, specifically Government Code Sections 65582, subparagraphs (g), (i), and (j); 65583(a)(4) et seq.; 65650-65656, and 65660-65668, for transitional and supportive housing definitions, supportive housing developments, and low barrier navigation centers. The amendments shall permit supportive housing developments and low barrier navigation centers in zones that permit multifamily and mixed uses including nonresidential zones permitting multifamily uses as by-right development not subject to a conditional use permit or other discretionary approval when the statutory requirements are met. The amendments shall revise the definitions for supportive housing and transitional housing to comply with state law. The adopted development and performance standards of the Zoning Code amendments shall be objective and shall not have the effect of precluding transitional and supportive housing, supportive housing developments, and low barrier navigation centers.

Program HO-4.2.1

- (1) Consistent with Government Code Section 65650 et seq., the City shall amend the R-2, R-3, C-1 and C-2 zones to allow by-right supportive housing developments as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Sections 65651 and 65652 are met.
- (2) Consistent with Government Code 65583(c)(3), the City shall amend the R-2, R-3, C-1 and C-2 zones to allow by-right low barrier navigation centers as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Section 65662.
- (3) Consistent with Government Code Section 65583(c)(3) et seq., the City shall amend the R-L and R1/B1 zones to allow transitional and supportive as a by-right use and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.
- (4) 4) The City shall amend the definition of transitional housing contained in Mt. Shasta Municipal Code Section 18.08.792 to be consistent with Government Code Section 65582(j).
- (5a) The City shall amend the definition of supportive housing in Mt. Shasta Municipal Code Section 18.08.787 to be consistent with Government Code Section 65582(g) and remove reference to “community care facility”.
- (5b) The definition of target population that is embedded in the definition of supportive housing shall be amended to reference the definition of target population contained Government Code Section 65582(i).

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HO-4.2.2 (was Implementation Measure HO-2.5.2 in the 5th cycle)

The City shall amend Titles 15 and 18 of the Mt. Shasta Municipal Code, Sections 15.44, 18.16, 18.98 and other sections as applicable, for emergency shelters to comply with State law. The amendments shall permit emergency shelters in the R-3, C-1 and C-2 zones without a conditional use permit or other discretionary permit, subject only to development and management standards that apply to residential or commercial development in the same zone, and shall not have the effect of precluding emergency shelters. Management standards shall be objective and encourage and facilitate the development of, or conversion to, emergency shelters, and are consistent with Government Code Section 65583(a)(4) et seq. Off-street parking standards shall be consistent with Government Code Section 65583(a)(4)(A). Specifically, the City shall:

- (1) Amend the definition of emergency shelter, Mt. Shasta Municipal Code Section 18.08.352, to comply with Government Code Section 65583(a)(4)(C).
- (2) Amend Sections 18.16 and 18.98 to expressly allow emergency shelters as a by-right use not subject to a conditional use permit or other discretionary approval in R-3, C-1, and C-2 zones.
- (3) Emergency shelters shall be subject only to development and management standards that apply to residential or commercial development in the same zone, and only development and management standards that are objective shall apply.
- (4) Either repeal the shelter location and concentration standard, i.e., MSMC Section 18.98.090, or reduce the location and concentration separation standard to no more than 300 feet to comply with Government Code Section 65583(a)(4)(B)(v).
- (5) Repeal the following subsections for discretionary approval of emergency shelters:

- (A) Section 18.98.040 that stipulates that the Planning Commission must approve the emergency shelter provider's written management plan, and
 - (B) Section 18.98.100 that requires consistency with the Mt. Shasta Architectural Design Guidelines.
- (6) Emergency shelters shall only be subject to the following written objective standards to comply with Government Code Section 65583(a)(4)(B):
- (A) The maximum number of beds or persons permitted to be served nightly by the facility.
 - (B) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
 - (C) The size and location of exterior and interior onsite waiting and client intake areas.
 - (D) The provision of onsite management.
 - (E) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
 - (F) The length of stay.
 - (G) Lighting.
 - (H) Security during hours that the emergency shelter is in operation.
- (7) The City shall review the off-street parking standards for emergency shelters, MSMC Section 15.44 et seq., and determine if the standard is objective, provides sufficient parking to accommodate the staff working in emergency shelters, and does not require more parking for emergency shelters than other residential or commercial uses within the same zone, consistent with AB 139 (2019). If the City finds the adopt parking standards for emergency shelters do not meet the requirements of AB 139, then the City shall prepare amendments to the Title 15.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Adopt amendments within one year from adoption of the 2023-2031 Housing Element.

Program HO-4.2.3

The City shall either repeal or amend the definition of "family" in Section 18.08.360, Title 18 – Zoning, Mt. Shasta Municipal Code, and the amendments shall comply with State law.

Administration: Planning Department

Funding: General Fund

Timing: Adopt amendments within one year from adoption of the 2023-2031 Housing Element.

Program HO-4.2.4

The City shall amend Title 18 of the Mt. Shasta Municipal Code for the following, and in preparing the amendments, the City shall consult the Department of Housing and Community Development (HCD) Group Home Technical Advisory published December 2022. The amendments to the Mt. Shasta Municipal Code shall allow:

- (1) Group homes, even homes that have more than six residents, ~~that operate as single-family residences and~~ that do not provide licensable services shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, and subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to ~~all single-family residences~~ residential development.

- (2) Group homes that ~~operate as single-family residences and that~~ provide licensable services to six or fewer residents shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single family residences residential development.
- (3) Groups homes ~~operating as single-family residences~~ that provide licensable services to more than six residents as a by-right use in the Medium Density Residential (R-2), High Density Residential (R-3), and General Commercial (C-2) zones. Development, performance, and design standards shall be objective, nondiscriminatory health, safety, and zoning laws that apply to all single family and multifamily residences residential development in the same zoning districts.
- (4) Group homes ~~operating as single-family residences~~ that provide licensable services to more than six residents shall continue to be subject to conditional use permit in the Resource Lands (R-L). Group homes ~~operating as single-family residences~~ that provide licensable services to more than six residents shall be permitted subject to conditional use permit in the Low Density Residential, 10,000 Minimum (R1/B1) and Low Density Residential (R-1) and Low Density Residential Urban (R-1-U) zones. The conditional use permit findings shall be objective and provide for approval certainty.
- (5) Amend the definition of group home shall be consistent State law, including the City's obligation to affirmatively further fair housing, and HCD's Group Home Technical Advisory published December 2022.

Administration: Planning Department

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HO-4.2.5

The City shall amend the Reasonable Accommodation Policy, Chapter 18.99 Mt. Shasta Municipal Code to expressly extend the Reasonable Accommodation Policy:

- (1) to the off-street parking requirements in Chapter 15.44 Mt. Shasta Municipal Code, and
- (2) that a provider or developer of housing for individuals with disabilities may request reasonable accommodation.

The Reasonable Accommodation Policy amendments shall be consistent with federal and state law.

Responsibility: Planning Department

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Policy HO-4.3

The City shall encourage and support organizations and programs, including housing providers, to address the housing needs of special needs groups (seniors, female headed households, persons with disabilities, persons with developmental disabilities, farmworkers, individuals experiencing homelessness, and persons with extremely low incomes). The City shall seek to assist in meeting these special housing needs through a combination of regulatory amendments and incentives, including those presented in Programs HO-2.3.1 through HO-2.3.9, HO-2.4.1, and HO-4.1.1 through HO-4.1.5), and identifying and applying for funding with qualified housing developers to develop needed housing in the City.

Program HO-4.3.1

- (1) The City will support the implementation of the Siskiyou County 10 Year Plan to End Homelessness, specifically goals for increasing the supply of permanent supportive housing and affordable housing, expanding the capacity for housing providers, and expanding options for low barrier emergency shelter and housing. The City will consult with the NorCal Continuum of Care Coordinator on strategies to provide services, shelter, and housing for those experiencing homelessness in the City.
- (2) The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter, navigation center, or other recognized type of emergency housing for persons experiencing homelessness in the city by pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding. (Was Program HO-5.4.2)
- (3) The City shall support agencies and organizations providing services to those experiencing homelessness by annually updating referral information. (Was Program HO-5.4.1)
- (4) The City will continue to support the efforts of the housing authorities in administering the Housing Choice Voucher program.
- (5) The City will meet with representatives from the Housing Authorities, the NorCal Continuum of Care, and other area non-profit and social service organizations to review upcoming Notices of Funding Availability (NOFA) for the purpose of identifying opportunities to match local funds with federal, state, county, and private funding sources for affordable housing and housing for special needs populations. ~~provide information on potential sites and housing development proposals that would be appropriate for the use of housing vouchers in conjunction with state or federal new construction or rehabilitation subsidies.~~
- (6) The City shall partner with area social services agencies and non-profit organizations to assess the housing needs for seniors, people with disabilities (including developmental disabilities), extremely low-income residents, and identify funding sources to develop needed services in the City.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Coordination will occur at least annually from 2024 to 2031; the City will apply for funding annually.

GOAL HO-5 - ENCOURAGE AND SUPPORT THE DEVELOPMENT OF AFFORDABLE HOUSING

The City will encourage the construction of new or dedication of existing housing that is affordable to extremely low, very low, low, and moderate income households.

Policy HO-5.1

The City shall encourage and support the development of housing affordable to extremely low, very low, low, and moderate income households.

Program HO-5.1.1 (was Implementation Measure HO-3.1.1 and HO-3.4.1 in 5th cycle)

The City shall encourage and support plans that include extremely low, very low, and low income housing in R-2, R-3, C-1 and C-2 zones when located within a distance a person can reasonably walk to services (e.g., quarter mile)

or an existing or new transit stop is within a quarter mile of the development. The term “encourage and support”, as used herein, may include, but is not limited to:

- Site identification;
- Local, state, and federal permit assistance.
- Give priority to processing of affordable housing projects, taking the applications out of submittal sequence if necessary to receive an early hearing date;
- Allow phasing of infrastructure whenever possible at time of project review;
- Facilitate the provision of public transportation services to serve residential areas, including services for people with handicaps and the installation of bus stops at safe and convenient locations;
- Maintenance of relationships with funding and facilitating agencies and organizations; and
- Any other action on the part of the City that will reduce development costs.

Administration: City Manager, Planning Commission

Funding: General Fund

Timing: As residential project applications are considered.

Program HO-5.1.2

The City shall encourage and support developers of large residential subdivisions (i.e., 8 or more units) to provide some affordable housing. At a minimum, this may entail encouraging developers to incorporate duplexes, triplexes, townhouses, or other affordable housing products or recommend the overlay of the Planned Development (P-D) zone district to provide development flexibility for clustering, mixed use, and condominium development.

Administration: Planning Department, Planning Commission, City Council

Funding: Private development

Timing: As residential development proposals of 50 or more units are submitted.

Program HO-5.1.3 (was Implementation Measure 5.1.2)

The City shall support the development of low-cost childcare facilities and job training programs in the city to encourage female householders to enter the job market. The City shall meet with the childcare council on an annual basis to review possible childcare needs of the community.

Administration: City Manager, Planning Department

Funding: General Fund

Timing: Annually

Program HO-5.1.4

- (1) The City shall continuously identify properties for purchase that would be well-suited to the construction of affordable and/or special-needs housing. The purchase would use revenue from sources such as TOT, in-lieu fees, development agreements, and/or grant funding.
- (2) To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households and/or that target the housing of needs special populations.

Administration: City Council, City Manager, and Planning Department

Funding: 1) General Fund and TOT, in-lieu fees, development agreements, and/or grant funding; 2) General Fund

Timing: 1) At all times during 2023-2031 planning period; 2) Apply for funding annually to assist extremely low-income households and special needs populations.

Program HO-5.1.5

The City will improve awareness and support for the City's workforce and affordable housing programs by preparing, publishing, and distributing an affordable housing information brochure/newsletter that will be a local resource for persons interested in developing low-cost housing. The City will encourage the participation of agencies and organizations that operate rental and mortgage subsidy and self-help housing programs. This program will be implemented consistent with the requirements of AB 1483 (2019). To improve the dissemination of the City's affordable housing programs, the City will provide information, printed and as web content. The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation, e.g., development industry events or workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's affordable housing programs. The City will refer persons interested in developing low-cost housing to appropriate government and non-profit organizations for assistance.

Administration: Planning and Building Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the Housing Element. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Program HO-5.1.6

- (1) The City will support the formation and/or use of community land trusts and other non-traditional forms ownership and tenancy that provide for workforce and affordable housing (by design and/or through subsidy), senior housing, intergenerational housing, housing for persons with disabilities, etc.
- (2) The City will consider preparing amendments to the MSMC to provide for the development of tiny house village(s), for non-transient occupancy as defined in MSMC Section 18.08.795.

Administration: Planning and Building Department, City Manager

Funding: General Fund

Timing:

A) At all times during the 6th cycle.

B) No later than two years from adoption of the 202-2031 Housing Element.

GOAL HO-6 - ENCOURAGE SUSTAINABLE HOUSING DEVELOPMENT AND ENERGY CONSERVATION

Mt. Shasta will encourage sustainable housing development and energy conservation shall pursue sustainable development for the new development and existing housing stock in the City.

Policy HO-6.1

The City shall promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. The City will be receptive to encouraging new alternative energy systems, such as solar and wind, and water conservation measures.

Program HO-6.1.1

The City will consider exploring options for building regulations that allow the use of alternative building materials and construction methods, within the City's legal authority, that demonstrate energy conservation and sustainability while protecting the public health, safety, and welfare.

Administration: Building Department, City Manager

Funding: General Fund

Timing: Initiate no later than December 2025.

Program HO-6.1.2

Promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. Provide information on currently available weatherization and energy conservation programs to residents. The City will have information available for the public at the front counter of City Hall and will distribute information through an annual mailing. The City will provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 10 homes per year during the 6th cycle planning period by providing information

Administration: Building Department, City Manager

Funding: Private, and government funds. The City will apply for funds to assist residents with energy conservation retrofits and weatherization resources.

Timing: Initiate no later than December 2025.

Program HO-6.1.3

The City shall continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the siting of buildings, landscaping, and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate.

Administration: Building Department

Funding: Private and government funds

Timing: Because this is a current building code requirement, the City will implement it as part of the building permit application and review process.

GOAL HO-7 - PROMOTE EQUAL AND FAIR HOUSING OPPORTUNITIES FOR ALL PEOPLE

The City shall promote opportunities for persons from all economic segments of the community regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.

Policy HO-7.1

Eliminate housing discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, household composition or size, disability, or any other arbitrary factor by removing constraints within control of the City.

Program HO-7.1.1 (was Implementation Measures HO-7.1.1, HO-7.1.2, and HO-7.1.3)

- (1) The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.
- (2) City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved.
- (3) The City shall provide information concerning discrimination complaint procedures to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi- public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, disabilities, and lower-income households. The City will support and participate in efforts by local government and non-profits to develop a renters' resource program.
 - (A) The information and content of this program shall be incorporated into the community awareness improvement program, Program HO-2.2.1 herein, sharing information on the City's website, and by performing proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours.
- (4) Conduct at least bi-annual training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

Administration: City Manager

Funding: General fund

Timing:

A)–C) At all times during the 2023-2031 Housing Element cycle.

D) The City shall provide training at least ~~bi-annually~~biennially, with the first training held by 12/31/24.

Program HO-7.1.2

Appendix A analyzes fair housing conditions in the City of Tullake, and provides a regional comparison. Section 9.0 of Appendix A enumerates the City's fair housing issues and contributing factors.

The City's Affirmatively Furthering Fair Housing action plan is identified as Table A-63, section 9.0, Appendix A, and hereby incorporated by reference. The contributing factors are indicated and prioritized as part Table A-63. The City's AFFH Action Plan addresses the identified fair housing issue and contributing factors.

The City shall implement the Affirmatively Furthering Fair Housing action plan in Appendix A, ~~s~~Section 109.0, and take meaningful actions citywide to address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming areas of concentrated poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair-housing laws for all persons in accordance with state and federal ~~land—law~~.

Administration: City Council, City Manager, Planning Department

Funding: General fund

Timing: At all times for the duration of the 2023-2031 Housing Element planning period.

CHAPTER 3 – ANALYSIS OF PREVIOUS HOUSING ELEMENT

Housing elements must report the progress and effectiveness of the previous housing element. Section 65588, subdivision (a), of the Government Code requires:

- Progress in implementation – A description of the actual results or outcomes of the previous element’s goals, objectives, policies, and programs (e.g., what happened).
- Effectiveness of the element – For each program, include an analysis comparing the differences between what was projected or planned in the element and what was achieved.
- Appropriateness of goals, objectives, policies, and programs –A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element. (e.g., continued, modified, or deleted.)
- Special needs populations – Provide a description of how past programs were effective in addressing the housing needs of the special populations. This analysis can be done as part of describing the effectiveness of the program pursuant to (2) if the jurisdiction has multiple programs to specifically address housing needs of special needs populations or if specific programs were not included, provide a summary of the cumulative results of the programs in addressing the housing need terms of units or services by special need group.

2014-2019 Housing Element Programs

An important aspect of the Housing Element is an evaluation of achievements under the implementation programs included in the previously adopted Housing Element. The evaluation provides valuable information on the extent to which programs have been successful in achieving stated objectives and addressing local needs and to which these programs continue to be relevant in addressing current and future housing needs in Mt. Shasta. The evaluation also provides the basis for recommended modifications to programs and the establishment of new objectives in the Housing Element. While many of the City’s former programs were continued or modified in this update, some were removed due to being successfully implemented and others were added to respond to changes in state law and local conditions.

Many of the programs included in the prior Housing Element are being continued, although many program have modified to comply with State law, to improve effectiveness for the current cycle, or to reduce redundancy. The table below provides a summary of each program, its progress, and status for the current update.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>Program HO-1.2.1: Every year, as part of the annual Housing Element review, the City shall review the vacant land inventory with the objective of ensuring the City can accommodate a variety of housing types. If a deficiency is found, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use.</p> <p>Timing: At annual review</p> <p>Responsibility: Planning Commission</p> <p>Funding: General Fund</p>	<p>Progress: The City continues to maintain a list of the available vacant land in the city that is appropriate to meet its share of regional housing needs. Additionally, the City is the early stages of exploring housing development options to redevelop a legacy industrial property, referred to as the Roseburg property, that is now City-owned. This is currently in progress and will assist in the production of affordable housing in the city.</p> <p>Effectiveness: City staff reports on the Housing Element progress on an annual basis to the Planning Commission; this includes an update on the land inventory. The City receives development requests annually and receives input from interested individuals.</p>	<p>Continue and modify as per Program HO-1.2.1 and Program HO-1.2.2 that obligates the City to implement No Net Loss on a project by project basis. Program HE-1.2.2 calls on the City to annually review the vacant land inventory to ensure adequacy of sites suitable for a variety of residential development.</p>
<p>Program HO-1.3.1: The City shall track and review changes in housing law to determine possible need for revisions in related General Plan policies and programs.</p> <p>Timing: Every five years upon revision of the Housing Element. Next review to be conducted in 2019.</p> <p>Responsibility: Planning Commission</p> <p>Funding: General Fund</p>	<p>Progress: In Spring 2022: The City initiated the 6th cycle housing update. Mt. Shasta adopted urgency ordinance CCR-21-01 on December 22, 2021, to facilitate implementation of SB 9 (2021).</p> <p>Effectiveness: The City is incorporating recent changes in state housing law into the 6th cycle update. This will include recommended general plan and municipal code updates.</p>	<p>Program HO-1.3.1(4) commits the City to reporting on legislative updates to Government Codes Sections 65913.4 and 65915 that trigger the need for local amendments to the Mt. Shasta Municipal Code.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>Program HO-1.4.1: In order to increase public input and support of the City's housing programs, the City shall encourage the participation of groups interested in housing in the annual Planning Commission review of the Housing Element. This will occur through public notice and normal contact and solicitation of participation with local agencies and interest groups.</p> <p>Timing: At annual review</p> <p>Responsibility: Planning Commission</p> <p>Funding: General Fund</p>	<p>Progress: City staff report on the Housing Element progress is made on annual basis to the Planning Commission.</p> <p>Effectiveness: City staff report on the Housing Element progress on an annual basis to the Planning Commission; this includes an update on the land inventory. The City gets very few development requests annually and has received limited input from local housing agencies or interest groups.</p>	<p>Continue and modify per Program HO-1.2.2 that calls on the City to annually review the vacant land inventory to ensure adequacy of sites suitable for a variety of residential development.</p>
<p>Program HO-1.5.1: Subject to availability of funding, the City shall work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements.</p> <p>Timing: As opportunities are recognized.</p> <p>Responsibility: City Manager</p> <p>Funding: To be determined.</p>	<p>Progress: The City is continuing to explore opportunities to improve infrastructure to facilitate housing. The City issued an RFP to assist with annexing two areas into the City, which will evaluate infrastructure capacity and needs.</p> <p>Effectiveness: The Roseburg property is outside the City's existing service areas, and the City is currently exploring potential funding vehicles, e.g., enhanced infrastructure financing district (EIFD), to provide financial assistance with the infrastructure costs associated with developing this property.</p>	<p>Continue and modify per Program HO-1.4.1.</p>
<p>Program HO-1.5.2: The City shall continue to develop and implement plans to expand domestic water and sewage collection and treatment systems such that planned development over the General Plan 20-year timeframe can be accommodated.</p>	<p>Progress: The City's wastewater infrastructure needs are determined through the City's Master Sewer Plan, the Sewer System Capacity Evaluation, and the</p>	<p>Removed from the 2023-2031 Housing Element because the Program's scope is broader and</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>Timing: Continually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Wastewater Treatment Plant Capacity Evaluation. The City recently installed water meters at every service connection and approved a Rate and Fee Schedule for wastewater service based on water usage.</p> <p>Effectiveness: All capital projects are scheduled through the Capital Improvement Program and implemented as funds allow.</p>	<p>more expansive than the requirements of the Housing Element.</p>
<p>Program HO-2.5.1: The City shall review building and development requirements and standards, connection fees, and permit fees, and modify, as feasible, those standards and fees deemed to be unnecessary, excessive, or that create unusual constraints on affordability and housing availability.</p> <p>Timing: Bi-annual review starting 2016.</p> <p>Responsibility: Building Department, Planning Department, and City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Ongoing; the City continues to monitor and evaluate impacts fees necessary to provide infrastructure and services.</p> <p>Effectiveness: Due to limited application/permit activity there have been few opportunities to evaluate actual development fees.</p>	<p>Continue and modify per Program HO-2.3.3 that states the City will bi-annually monitor the development of new single family and multifamily housing to determine whether the City's development impact fees create an unjustified constraint to affordable housing development.</p>
<p>Program HO-2.5.2: The City shall modify the Zoning Code to ensure consistency with State law and internal consistency related to regulations for specific residential land uses, including manufactured homes, group homes, and emergency shelters. Modifications shall include but shall not be limited to:</p> <ol style="list-style-type: none"> 1. explicitly allowing group homes of six or fewer as a permitted use in all zones where single family units are permitted; 2. Adding transitional housing and supportive housing as permitted uses in the R-L and R-1/B-1 zones; 	<p>Progress: The Zoning Code amendments specified in Program HO-2.5.2 have not been completed.</p> <p>Effectiveness: Due to limited resources and staffing changes, the City was unable to complete amendments to the Mt. Shasta Municipal Code.</p>	<p>Program HO-2.5.2 will be continued but modified into Mt. Shasta's 2023-2031 Housing Element as Programs HO-4.2.1 through HO-4.2.5. The modifications are to ensure the amendments comply with State law. The 2023-2031 Housing Element commits the City to adopting amendments to the Mt. Shasta Municipal Code, Title 18, and</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>3. Permitting manufactured homes on permanent foundations in all zones where single family units are permitted; and</p> <p>4. Clarifying provisions related to the zones where emergency shelters are permitted by right and adopting a locational restriction of no more than 300 feet from other emergency shelters.</p> <p>Timing: Review and update Zoning Code in 2016.</p> <p>Responsibility: Planning Department</p> <p>Funding: General Fund</p>		<p>other titles where applicable, within in one or two years of housing element adoption as specified in the Program.</p>
<p>Program HO-3.1.1: The City shall encourage and support plans that include extremely low, very low, and low income housing in areas appropriate to the needs and desires of the population it would house, and at the same time be convenient to public services including bus service and public transit programs. The term “encourage and support”, as used herein, may include, but is not limited to:</p> <ul style="list-style-type: none"> • Give priority to processing of affordable housing projects, taking them out of submittal sequence if necessary to receive an early hearing date; • Allow phasing of infrastructure whenever possible at time of project review; • Provide density bonus or other concessions to qualifying projects in accordance with Government Code 65915; • Facilitate the provision of public transportation services to serve residential areas, including services for people with handicaps and the installation of bus stops at safe and convenient locations; and • Any other action on the part of the City which will help to keep development costs to a minimum. <p>Timing: As residential project applications are considered.</p> <p>Responsibility: Planning Commission</p>	<p>Progress: The City supported a 25-unit housing development on Carmen Drive that included affordable units. The City is also working with the developer of another 25-unit affordable housing development on Chestnut Street.</p> <p>Effectiveness: This program appears effective.</p>	<p>Continue the program as per modified as Program HO-5.1.1. The bullet point regarding as City action on a density bonus or development incentive request for a qualifying project is not discretionary. Also the original subjective language of “... in areas appropriate to the needs and desires of the population it would house, and at the same time be convenient...” has been replaced with objective language indicating the zoning districts, i.e., R-2, R-3, C-1 and C-2 zones, and “when located within a distance a person can reasonably walk to services (e.g., quarter mile) or an existing or new transit stop is within a quarter mile of the development”.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Funding: General Fund		
<p>Program HO-3.1.2: The City shall encourage developers of large residential subdivisions (i.e., 50 or more units) to provide some affordable housing. At a minimum, this may entail encouraging developers to incorporate duplexes, triplexes, townhouses, or other affordable housing products or recommend the overlay of the Planned Development (P-D) zone district to provide development flexibility for clustering, mixed use, and condominium development.</p> <p>Timing: As residential development proposals of 50 or more units are submitted.</p> <p>Responsibility: Planning Department, Planning Commission, City Council</p> <p>Funding: Private development</p>	<p>Progress: The City did not receive any applications for residential projects with 50 or more units in the 5th cycle planning period.</p> <p>Effectiveness: There have been no recent inquiries or residential projects containing 50 or more units.</p>	<p>Continue as modified per Program HO-5.1.2. The 50 unit threshold has been lowered to 8 units based on a review of Mt. Shasta's 5th cycle permitting history. The 8 unit threshold is consistent with the Multi-Family Residential Standards of the 2010 Design Guidelines. The threshold is also consistent with the City's current practice.</p>
<p>Program HO-3.4.1: The City will assist private and non-profit organizations in the development of extremely low-, very low-, low- and moderate-income housing where such development does not conflict with other policies and provisions of the General Plan and City ordinances. Assistance will include: maintenance of relationships with funding and facilitating agencies and organizations; site identification; and local, state, federal permit assistance.</p> <p>Timing: Annual progress review; annual meeting with local housing advocates regarding coordination and assistance; and upon application submittal.</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City supported a 25-unit housing development on Carmen Drive that included affordable units. The City is also working with the developer of another 25-unit affordable housing development on Chestnut Street.</p> <p>Effectiveness: This program appears effective.</p>	<p>This program was modified and incorporated into Program HO-5.1.1.</p>
<p>Program HO-3.4.2: The City shall encourage, coordinate with and support agencies and organizations operating rental and mortgage subsidy and self-help housing programs. The City will refer persons interested in</p>	<p>Progress: The City communicates with local support agencies and will continue to</p>	<p>Continue and modify per Program HO-5.1.5.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>developing low-cost housing to appropriate government and non-profit organizations for assistance. Those provisions of the City's ordinance which support affordable housing (e.g., second dwellings, group housing, density bonuses), will be made available to the public in the form of "an affordable housing information brochure". This brochure will include information from the Housing Needs Study completed for the City in July 2005.</p> <p>Timing: Continuous coordination, as necessary, and completion of the brochure in 2016.</p> <p>Responsibility: City Manager, Planning and Building Departments</p> <p>Funding: General Fund</p>	<p>identify affordable housing providers and opportunities.</p> <p>Effectiveness: To incentivize ADU development, Mt. Shasta has an ongoing program to lower and eliminate fees for ADU applications and construction that started in 2018.</p> <p>Since the program's launch: At least 3 ADUs applications received & building permits issued.</p>	
<p>Program HO-3.4.3: To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households.</p> <p>Timing: Seek funding annually to assist extremely low-income households.</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City has researched the area for non-profit housing developers, however, the City has not found any that are considering the development of SROs in Mt. Shasta at this time. The City will continue to monitor this situation support development of units affordable to extremely low income households.</p> <p>Effectiveness: The City reviews grant programs and notice of funding availability, however there is limited staff to evaluate when funding is applicable and to be able to apply for and implement programs.</p>	Continue and modify per Program HO-5.1.4.
<p>Program HO-3.5.1: At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate- income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the</p>	<p>Progress: The City has adopted new mitigation fees during this Housing Element planning period.</p>	Continue and as part of Program HO-2.3.3.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.</p> <p>Timing: Continually</p> <p>Responsibility: City Council</p> <p>Funding: General Fund</p>	<p>Effectiveness: The City has received limited proposals for low- and moderate-income housing. Fee reductions were considered.</p>	
<p>Program HO-3.5.2: The City will continue to review its planning, permitting and environmental review programs to identify potential constraints to housing development and means by which those constraints may be reduced.</p> <p>Timing: Annually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Due to limited resources and staffing changes, the City was unable to complete amendments to the Mt. Shasta Municipal Code in the 5th cycle.</p> <p>Effectiveness: The City has identified potential constraints in its permitting and environmental review programs and proposes amendments to the Mt. Shasta Municipal Code to comply with current State law and reduce potential constraints.</p>	<p>Deleted. The 2023-2031 Housing Element includes numerous programs, many of which are mandated by State law, that commit the City to specific regulatory and procedural changes for the purpose to remove procedural and regulatory that constrain housing production: see Programs HO-2.3.1 through HO-2.3.9.</p>
<p>Program HO-3.5.3: Pursuant to Government Code Section 65589.7, the City will develop specific procedures to grant priority sewer and water service to those residential developments that include units affordable to lower income households.</p> <p>Timing: 2015</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City prioritizes qualifying projects.</p> <p>Effectiveness: The City's existing procedures prioritize service connections for qualifying projects.</p>	<p>Continue and modify per Program HO-1.3.3 that commits the City to establishing written policies and procedures in compliance with GC 65589.7.</p>
<p>Program HO-3.5.4: The City will monitor the development of new single family and multifamily housing by qualified developers and determine whether the City's development impact fees and conditional use permit</p>	<p>Progress: Due to limited development, resources, and staffing changes, the City has limited data compiled about this.</p>	<p>The monitoring of fees component of the Program is embodied in Program HO-2.3.3.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>requirements create an unjustified constraint to affordable housing development.</p> <p>Timing: Annually</p> <p>Responsibility: City Council</p> <p>Funding: General Fund</p>	<p>Effectiveness: As part of this update the City will compile and review this information to determine if impact fees are a constraint to housing development and will continue to monitor annually.</p>	<p>The monitoring of conditional use permit requirements aspect of the Program is deleted. The 2023-2031 Housing Element includes numerous programs, many of which are mandated by State law, that commit the City to specific regulatory and procedural changes for the purpose to remove procedural and regulatory requirements that constrain housing production: see Programs HO-2.3.1 through HO-2.3.9.</p>
<p>Program HO-4.1.1: The City shall continue to support efforts of non-profit organizations, such as the Great Northern Corporation, who undertake rehabilitation programs and apply for State and Federal funds for rehabilitation programs.</p> <p>Timing: Ongoing</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City continues to support the efforts of organizations that operate rehabilitation programs.</p> <p>Effectiveness: The City has researched non-profit organizations and will continue to identify rehabilitation programs and housing providers.</p>	<p>Continue as per Program HO-3.1.1(4).</p>
<p>Program HO-4.1.2: The City shall use the code enforcement program as a means of keeping track of the condition of the housing stock. This, along with periodic review by Planning Commission and City Council of residential areas needing improvements, could identify needed code enforcement action, necessary improvements to City infrastructure, and/or the opportunity to obtain financing for improvements.</p> <p>Timing: Continually</p>	<p>Progress: As the City becomes aware of issues needing attention, they are addressed. The City has taken action on violations related to health and safety issues on a case-by-case complaint basis.</p> <p>Effectiveness: The City has limited funding and staffing for code enforcement and it is</p>	<p>Discontinued and replaced by Program HO-3.1.1. This is a comprehensive program that commits the City to preparing a Housing Conditions Survey; providing free guidance and technical assistance to homeowners who wish to repair and improve the habitability and weatherization of</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Responsibility: City Manager Funding: General Fund	largely complaint driven; issues are addressed on a case-by-case basis.	existing housing; developing an Owner-Occupied Rehabilitation (OOR) program and seeking funding; supporting organizations that offer zero and \$0 cost rehab and weatherization; and encouraging agencies and non-profits that promote homeowner maintenance and improvement of self-help skills.
Program HO-4.1.3: As information becomes available, the City shall notify or cooperate in notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs. The City shall continue to offer free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve existing housing. The City will encourage and, as appropriate, participate in the activities of other agencies promoting homeowner maintenance and improvement self-help skills. Timing: On-going as opportunities are recognized. Responsibility: City Manager Funding: General Fund	Progress: The City continues to provide rehabilitation resources and guidance to homeowners upon request. Effectiveness: The City has received requests and provided guidance/ technical assistance to homeowners.	Continue and modify as per Program HO-3.1.1 described above.
Program HO-4.2.1: The City shall maintain a list of non-profit organizations interested in the retention and construction of affordable housing and entities qualified and interested in participating in the offer of Opportunity to Purchase and Right of First Refusal, and meet with and assist organizations desiring to maintain affordable housing in the city. The City shall also respond to the property owner on any Federal or	Progress: The City continues to maintain a list of non-profit organizations interested in affordable housing construction and meets with organizations upon request. Effectiveness: Due to lack of application/permit activity, there have been limited opportunities to implement this program.	Continue as Program HO-3.3.2.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>State notices including Notice of Intent or Opt-Out Notices on local projects.</p> <p>Timing: As needed upon receipt of notices.</p> <p>Responsibility: Planning Department</p> <p>Funding: General Fund</p>		
<p>Program HO-4.2.2: The City shall continue to monitor “at-risk” subsidized housing when subsidies are within 10 years of expiring (California Government Code Section 65583). The City shall publicize existing State and Federal notice requirements to nonprofit developers and property owners of at-risk housing. The City shall also assist in the search for gap funding for “at risk” projects that may decide to pay off existing assisted loans during the course of the planning period, including but not limited to CDBG and California Housing Finance Agency funds.</p> <p>Timing: As needed upon receipt of notices.</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City continues to monitor “at-risk” subsidized housing and has reached out to property owners of at-risk housing in the past year.</p> <p>Effectiveness: This program appears effective.</p>	<p>Continue and modify as per Program HO-3.3.1. To minimize the conversion risk of the Pres. George Washington Manor I and Manor II, assisted housing developments, no later than July 30, 2027, the City shall engage the property owners and property managers of these properties. The City shall take actions to retain these units as affordable to lower income households.</p>
<p>Program HO-4.2.3: The City shall consider adopting a condominium conversion ordinance that would limit the ability to convert from rental units to condominium units, taking into account the impact of the conversion on the availability of rental units. City staff shall conduct an analysis of the potential impacts of condominium conversions on the availability of rental housing, study options for a condominium conversion ordinance, and present the analysis and options to the City Council to consider adoption of an ordinance.</p> <p>Timing: Ordinance to be considered in 2016</p> <p>Responsibility: Planning Department, City Manager</p> <p>Funding: General Fund</p>	<p>Progress: The City has not adopted a condominium conversion ordinance.</p> <p>Effectiveness: It appears this program may not be effective and may no longer be needed.</p>	<p>Continue and modify as Program HO-3.4.2, but remove program if not effective during the 6th cycle.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>Program HO 5.1.1: The City shall partner with area social services agencies and non-profit organizations to assess the need for supportive housing types for seniors, people with disabilities (including developmental disabilities), extremely low-income residents, and the homeless, and identify funding sources to develop needed services in the city.</p> <p>Timing: Continually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Ongoing; the City continues to implement the Uniform Building Code requirements for housing that is accessible for persons with disabilities.</p> <p>Effectiveness: The City has researched area for non-profit housing developers and will continue to identify housing providers and opportunities.</p>	Continue and modify per Program HO-4.3.1(6).
<p>Program HO-5.1.2: The City shall support the development of low-cost child care facilities and job training programs in the city to encourage female householders to enter the job market. The City shall meet with the child care council on an annual basis to review possible childcare needs of the community.</p> <p>Timing: Annually</p> <p>Responsibility: Planning Department</p> <p>Funding: General Fund</p>	<p>Progress: The City will continue to assess childcare needs of the community.</p> <p>Effectiveness: There have been few opportunities to implement this program.</p>	Continue and modify per Program HO-5.1.3.
<p>Program HO-5.4.1: The City shall support agencies and organizations serving the homeless by annually updating referral information on local homeless agencies.</p> <p>Timing: Annually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Ongoing</p> <p>Effectiveness: The City delegated its PLHA formula allocation to Siskiyou County. The funds are to be used for a project to provide services and shelter for persons experiencing homelessness.</p>	Continue and modify per Program HO-4.3.1(3).
<p>Program HO-5.4.2: The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter for homeless persons in the city by pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding.</p>	<p>Progress: Ongoing</p> <p>Effectiveness: The City delegated its PLHA formula allocation to Siskiyou County. The funds are to be used for a project to</p>	Continue and modify per Program HO-4.3.1(2).

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Timing: When requested Responsibility: City Manager Funding: CDBG, ESG, or other grant funds	provide services and shelter for persons experiencing homelessness.	
Program HO-6.1.1: The City shall support Pacific Power and Great Northern Corporation's energy audit and weatherization programs, and provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 10 homes per year during the planning period by providing information on currently available weatherization and energy conservation programs to residents of the City. The City shall have information available for the public at the front counter at City Hall and will distribute related information when appropriate, including distribution through the mail. Timing: Ongoing Responsibility: Building Department Funding: Private and government funds	Progress: The City disseminates information on energy conservation programs. Although one local weatherization program has been discontinued, the City wants to keep and/or find a replacement program. Additionally, the County air pollution control district has an existing program for reduced-cost, efficient wood burning stoves and provides low cost vouchers for wood (with funding every couple years). Effectiveness: This program appears effective and will be continued.	Continue as modified as Program HO-6.1.2.
Program HO-6.1.2: The City shall continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the siting of buildings, landscaping, and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate. Timing: Continually Responsibility: Planning Department, Building Department Funding: General Fund	Progress: The City requires compliance with the Zoning Ordinance and California Building Code, including Title 24, to ensure energy conservation in new residential projects. Effectiveness: All new units must comply with Title 24.	Continue as required by law, and as Program HO-6.1.3.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>Program HO-7.1.1: The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.</p> <p>Timing: Continually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Posters from the California Department of Fair Employment and Housing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable.</p> <p>Effectiveness: This program appears effective as residents contact the City with questions.</p>	<p>Continue as part of Program HO-7.1.1, the AFFH action plan.</p>
<p>Program HO-7.1.2: City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved.</p> <p>Timing: Continually as complaints are received.</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Progress: Posters from the California Department of Fair Employment and Housing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable.</p> <p>Effectiveness: This program appears effective as residents contact the City with questions.</p>	<p>Continue as part of Program HO-7.1.1, the AFFH action plan.</p>
<p>Program HO-7.1.3: The City shall provide information concerning discrimination complaint procedures to the public at social service centers,</p>	<p>Progress: Posters from the California Department of Fair Employment and</p>	<p>Continue as part of Program HO-7.1.1, the AFFH action plan.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p>the senior center, City Hall, the library, housing projects participating in HUD Housing Choice Voucher Section 8 Programs, and other semi- public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, handicapped, and lower-income households.</p> <p>Timing: Continually</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p>	<p>Housing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable.</p> <p>Effectiveness: This program appears effective as residents contact the City with questions.</p>	
<p>Overall effectiveness of the 5th cycle's goals, policies, and related actions in meeting the housing needs of special needs populations (e.g., elderly, persons with disabilities, large households, female-headed households, farmworkers, and persons experiencing homelessness).</p>	<p>The City processed a 25-unit affordable housing project on Carmen Dr. and is working with the developer of another proposed 25-unit affordable housing project on Chestnut St. The City did not have the staff or other resources available to consistently implement programs that specifically target special needs populations.</p>	<p>For the 2023-2031 Housing Element, the City is committed to help fund the implementation of Housing Element programs including programs that address the housing of special needs populations.</p>