

## Mt. Shasta City Council Regular Meeting Agenda

Monday, January 8, 2024, 5:30 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](https://MountShasta.22Ave.tv)

For the safety of our staff, the council, and public, we are no longer allowing members of the audience to carry large bags, backpacks, or other items outside of small personal items such as purses or satchels. Only service animals are allowed inside council chambers; nonservice pets are not allowed under any circumstances. Violators will be asked to remove the bag and/or animal, and refusal to do so will be cause for removal from the meeting.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Flag Salute
	2.	Roll call
	3.	Special Presentations: None
	4.	<b>Public Comment:</b> This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items <b>not</b> included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Council when that item is open for public comment. <b>Each speaker is allocated three (3) minutes to speak.</b> Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Council 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 Council, please provide a minimum of seven (7) copies to the Deputy City Clerk. Email Comments may be submitted to the City Clerk’s Office ( <a href="mailto:kjoyce@mtshastaca.gov">kjoyce@mtshastaca.gov</a> ). Items received no later than 12:00 pm on the day of the meeting will be provided to the City Council prior to the meeting. These items will NOT be read into the record.
	5.	Council and Staff Comments
	6.	<b>Committee Updates:</b> a) Downtown Enhancement Advisory Committee b) Library Tax Advisory Committee c) Beautification Committee d) Active Transportation Committee

	CITY COUNCIL BUSINESS
Page 5-44	<p>7. Consent Agenda – The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.</p> <ul style="list-style-type: none"><li>a. Approval of Minutes: December 11, 2023 Regular Meeting</li><li>b. Approval of Disbursements: Accounts Payable: 12/7, 12/11, 12/13, and 12/19/2023; Total Gross Payroll and Taxes: For Periods Ending 11/26, 12/10, and 12/24/2023</li><li>c. Second Reading and Adoption of Ordinance CCO-24-XX Amending Municipal Code Section 10.44.070 (D)</li><li>d. Siskiyou County Local Transportation Commission Local Transportation Fund Transportation Claim: Resolution CCR-24-XX</li><li>e. Police Department Report December 2023</li></ul>
Page 45-46	<p>8. Discussion and Possible Action: Enhanced Infrastructure Financing District (EIFD) Update <u>Background:</u> At the December 12, 2023 Board of Supervisors meeting, County Supervisors voted 4 to 1 against partnering with the City on an EIFD for undisclosed reasons. The City Manager will review potential next steps for Council consideration. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Consider next steps for investing in development within the City of Mt Shasta now that the County has declined to partner on the Enhanced Infrastructure Finance District (EIFD).</p>
Page 47-57	<p>9. First Reading of Ordinance CCO-24-XX, City Council Compensation <u>Background:</u> At the City Council meeting of December 11, 2023, the Council directed staff to bring back an Ordinance amendment increasing monthly salary from \$220 per month to \$300 per month. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Approve first reading of CCO-24-XX, an amendment to Municipal Code Chapter 2.22.010, City Council Compensation, by title only, and move it to a second reading and adoption.</p>
Page 52-200	<p>10. Public Hearing: Recommended Findings of California Environmental Quality Act (CEQA) Exemption and Adoption of 2023-2031 Housing Element Update <u>Background:</u> This item is adoption of the 2023-2031 Housing Element Update with findings of CEQA Exemption and substantial compliance with State Housing Element Law, and direction of staff to submit to the California Department of Housing and Community Development (HCD) for final review and certification. <u>Report By:</u> Jeff Mitchem, Planning Director <u>Recommended Council Action:</u> Staff recommend City Council adopt the attached Resolution CCR-24-XX 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: Adoption of 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>

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Page 201	<p>11. Discussion and Possible Action: Ballot Measures to Set Term Limits for Council Members, and to Increase City Council Compensation</p> <p><u>Background:</u> At the December 11<sup>th</sup> City Council Meeting, staff was directed to bring back an item to discuss City Councilmember term limits as a future ballot measure. The ballot measure, if approved by a majority of voters, would limit the number of consecutive terms that Council Members may serve. Council will discuss the item and direct staff.</p> <p><u>Report By:</u> Todd Juhasz, City Manager</p> <p><u>Recommended Council Action:</u> Direct staff regarding the development of a ballot measure for the November General Election setting term limits for City Councilmembers.</p>
Page 202-204	<p>12. Discussion and Possible Action: Temporary Acquisition of Three Properties for the Purpose of Performing an Environmental Assessment</p> <p><u>Background:</u> For several months, the City's Downtown Ad Hoc Committee has been working toward the possibility of daylighting Castle Creek as well as the creation of a one-way couplet. Part of the project would require the creation of additional parking. A recent vacation of three parcels located North of East Castle Street between N. Mt. Shasta Boulevard and Chestnut Streets may offer the necessary parking. Staff will discuss the parcels, and present options to the Council for discussion.</p> <p><u>Report By:</u> Todd Juhasz, City Manager</p> <p><u>Recommended Council Action:</u> The City Manager recommends paying the lease for three parcels for a period of six months while the City performs an environmental assessment on the three properties to determine the feasibility of future purchase.</p>
	<b>CITY COUNCIL/STAFF REPORTING PERIOD</b>
	<p>13. Reports Re: Outside Meetings: None</p>
	<p>14. Future Agenda Items and Meetings (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"><li>a. Special City Council Goal-Setting Workshop – 1/10/2024</li><li>b. Special Meeting to Appoint Planning Commissioners – 1/22/2024</li><li>c. Mid-Year Budget Review – 1/22/2024</li><li>d. Snowplowing Operations/Creation of a District – 1/22/2024</li><li>e. Sidewalk Snow Removal Fees in the Downtown District – 1/22/2024</li><li>f. Annual Military Equipment Use Report – 1/22/2024</li><li>g. Wildfire Prevention Messaging – 1/22/2024</li><li>h. Discussion and Possible Action: City Manager Salary – TBD</li><li>i. Stormwater Drainage Prop 218 Process - TBD</li><li>j. Discussion and Possible Action: Hazard Trees/Hazardous Vegetation Policy - TBD</li><li>k. Memorandum of Understanding Between the City and the Friends of the Library for Library Operations – TBD</li><li>l. Discussion and Possible Action regarding the Active Transportation Committee – TBD</li><li>m. Approval of Funds to Complete a Survey of Washington Avenue – TBD</li><li>n. Amendment of Parklet Ordinance – TBD</li><li>o. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBD</li><li>p. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval - TBD</li></ul> <p>Future Agenda Items Over 90 Days:</p> <ul style="list-style-type: none"><li>q. Amendment to the Municipal Code: Camping Ordinance - TBD</li><li>r. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta</li></ul>

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### 15. Adjourn

I, Kathryn Joyce, declare under penalty of perjury that this agenda has been posted at least 72 hours in advance at the Mt. Shasta City Hall, 305 N. Mt. Shasta Blvd, Mt. Shasta, CA, in the glass case and on the City website at [www.mtshastaca.gov](http://www.mtshastaca.gov). Agendas and packets shall be made available at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings on the City's web site. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting shall be made available on the City's web site [www.mtshastaca.gov](http://www.mtshastaca.gov).

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.

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, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Office of the City Clerk at 530-326-7516 or [kjoyce@mtshastaca.gov](mailto:kjoyce@mtshastaca.gov) as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

## Mt. Shasta City Council Regular Meeting **DRAFT** Minutes

Monday, December 11, 2023; 5:30 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta  
Meeting allowed for virtual attendance via ZOOM

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

### STANDING AGENDA ITEMS

**1. Call to Order and Flag Salute:** At the hour of 5:30 p.m. Mayor Stackfleth called the meeting to order and led the audience in the flag salute.

**2. Roll Call:**  
Council Members Present: Stackfleth, Collings, Stearns, Clure  
Council Members Absent: Redmond

**3. Special Presentations:** None

**4. Public Comment:**  
David Ream – Three minutes of silence.  
Cynthia Sakemiller Bolls – Comments expressing concern about ingress and egress on McCloud Avenue, need for updated paint on red curbs.  
Frances Mangels – Comments regarding City Council compensation, concern about hazardous trees.

**5. Council and Staff Comments:**  
Todd Juhasz, City Manager – Comments regarding Board of Supervisors meeting and discussion surrounding an Enhanced Infrastructure Financing District as well as the recent mudslide. Update on possible well acquisition and negotiations, update on library operations and agreement with the Friends of the Library.  
Muriel Terrell, Finance Director – Review of accounting through November 2023.  
Comments and clarifying questions from Council.  
Tessa Clure, Councilmember – Review of meeting with high school officials.  
Robert Gibson, Chief of Police – Review of meeting with high school officials and ongoing conversation regarding an officer to patrol the school.

**6. Committee Updates:**  
a) Downtown Enhancement Advisory Committee  
b) Library Tax Advisory Committee  
c) Beautification Committee  
d) Active Transportation Committee

Todd Juhasz, City Manager – Review of DEAC activities.  
Clarifying questions from Council.

### CITY COUNCIL BUSINESS

**7. Consent Agenda:**

COUNCIL ACTION: Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.

- a. Approval of Minutes: November 27, 2023 Regular Meeting
- b. Approval of Disbursements: Accounts Payable: 11/8, 11/15, 11/20, and 11/30/2023; Total Gross Payroll and Taxes: For Periods Ending 11/12 and 11/26/2023
- c. Monthly Investment and Financial Report for the Period Ending November 30, 2023
- d. Police Department Monthly Report November 2023
- e. Approval of 2024 Meeting Schedule for Council, Commission, and Committees and City Council Pre-Agenda Meeting Schedule
- f. Committee Minutes: Beautification Committee August and October 2023, Downtown Enhancement Advisory Committee November 2023

MOTION TO APPROVE: Stearns

SECOND: Clure

AYES: Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: Redmond

ABSTAIN: None

**8. Discussion and Possible Action: Proposed City Council Compensation Changes to Attract Quality City Council Candidates**

Todd Juhasz, City Manager – Review of the staff report, various suggestions to attract City Council candidates. Review of current compensation, senate bill allowing for increase.

Clarifying questions from Council.

Cynthia Sakemiller Bolls – Questions regarding the item.

Joyce – Comments regarding salaries in other cities, in opposition to increase.

Roslyn McCoy – Comments regarding City budget, in opposition to increase. In support of ballot measure.

Johanna Altorfer – Comments in support of a ballot measure. Comments in opposition to providing healthcare.

Vicki Gold – Comments in opposition to increase, in support of ballot measure.

Council response to questions and discussion.

COUNCIL ACTION: Approve an immediate increase to Council compensation to \$300 per month and direct staff to bring back an ordinance for a first reading.

MOTION: Clure

SECOND: Stearns

AYES: Stackfleth, Clure, Stearns

NOES: Collings

ABSENT: Redmond

ABSTAIN: None

COUNCIL ACTION: Direct staff to bring back a potential ballot measure for increasing City Council compensation to \$950 per month.

MOTION: Clure

SECOND: Stearns

AYES: Stackfleth, Clure, Stearns

NOES: Collings

ABSENT: Redmond

ABSTAIN: None

Staff report to include information on Councilmember workload.

<p><b>9. Discussion and Possible Action: First Reading of Ordinance CCO-23-XX Amending Municipal Code Section 10.44.070 (D)</b></p> <p><u>Robert Gibson, Chief of Police</u> – Review of staff report, proposed ordinance amendment. Review of history of the item, studies done. Comments about road width and safety issues.</p> <p>Clarifying questions from Council.</p> <p><u>Todd Juhasz, City Manager</u> – Review of American Association of State Highway and Transportation Officials (AASHTO) recommendations.</p> <p><u>Jackson Bolls</u> – Comments regarding narrow travel lanes, in opposition to downhill parking. Comments regarding the intersection at Washington and McCloud Avenues.</p> <p><u>Cynthia Sakemiller Bolls</u> – Comments regarding road iciness, opposed to parking on the north side of the street. Concern about speeding.</p> <p><u>David Ream</u> – Comments regarding ingress and egress for emergency vehicles. Comments regarding ordinance language, concern about parking on sidewalks.</p> <p>Clarifying questions from Council and discussion.</p> <p><b>COUNCIL ACTION:</b> Approve first reading of the Ordinance amending Municipal Code section 10.44.070 (D), by title only, and move it to a second reading and adoption.</p> <p><b>MOTION:</b> Stearns</p> <p><b>SECOND:</b> Clure</p> <p><b>AYES:</b> Stackfleth, Clure, Collings, Stearns</p> <p><b>NOES:</b> None</p> <p><b>ABSENT:</b> Redmond</p> <p><b>ABSTAIN:</b> None</p>
<p><b>10. Discussion and Possible Action: Proposed Funding for the Colliers Interpretive and Information Center (CIIC)</b></p> <p><u>Todd Juhasz, City Manager</u> – Review of CIIC purpose and activities.</p> <p>Clarifying questions from Council.</p> <p><u>John Stackfleth, Mayor</u> – Review of CIIC education and advertisement activities, budget.</p> <p>No public comment.</p> <p>Council discussion.</p> <p><b>COUNCIL ACTION:</b> Provide an annual donation of \$1,000 to the Collier Interpretive and Information Center.</p> <p><b>MOTION:</b> Collings</p> <p><b>SECOND:</b> Stearns</p> <p><b>AYES:</b> Stackfleth, Clure, Collings, Stearns</p> <p><b>NOES:</b> None</p> <p><b>ABSENT:</b> Redmond</p> <p><b>ABSTAIN:</b> None</p>
<p><b>11. Setting a Date and Time for a City Council Goal-Setting Workshop</b></p> <p>Council discussion.</p> <p>No public comment.</p> <p><b>COUNCIL ACTION:</b> Date and time set for City Council Goal-Setting Workshop: January 10, 2024 at 3:00 p.m.</p>
<p><b>12. Reports on Outside Meetings: None</b></p>

**13. Future Agenda Items (Appearing on the agenda within 60-90 days):**

COUNCIL ACTION: Reviewed items a through m. Items added: Update on the Enhanced Infrastructure Financing District, Discussion and possible action regarding a 10% salary increase for the City Manager, Discussion and possible action regarding hazardous trees/vegetation, Discussion and possible action regarding the Beautification and Downtown Enhancement Advisory Committees budgets, financials, and projects.

- a. Special Meeting to Appoint Planning Commissioners – 1/22/2024
- b. Memorandum of Understanding Between the City and the Friends of the Library for Library Operations – TBD
- c. Discussion and Possible Action: Setting Term Limits for Council Members - TBD
- d. Discussion and Possible Action regarding the Active Transportation Committee – TBD
- e. Approval of Funds to Complete a Survey of Washington Avenue – TBD
- f. Amendment of Parklet Ordinance – TBD
- g. Adoption of the Housing Element – TBD
- h. Wildfire Prevention Messaging – TBD
- i. Stormwater Drainage Prop 218 Process – TBD
- j. Snowplowing Operations/Creation of a District – TBD
- k. Sidewalk Snow Removal Fees in the Downtown District – TBD

Future Agenda Items Over 90 Days:

- l. Amendment to the Municipal Code: Camping Ordinance - TBD
- m. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta

**14. Adjourn:** There being no further business, the meeting was adjourned at 7:57 p.m.

**Respectfully Submitted By:** Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk



**City Council Agenda Item #7b**  
Staff Report

**Meeting Date:** January 8, 2024  
**To:** Mayor and City Council  
**From:** Muriel Howarth Terrell, Finance Director  
**Subject:** Approval of Warrants and Payroll

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	Regular
x	Consent
	Closed
	Presentation

**Recommendation:**

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$1,160,786.95

**Background & Summary:**

Approval of Check Numbers 51611-51753	\$ 823,944.72
Total Payroll Distribution	\$ 168,938.42
Total EFTPS – CalPERS, Nationwide	\$ 48,669.98
Total Payroll EFTPS Taxes	<u>\$ 119,233.83</u>
	\$1,160,786.95

**Financial Impact:**

Expenditures are consistent with the Budget that the City Council has adopted.

**Attachments:**

- 1.) Check Registers – 12/7/23, 12/11/23, 12/13/23, 12/19/23
- 2.) ACH Payroll Distribution – 12/14/23, 12/29/23
- 3.) EFTPS Reports – 11/30/23, 12/1/23, 12/14/23, 12/29/23

# Check Register Report

Fiscal Year 2023-2024

Date: 12/07/2023

Time: 1:39 pm

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City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
51611	12/07/23	Printed			10229	AMAZON CAPITAL SERVICES	Pagers- FD	657.72
51612	12/07/23	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Dec 23 IT Services	7,483.91
51613	12/07/23	Printed			25050	AT&T	Nov 23 phone & fax service	580.05
51614	12/07/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Dec 5	130.30
51615	12/07/23	Printed			12213	CAL-ORE COMMUNICATIONS	Nov 23 phone & internet serv	1,558.14
51616	12/07/23	Printed			12200	CALIFORNIA SAFETY COMPANY	Dec 23 WWTP alarm service	225.00
51617	12/07/23	Printed			12551	CITY OF MT SHASTA	Dec 23 Library Utilities	79.85
51618	12/07/23	Printed			12618	CODE PUBLISHING INC	Muni code web update	70.50
51619	12/07/23	Printed			12626	COLLINS COLLISION	Repairs to PD 271	4,081.23
51620	12/07/23	Printed			12640	COLONIAL LIFE & ACCIDENT INSUR	Dec 23 life/accident insurance	372.34
51621	12/07/23	Printed			12680	COMPUTER FORMS INC.	2023 Tax Forms	320.43
51622	12/07/23	Printed			12820	CROSS PETROLEUM	Nov 23 heating oil	1,213.83
51623	12/07/23	Printed			12842	CROWN MOTORS	FD 1600 parts	383.57
51624	12/07/23	Printed			13071	DELTA HEALTH SYSTEMS	Dec 23 health insurance	37,510.00
51625	12/07/23	Printed			14140	DON ERICKSON OIL INC	City Hall heating oil	494.12
51626	12/07/23	Printed			15030	FERGUSON ENTERPRISES, INC.	Service Charge Nov	2.09
51627	12/07/23	Printed			16030	GATEHOUSE MEDIA CALIFORNIA	Proof of Publication- Notice of Public Hearing	131.00
51628	12/07/23	Printed			16140	GRAINGER INC	Pallet Jack- WWTP	513.43
51629	12/07/23	Printed			10221	GWP, FLP	Jan-Jun 24 storage unit #39	390.00
51630	12/07/23	Printed			17118	GABRIEL HERNANDEZ RAMIREZ	2023-24 work clothing reimb #2	93.46
51631	12/07/23	Printed			18063	INTERSTATE BATTERY	Battery- FD # 0 and #4	315.64
51632	12/07/23	Printed			20003	JONES CARPET CLEANING &	Nov 23 cleaning services	800.00
51633	12/07/23	Printed			22140	KENNY & NORINE	Nov 23 Valtinjos LLC v MS 201	5,757.62
51634	12/07/23	Printed			22055	MERCY COMMUNITY CLINIC	Physical- N Manfredonia	166.00
51635	12/07/23	Printed			22059	MERCY MEDICAL CENTER	S. Goldsberry- Possible Thumb Injury	2,444.00
51636	12/07/23	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Nov 23 K-9 training	700.00
51637	12/07/23	Printed			22111	MOTOROLA SOLUTIONS INC	Chargers/Power Supply Adaptors for Radios- PD	132.35
51638	12/07/23	Printed			22353	MUNICIPAL MAINTENANCE EQUIP.	Parts- PW #34	110.43
51639	12/07/23	Printed			28120	NAPA AUTO PARTS	Nov 23 equipment parts	3,241.09
51640	12/07/23	Printed			23074	DOUGLAS NEUSBAUM	Refund- Admin Citation A1034	2,000.00
51641	12/07/23	Printed			24000	OFFICE DEPOT	Office Supplies	254.54
51642	12/07/23	Printed			24033	OREILLY AUTOMOTIVE INC	Nov 23 equipment parts	49.76
51643	12/07/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	439.48
51644	12/07/23	Printed			25181	PROFORCE LAW ENFORCEMENT	Firearms- PD	4,677.86
51645	12/07/23	Printed			28111	SHANES AUTO ACCESSORIES	Logos PD 422	642.00
51646	12/07/23	Printed			28372	SISKIYOU COUNTY ECONOMIC	Apr - Jun Brownfield New Mill	14,506.16
51647	12/07/23	Printed			28475	SISKIYOU FIRE EQUIPMENT	Library fire extinguisher serv	39.00
51648	12/07/23	Printed			28560	SISKIYOU OPPORTUNITY CENTER	Nov 23 city restroom janitoria	887.50
51649	12/07/23	Printed			28594	SMITH BUILDING SERVICES LLC	Nov 23 Building Inspector serv	4,789.00
51650	12/07/23	Printed			28802	SWRCB FEES	2023-24 CS Waste Discharge	13,248.00
51651	12/07/23	Printed			28857	USA WASTE OF CALIFORNIA INC	Nov 23 bin rental fees	4,497.88
51652	12/07/23	Printed			28857	USA WASTE OF CALIFORNIA INC	Nov 23 solid waste services	104,763.07
51653	12/07/23	Printed			31023	VALLEY PACIFIC PETROLEUM	Nov 23 fuel - Fire	1,670.36
51654	12/07/23	Printed			31024	VALLEY PACIFIC PETROLEUM	Nov 23 fuel	10,125.54
51655	12/07/23	Printed			32055	WECO INDUSTRIES LLC	PW # 13 Box Van Parts	492.99

# Check Register Report

Fiscal Year 2023-2024

Date: 12/07/2023

Time: 1:39 pm

Page: 2

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Checks: 45							Checks Total (excluding void checks):	233,041.24
Total Payments: 45							Bank Total (excluding void checks):	233,041.24
Total Payments: 45							Grand Total (excluding void checks):	233,041.24

# Check Register Report

Fiscal Year 2023-2024

Date: 12/11/2023

Time: 10:35 am

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
51656	12/11/23	Printed			11161	ADAM BEALS	COVID SUBSISTENCE	600.00
51657	12/11/23	Printed			65081	STANLEY D BECK	COVID SUBSISTENCE	550.00
51658	12/11/23	Printed			11188	GARRETT WILLIAM BINNS	COVID SUBSISTENCE	3,000.00
51659	12/11/23	Printed			12213	CAL-ORE COMMUNICATIONS	COVID SUBSISTENCE	157.70
51660	12/11/23	Printed			12238	CAMPORA PROPANE SERVICE	COVID SUBSISTENCE	375.99
51661	12/11/23	Printed			12458	CHASE MORTGAGE	COVID SUBSISTENCE	870.42
51662	12/11/23	Printed			12520	CITY OF DUNSMUIR	COVID SUBSISTENCE	404.37
51663	12/11/23	Printed			12540	CITY OF MONTAGUE	COVID SUBSISTENCE	115.31
51664	12/11/23	Printed			12551	CITY OF MT SHASTA	COVID SUBSISTENCE	126.96
51665	12/11/23	Printed			12560	CITY OF WEED	COVID SUBSISTENCE	185.56
51666	12/11/23	Printed			12580	CITY OF YREKA	COVID SUBSISTENCE	331.92
51667	12/11/23	Printed			12820	CROSS PETROLEUM	COVID SUBSISTENCE	940.77
51668	12/11/23	Printed			13244	DNS VENTURES INC.	COVID SUBSISTENCE	599.15
51669	12/11/23	Printed			14140	DON ERICKSON OIL INC	COVID SUBSISTENCE	472.24
51670	12/11/23	Printed			29022	DOUGLAS J & CHERYL E LANGFORD	COVID SUBSISTENCE	950.00
51671	12/11/23	Printed			13982	ED STAUB & SONS PETROLEUM	COVID SUBSISTENCE	1,002.06
51672	12/11/23	Printed			14036	EMERALD POINTE ESTATES LLC	COVID SUBSISTENCE	3,193.48
51673	12/11/23	Printed			15028	DAVID P. FIDEL	COVID SUBSISTENCE	3,000.00
51674	12/11/23	Printed			15207	BUFFY FISHER	COVID SUBSISTENCE	3,000.00
51675	12/11/23	Printed			16028	JOSE JAIME GARCIA	COVID SUBSISTENCE	1,000.00
51676	12/11/23	Printed			16081	GO TIME INVESTMENTS	COVID SUBSISTENCE	1,992.25
51677	12/11/23	Printed			18930	JAGPAC LLC	COVID SUBSISTENCE	1,000.00
51678	12/11/23	Printed			20009	KARUK HOMES 1	COVID SUBSISTENCE	496.00
51679	12/11/23	Printed			20007	KARUK TRIBE HOUSING AUTHORITY	COVID SUBSISTENCE	540.00
51680	12/11/23	Printed			22015	JEANETTE MAIOCCO	COVID SUBSISTENCE	955.00
51681	12/11/23	Printed			21200	MCCLLOUD RIVER APARTMENTS	COVID SUBSISTENCE	837.00
51682	12/11/23	Printed			21220	MOUNTAIN VIEW APT HOMES LLC	COVID SUBSISTENCE	799.00
51683	12/11/23	Printed			25080	PACIFIC POWER & LIGHT	COVID SUBSISTENCE	2,715.73
51684	12/11/23	Printed			25210	PRIME COUNTRY REAL ESTATE INC	COVID SUBSISTENCE	800.00
51685	12/11/23	Printed			27146	ROOT AUTOMATION	COVID SUBSISTENCE	99.99
51686	12/11/23	Printed			28078	SELECT PORTFOLIO SERVICING INC	COVID SUBSISTENCE	699.99
51687	12/11/23	Printed			28124	SHADOW GARDEN APARTMENTS	COVID SUBSISTENCE	397.00
51688	12/11/23	Printed			28176	SHASTA COURTYARDS ESTATES LLC	COVID SUBSISTENCE	4,135.00
51689	12/11/23	Printed			28221	SHELLPOINT MORTGAGE SERVICING	COVID SUBSISTENCE	602.09
51690	12/11/23	Printed			28366	SISKIYOU COUNTY ROLLING HILLS	COVID SUBSISTENCE	70.00
51691	12/11/23	Printed			28476	SISKIYOU GARDENS INCORPORATED	COVID SUBSISTENCE	615.00
51692	12/11/23	Printed			28478	SISKIYOU HABITAT FOR HUMANITY	COVID SUBSISTENCE	507.97
51693	12/11/23	Printed			28946	SISKIYOU TELEPHONE CO	COVID SUBSISTENCE	53.29
51694	12/11/23	Printed			31056	PATRICK A. JR VANNOY	COVID SUBSISTENCE	2,600.00
51695	12/11/23	Printed			31051	VYVE	COVID SUBSISTENCE	1,112.46
51696	12/11/23	Printed			32221	JESSE WILSON	COVID SUBSISTENCE	2,280.00
51697	12/11/23	Printed			64023	YREKA 66 LLC	COVID SUBSISTENCE	830.00
51698	12/11/23	Printed			34044	YREKA LODGE & TRAILER PARK	COVID SUBSISTENCE	1,561.60
Total Checks: 43								46,575.30
Checks Total (excluding void checks):								46,575.30

# Check Register Report

Fiscal Year 2023-2024

Date: 12/13/2023

Time: 3:36 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
51699	12/13/23	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Onsite & Offsite Support- Dispatch work station	1,691.84
51700	12/13/23	Printed			10402	AT&T MOBILITY FIRSTNET	Nov 2023 cell phone service	1,836.14
51701	12/13/23	Printed			10431	AVTEC INC	Police radio system software	9,683.10
51702	12/13/23	Printed			12559	CITY OF SACRAMENTO	Dispatch Communications Training- K DeVoile	224.00
51703	12/13/23	Printed			12842	CROWN MOTORS	PD 295- parts	68.64
51704	12/13/23	Printed			13197	DEPT OF TOXIC SUBSTANCES CONT	The Landing-Old Mill cleanup Invoice date 8/30/2023	1,600.25
51705	12/13/23	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	1,083.80
51706	12/13/23	Printed			22300	MT. SHASTA RECREATION & PARKS	Nov 23 building rental	600.00
51707	12/13/23	Printed			22320	MT. SHASTA SPRING WATER	Nov 23 WWTP/ City Hall water	39.35
51708	12/13/23	Printed			23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	3,081.18
51709	12/13/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	WWTP lab services	2,751.79
51710	12/13/23	Printed			25020	PACE ENGINEERING INC	Nov 23 South Downtown Infrastr	42,144.34
51711	12/13/23	Printed			25121	PITNEY BOWES INC	Postage meter Lease	179.02
51712	12/13/23	Printed			26096	RAFTELIS	Stormwater Utility Rate Study	1,552.50
51713	12/13/23	Printed			28371	SISKIYOU COUNTY COMMUNITY	2024 CUPA fees city yard	404.00
51714	12/13/23	Printed			28378	SISKIYOU COUNTY GENERAL SERV	Nov 23 waste disposal	3,168.00
51715	12/13/23	Printed			28637	SONSRAY MACHINERY	New Skid Steer- PW 23	58,214.08
51716	12/13/23	Printed			29169	STATEWIDE TRAFFIC SAFETY &	Traffic Safety Signs Maint	40.55
51717	12/13/23	Printed			28815	STERLING HEALTH ADMINISTRATION	12/14/2023 HSA Deductions	290.00
51718	12/13/23	Printed			30069	US BANK CORPORATE PAYMENT SYS	Nov 23 credit card charges	12,577.38
51719	12/13/23	Printed			31040	VWR SCIENTIFIC	WWTP lab supplies	1,115.60
51720	12/13/23	Printed			32122	WESTERN FIRE SUPPLY	FD- Safety Equipment 50/50 grant	3,730.00
<b>Total Checks: 22</b>						<b>Checks Total (excluding void checks):</b>		<b>146,075.56</b>
<b>Total Payments: 22</b>						<b>Bank Total (excluding void checks):</b>		<b>146,075.56</b>
<b>Total Payments: 22</b>						<b>Grand Total (excluding void checks):</b>		<b>146,075.56</b>

# Check Register Report

Fiscal Year 2023-2024

Date: 12/19/2023

Time: 3:04 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
51721	12/19/23	Printed			10229	AMAZON CAPITAL SERVICES	Equipment - for Rope Rescue FD #1640	457.86
51722	12/19/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Dec 12	160.40
51723	12/19/23	Printed			11252	BLUE STAR GAS	Annual Tank Rental- Springs	1.07
51724	12/19/23	Printed			11327	BROOKE BOYER	2023-24 work clothing reimb #2	112.05
51725	12/19/23	Printed			12260	CASCADE FIRE EQUIPMENT	PD #423 New 2023 Chevy Upfit	41,536.14
51726	12/19/23	Printed			12820	CROSS PETROLEUM	FD- small engine fuel	2,548.72
51727	12/19/23	Printed			13064	DE LAGE LANDEN	Copier maintenance	61.71
51728	12/19/23	Printed			14140	DON ERICKSON OIL INC	Hydrolic Fluid- WWTP	80.57
51729	12/19/23	Printed			15010	FASTENAL COMPANY	Shop Supplies	4.69
51730	12/19/23	Printed			16203	GREEN DOT	Transportation Grant Assistance	16,657.75
						TRANSPORTATION		
51731	12/19/23	Printed			17000	HACH COMPANY	WWTP lab supplies	504.06
51732	12/19/23	Printed			17118	GABRIEL HERNANDEZ	2023-24 work clothing reimb #3	76.55
						RAMIREZ		
51733	12/19/23	Printed			20041	KEN KELLOGG	Mileage Reimbursement	91.70
51734	12/19/23	Printed			22027	DAVID MALUF	Refund PW work order 8047	2,995.70
51735	12/19/23	Printed			22116	BRIAN MONTAGNE	Expenses Reimbursement	320.90
51736	12/19/23	Printed			22111	MOTOROLA SOLUTIONS INC	Radio audio accessory- PD	229.88
51737	12/19/23	Printed			22343	MT. SHASTA POINT S TIRE & AUTO	Dismount/Mount Tires PW 25	100.00
51738	12/19/23	Printed			22352	MUNICIPAL EMERGENCY SERVICES	Reflective Letter for FD shirts- PPE	451.50
51739	12/19/23	Printed			22353	MUNICIPAL MAINTENANCE EQUIP.	Parts- PW #34	918.28
51740	12/19/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	126.04
51741	12/19/23	Printed			27094	REXEL	WWTP Rockwell Equip Software	3,547.35
51742	12/19/23	Printed			28111	SHANES AUTO ACCESSORIES	Logos PD #484	632.00
51743	12/19/23	Printed			28199	SHASTA HEIGHTS	Refund PW work order 8048 (2)	2,995.70
51744	12/19/23	Printed			28372	SISKIYOU COUNTY ECONOMIC	Dec 23 Economic Dev Partners	2,500.00
51745	12/19/23	Printed			28740	STATE OF CALIFORNIA	Nov 23 live scans	412.00
51746	12/19/23	Printed			28815	STERLING HEALTH ADMINISTRATION	2024 Annual HSA Contributions	47,066.67
51747	12/19/23	Printed			29011	TEAMSTERS LOCAL 137	Dec 23 Misc Union Dues	1,818.92
51748	12/19/23	Printed			29044	THANTHRA LLC	Refund PW work order 8048 (1)	2,899.82
51749	12/19/23	Printed			29140	TIMBERWORKS	Sewer Interceptor Improvement Retention	266,820.34
51750	12/19/23	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Jan 24 pd copier maintenance	269.64
51751	12/19/23	Printed			23020	UNITED ROTARY BRUSH CORP	PW #25 Sweeper parts	1,531.61
51752	12/19/23	Printed			31050	VERIZON CONNECT FLEET USA LLC	Jan 24 Police GPS subscription	280.00
51753	12/19/23	Printed			32140	WESTERN BUSINESS PRODUCTS	Accessory piece for new PD printer	43.00
<b>Total Checks: 33</b>								<b>Checks Total (excluding void checks): 398,252.62</b>
<b>Total Payments: 33</b>								<b>Bank Total (excluding void checks): 398,252.62</b>
<b>Total Payments: 33</b>								<b>Grand Total (excluding void checks): 398,252.62</b>

**Jodi Polk**

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**From:** Tri Counties Bank <tricoties@olbanking.com>  
**Sent:** Wednesday, December 13, 2023 1:05 PM  
**To:** Jodi Polk  
**Subject:** Tri Counties Bank - ACH Payment Status Change Notification

## ACH Notification

---



**Report Date/Time** 12/13/23 13:05:07 PST

---

This transaction has been successfully completed.

Transaction Number: ACH-01077514

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 12/14/2023

Total Credits: \$84,814.63 (52)

Total Debits: \$0.00 (0)

Status: Completed

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**Jodi Polk**

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**From:** Tri Counties Bank <tricoties@olbanking.com>  
**Sent:** Thursday, December 28, 2023 1:05 PM  
**To:** Jodi Polk  
**Subject:** Tri Counties Bank - ACH Payment Status Change Notification

## ACH Notification

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**Report Date/Time** 12/28/23 13:05:16 PST

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This transaction has been successfully completed.

Transaction Number: ACH-01092633

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 12/29/2023

Total Credits: \$84,123.79 (47)

Total Debits: \$0.00 (0)

Status: Completed

---



**CalPERS Electronic Funds Transfer**

Date: 12/1/2023

CalPERS ID: 6941008066  
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:  
10/02/2023-11/26/2023

Annual Dispatch Lump Sum Training Pay

**Contribution for Defined Benefit - CalPERS**

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan	Member Contributions		0.00
925	Employer Contributions		0.00
Miscellaneous	Total		<b>\$0.00</b>
Rate Plan	Member Contributions		0.00
926	Employer Contributions		0.00
Safety - Fire	Total		<b>\$0.00</b>
Rate Plan	Member Contributions		0.00
927	Employer Contributions		0.00
Safety - Police	Total		<b>\$0.00</b>
Rate Plan	Member Contributions		0.00
25861	Employer Contributions		0.00
Safety - Fire New	Total		<b>\$0.00</b>
Rate Plan	Member Contributions		0.00
25862	Employer Contributions		0.00
Safety - Police New	Total		<b>\$0.00</b>
Rate Plan	Member Contributions		46.50
27429	Employer Contributions		46.08
Miscellaneous New	Total		<b>\$92.58</b>
	Total		<b><u>\$92.58</u></b>

**Contribution for 457 Supplemental Income Plan - CalPERS**

SIP Plan ID	450083	Member Contributions	0.00
		Total	<b><u>\$0.00</u></b>
		Grand Total	<b><u>\$92.58</u></b>

**CalPERS Electronic Funds Transfer**

Date: 12/14/2023

CalPERS ID: 6941008066  
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:  
11/27/2023-12/10/2023**Contribution for Defined Benefit - CalPERS**

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan 925	Member Contributions		825.51
Miscellaneous	Employer Contributions		1,425.17
	Total		<b>\$2,250.68</b>
Rate Plan 926	Member Contributions		221.89
Safety - Fire	Employer Contributions		504.03
	Total		<b>\$725.92</b>
Rate Plan 927	Member Contributions		536.71
Safety - Police	Employer Contributions		1,214.05
	Total		<b>\$1,750.76</b>
Rate Plan 25861	Member Contributions		1,634.03
Safety - Fire New	Employer Contributions		1,609.07
	Total		<b>\$3,243.10</b>
Rate Plan 25862	Member Contributions		2,347.95
Safety - Police New	Employer Contributions		2,312.08
	Total		<b>\$4,660.03</b>
Rate Plan 27429	Member Contributions		3,901.58
Miscellaneous New	Employer Contributions		3,866.34
	Total		<b>\$7,767.92</b>
	Total		<b><u>\$20,398.41</u></b>

**Contribution for 457 Supplemental Income Plan - CalPERS**

SIP Plan ID 450083	Member Contributions	500.00
	Total	<b><u>\$500.00</u></b>
	Grand Total	<b><u>\$20,898.41</u></b>

**CalPERS Electronic Funds Transfer**

Date: 1/2/2024

CalPERS ID: 6941008066  
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:  
12/11/2023-12/24/2023**Contribution for Defined Benefit - CalPERS**

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan	Member Contributions		825.51
925	Employer Contributions		1,425.17
Miscellaneous	Total		<b>\$2,250.68</b>
Rate Plan	Member Contributions		221.89
926	Employer Contributions		504.03
Safety - Fire	Total		<b>\$725.92</b>
Rate Plan	Member Contributions		536.71
927	Employer Contributions		1,214.05
Safety - Police	Total		<b>\$1,750.76</b>
Rate Plan	Member Contributions		1,813.82
25861	Employer Contributions		1,786.11
Safety - Fire New	Total		<b>\$3,599.93</b>
Rate Plan	Member Contributions		2,570.12
25862	Employer Contributions		2,530.86
Safety - Police New	Total		<b>\$5,100.98</b>
Rate Plan	Member Contributions		3,692.02
27429	Employer Contributions		3,658.70
Miscellaneous New	Total		<b>\$7,350.72</b>
	Total		<b><u>\$20,778.99</u></b>

**Contribution for 457 Supplemental Income Plan - CalPERS**

SIP Plan ID	450083	Member Contributions	500.00
		Total	<b><u>\$500.00</u></b>
		Grand Total	<b><u>\$21,278.99</u></b>



Contact us at 1-877-496-1630 or NRSPlan@nationwide.com.

## FastPay

### Payroll detail payment submission

Plan name	MOUNT SHASTA457 PLAN & TRUST
Plan number	0041004001
Pay Center	MOUNT SHASTA457 PLAN & TRUST
Submission date	12-14-2023
Submission time	11:15:15 AM
Pay date	12-14-2023
Payment amount	\$3,200.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	12-15-2023

NO  
RECEIPT  
[X]



Contact us at 1-877-496-1630 or NRSPlan@nationwide.com.

# FastPay

Payroll  
detail  
payment  
submission

Plan name	MOUNT SHASTA457 PLAN & TRUST
Plan number	0041004001
Pay Center	MOUNT SHASTA457 PLAN & TRUST
Submission date	01-02-2024
Submission time	2:36:13 PM
Pay date	12-29-2023
Payment amount	\$3,200.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	01-04-2024

Page 1 of 1

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		11/26/23
PAYROLL DATE:		11/30/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$15,257.22
MEDICARE	11-000-2110	\$3,568.24
FED. WITHHOLDING	11-000-2120	\$15,203.75
TOTAL DEPOSIT:		\$34,029.21
EFTPS CONFIRMATION NO:		00305033
EFTPS BANK DEBIT DATE:		12/5/2023
APPROVED: <i>M. J. J. J.</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		11/26/23
PAYROLL DATE:		11/30/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$3,815.97
STATE DISABILITY INS	11-000-2140	\$999.40
TOTAL DEPOSIT:		\$4,815.37
EDD CONFIRMATION # (STATE):		7480655
EDD CONFIRMATION # (SDI):		7480656
EDD BANK DEBIT DATE:		12/5/2023
APPROVED: <i>M Lencelle</i>		

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		12/10/23
PAYROLL DATE:		12/14/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$15,836.20
MEDICARE	11-000-2110	\$3,703.64
FED. WITHHOLDING	11-000-2120	\$15,315.17
TOTAL DEPOSIT:		\$34,855.01
EFTPS CONFIRMATION NO:		94183893
EFTPS BANK DEBIT DATE:		12/19/2023
APPROVED: <i>M Lence</i>		



STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		12/10/23
PAYROLL DATE:		12/14/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$3,910.05
STATE DISABILITY INS	11-000-2140	\$1,050.38
TOTAL DEPOSIT:		\$4,960.43
EDD CONFIRMATION # (STATE):		7510733
EDD CONFIRMATION # (SDI):		7510737
EDD BANK DEBIT DATE:		12/19/2023
APPROVED: <i>M. Ferrell</i>		

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		12/24/23
PAYROLL DATE:		12/29/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$16,014.66
MEDICARE	11-000-2110	\$3,745.34
FED. WITHHOLDING	11-000-2120	\$15,649.20
TOTAL DEPOSIT:		\$35,409.20
EFTPS CONFIRMATION NO:		14603010
EFTPS BANK DEBIT DATE:		1/2/2024
APPROVED: <i>[Signature]</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		12/24/23
PAYROLL DATE:		12/29/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$4,097.09
STATE DISABILITY INS	11-000-2140	\$1,067.52
TOTAL DEPOSIT:		\$5,164.61
EDD CONFIRMATION # (STATE):		7531228
EDD CONFIRMATION # (SDI):		7531232
EDD BANK DEBIT DATE:		1/2/2024
APPROVED: <i>M. J. Farrell</i>		

**City Council Agenda Item # 7c**  
Staff Report

**Meeting Date:** January 8, 2024

**To:** Mayor and City Council

**From:** Robert Gibson, Chief of Police

**Subject:** Amendment of City Municipal Code Section 10.44.070 to prohibit parking on certain portions of McCloud Ave.

	Regular
<b>X</b>	Consent
	Closed
	Presentation

---

**Recommendation:**

Staff respectfully requests the City Council approve the second reading and adoption of the amendment to Section 10.44.070 (D), by title only.

**Background & Summary:**

At the November 14<sup>th</sup> 2022 City Council meeting staff brought forth a recommendation to restrict parking on McCloud Ave between Mt. Shasta Blvd and Washington Drive. The major issue is the roadway width, which is inadequate to allow for safe and effective ingress and egress in the area in the event of an evacuation or emergency. Council requested staff conduct research to look at alternative options, such as one side parking. Staff has been able to confirm that the right of way for McCloud Ave at the location discussed is 50'. There are currently plans being made to widen the roadway width to 40' which would allow for parking on one side of the roadway and the addition of bike lanes however, this will require a substantial amount of money and time. In the meantime the lack of sufficient roadway width remains and the potential disaster of not being able to either evacuate citizens or have emergency equipment be able to enter the area remains. Based on evaluations by both the Public Works Director and PACE engineering it was determined that the best course of action to address the safety and roadway width issues would be to allow parking on only one side of the roadway.

Based on the roadway layout, such as its offset intersection with Washington Drive and the larger area at the bottom of McCloud at Mt. Shasta Blvd it was determined that parking would only be allowed on the north shoulder of the westbound lane of McCloud Ave.

This will allow for a safe 8' standard parking lane and a widening of the travel lanes to a safe 12'.

Currently there is already restricted parking on McCloud Ave limiting the types of vehicles that can park, under section 10.44.080 (I). (I) McCloud Avenue: no truck (excluding pickup trucks), trailer, or motor home parking, both sides of street, between Mt. Shasta Boulevard and Washington Drive. These restrictions would remain in place for the roadway.

**Attachments:**

CCO-24-XX

**ORDINANCE CCO-24-~~XX~~**  
**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
AMENDING SECTION 10.44.070 OF THE  
MT. SHASTA MUNICIPAL CODE**

**WHEREAS**, pursuant to Chapter XI, Section 7, of the California Constitution, the City of Mt Shasta (“City”) may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

**WHEREAS**, the City Council of the City of Mount Shasta may make amendments to the Mount Shasta Municipal Code section 10.44 as set forth in Mount Shasta Municipal Code section 10.44.130; and

**WHEREAS**, the City Council of the City of Mount Shasta finds that due to the roadway width and the need to provide a viable artery for the ingress and egress of emergency vehicles and evacuations; and

**WHEREAS**, the City Council of the City of Mt. Shasta has determined that the narrowness of the roadway dictates that the parking of vehicles on the roadway causes a danger to both the motoring public, and the parking of vehicles on the sidewalk is not an option and causes further danger to the public; and

**WHEREAS**, the City Council of the City of Mt. Shasta has determined that the following changes to Mount Shasta Municipal Code Section 10.44.070 Parking Prohibited are required to allow for the removal of parking in certain areas.

**NOW, THEREFORE, BE IT ORDAINED** that the City Council of the City of Mt. Shasta does amend the Mt. Shasta Municipal Code Section 10.44.070 section (D) to read as follows:

**10.44.070 Parking Prohibited**

**(D) McCloud Avenue: On the south roadway edge of the eastbound lane of McCloud Avenue between the intersections of Mt. Shasta Boulevard and Washington Avenue.**

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of Mt. Shasta held on this 8<sup>th</sup> day of January 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 8, 2023

ATTEST:

CITY OF MT. SHASTA

\_\_\_\_\_  
Kathryn M. Joyce, Deputy City Clerk

\_\_\_\_\_  
John Stackfleth, Mayor

FORM APPROVED:

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John Sullivan Kenny, City Attorney

#### CERTIFICATION

I HEREBY CERTIFY that the foregoing Ordinance CCO-24-~~XX~~ was introduced, by title only, at a regular meeting of the Mt. Shasta City Council on the 11<sup>th</sup> day of December, 2023, and was adopted at a regular meeting of said Council on the 8<sup>th</sup> day of January 2024.

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Kathryn M. Joyce, Deputy City Clerk

## CITY COUNCIL AGENDA ITEM NO. 7d

**Date:** January 8, 2024  
**To:** Mayor and Council  
**From:** Director of Finance  
**Subject:** Local Transportation Funds

### RECOMMENDATION:

We respectfully request council adopt the proposed resolution CCR-24-XX, A Resolution of the City Council of the City of Mt. Shasta Claiming the City's Apportionment of Local Transportation Funds in the amount of \$143,922.00 of which \$61,301.00 is Claimed for Streets and Road Purposes and the Balance of \$82,621 to Be Used for Unmet Public Transit Needs, and Authorizing the Mayor to Execute the Claim.

### BACKGROUND:

Every year the State of California makes available to local jurisdictions a portion of the revenues collected from gasoline and other transportation taxes, pursuant to Section 99260 and 99400 of the Public Utilities Code. The Local Transportation Commission (LTC) is the administrator of these funds for each County. The distribution of funds available each year is primarily based on population estimates compiled by the State Department of Finance.

The first call of these funds is for unmet public transportation needs as determined by the Local Transportation Commission. The LTC periodically hold public hearings at various locations in the County to determine those needs. The cities and other local jurisdictions are then allowed to claim their respective shares of the remaining balances for street and road purposes. The estimated amount of allocation for 2023-2024 is estimated to be \$61,301.00. The LTC has determined that \$82,611.00 is needed for unmet public transit needs that are reasonable to meet the STAGE operating budget for the year.

Over the years, the City has reserved these Local Transportation Funds for the purpose of major reconstruction projects, so these funds do not necessarily affect day to day operations but will affect long range infrastructure needs of the City.

Attachments: Proposed Resolution with Claim

**RESOLUTION CCR-24-XX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
CLAIMING THE CITY'S APPORTIONMENT  
OF LOCAL TRANSPORTATION FUNDS  
IN THE AMOUNT OF \$143,922.00 OF WHICH  
\$ 61,301.00 IS CLAIMED FOR STREETS AND ROADS PURPOSES  
AND THE BALANCE OF \$82,621.00 IS TO BE USED  
FOR UNMET PUBLIC TRANSIT NEEDS  
AND AUTHORIZING THE MAYOR TO EXECUTE THE CLAIM**

**WHEREAS**, the State Transportation Development Act makes Local Transportation Funds available to Cities and Counties; and

**WHEREAS**, these funds may be claimed for streets and roads purposes, but only after public transit needs have been met; and

**WHEREAS**, Siskiyou County has determined the public transit needs will require \$82,621 of the City's apportionment for the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mt. Shasta that a claim in the amount of one-hundred forty-three thousand nine hundred twenty-two dollars and zero cents (\$143,922.00), of which \$82,621.00 shall be used for public transit and \$61,301.00 shall be used for streets and road purposes, is made against the Local Transportation Fund for Siskiyou County for fiscal year 2023-2024.

**BE IT FURTHER RESOLVED** that the Mayor is authorized to execute the attached claim on behalf of the City.

\*\*\*\*\*

The foregoing resolution was passed and adopted this 8th day of January 2024 by the City Council of the City of Mt. Shasta by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: January 8, 2024

CITY OF MT. SHASTA

ATTEST:

\_\_\_\_\_  
John Stackfleth, Mayor

\_\_\_\_\_  
Kathryn Joyce, Deputy City Clerk



Siskiyou County Local Transportation Commission  
Local Transportation Fund - Transportation Claim

Fiscal Year      2023/2024

(New   X   Amended       )

To:      Siskiyou County Local Transportation Commission

From: City of Mount Shasta  
(Claimant)

This applicant, qualified pursuant to section 99203 of the Public Utilities Code, hereby requests, in accordance with the applicable rules and regulations of the Transportation Development Act as enacted and amended by statute to January 1, 2011, that its claim be approved in the amount of:

\$      143,922.00

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A.      Funding Available (Not Claimed)

1. Funds from prior years			
a. Estimated funds with County Auditor	7/1/2023	\$	-
2. Current Estimated Allocations	2023/2024	\$	143,922.00
		\$	<u>143,922.00</u>

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B.      Total Amount Claimed

1. By Funding Source			
a. Estimated funds with County Auditor		\$	-
b. Current Estimated Allocations	2023/2024	\$	143,922.00
c. Total Claimed		\$	<u>143,922.00</u>
2. By Purpose			
(Chapter 4, Part 11, Division 10 of P.U.C.)			
a. Public Transit [Art 4, Sec 99260 (a)]		\$	82,621.00
b. Streets/Roads [Art 8, Sec 99400 (a)]		\$	61,301.00
c. Other		\$	-
d. Total Claimed		\$	<u>143,922.00</u>

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Siskiyou County Local Transportation Commission  
Local Transportation Fund - Transportation Claim

The claimant herewith recognizes that any allocations for streets and roads will be made in accordance with, but not limited to, Section 99401.5, Article 8, Chapter 4, Part 11, Division 10 of the Public Utilities Code. This section stipulates that the Local Transportation Commission must take certain actions with respect to "Unmet Transit Needs" and whether they are "Reasonable to Meet" before any allocation can be made for other Public Transportation services.

When approved, please transmit this claim for payment from the Local Transportation Fund to the following address:

Siskiyou County Local Transportation Commission  
1312 Fairlane Road, Suite 2  
Yreka, CA 96097

Approval of the claim and payment by the County Auditor is subject to such monies being on hand and available for distribution and to the provisions that such monies will be used in accordance with the rules and regulations of the Transportation Development Act.

**Approved:**

Local Transportation Commission

City of Mount Shasta

By: \_\_\_\_\_  
Executive Director

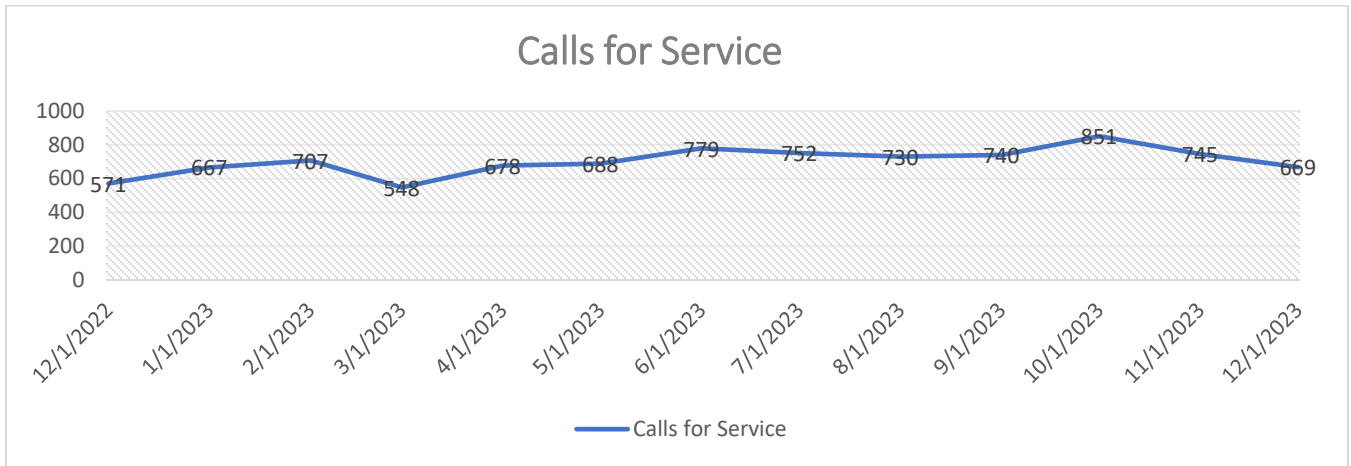
By: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_

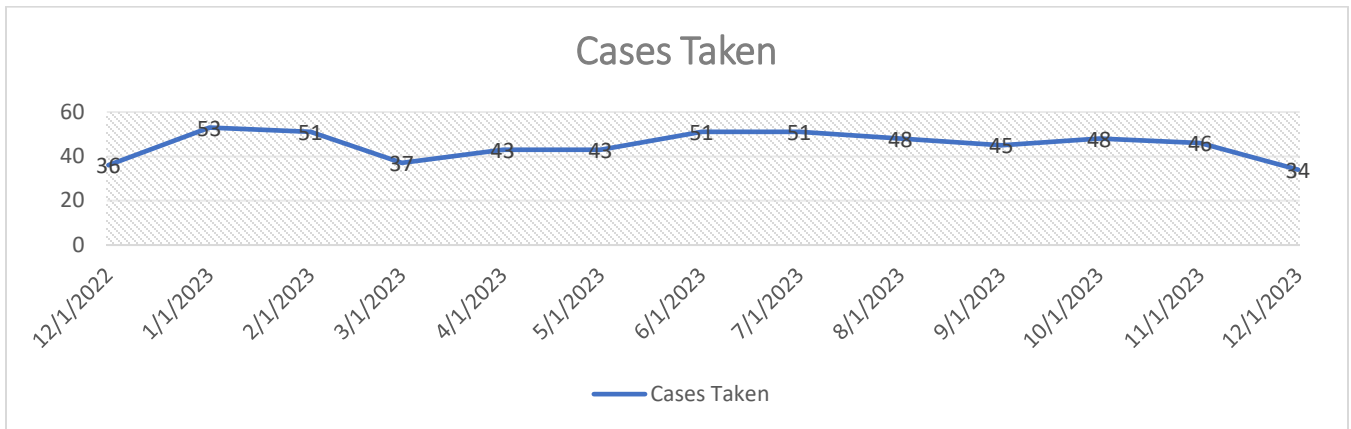
Date: \_\_\_\_\_

# Department Statistics

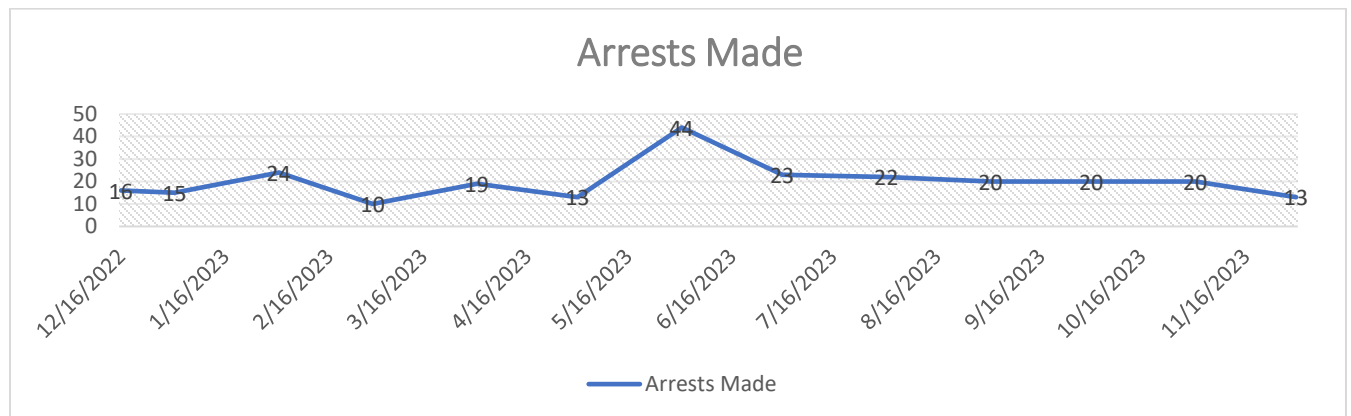
Calls for Service	December 2022	December 2023	Change
	571	669	+17.16%



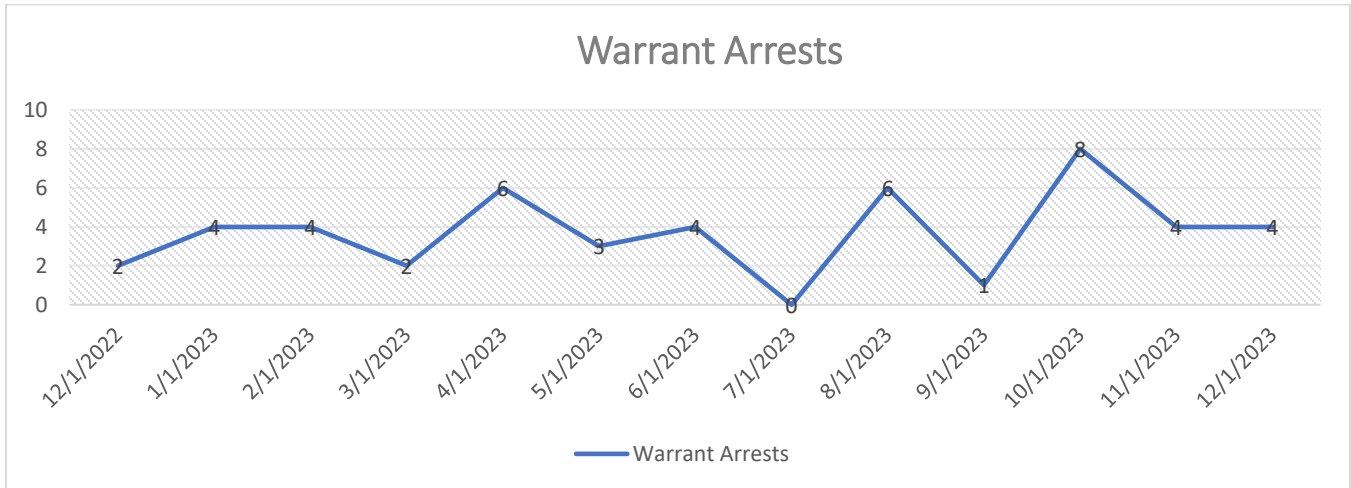
Cases Taken	December 2022	December 2023	Change
	36	34	-5.55%



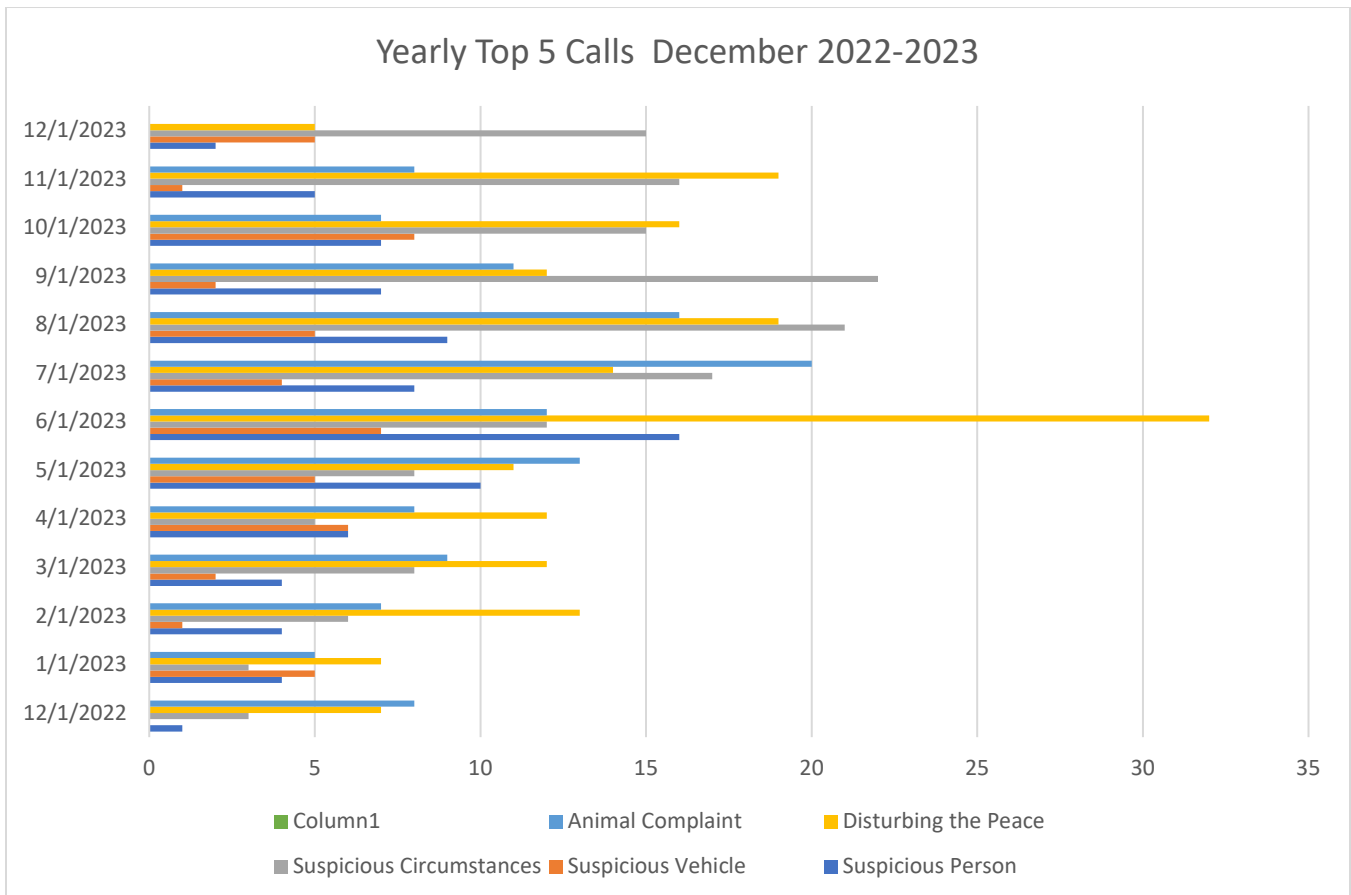
Arrests Made	December 2022	December 2023	Change
	16	13	-18.75%



Warrant Arrests	December 2022	December 2023	Change
	2	4	+100%

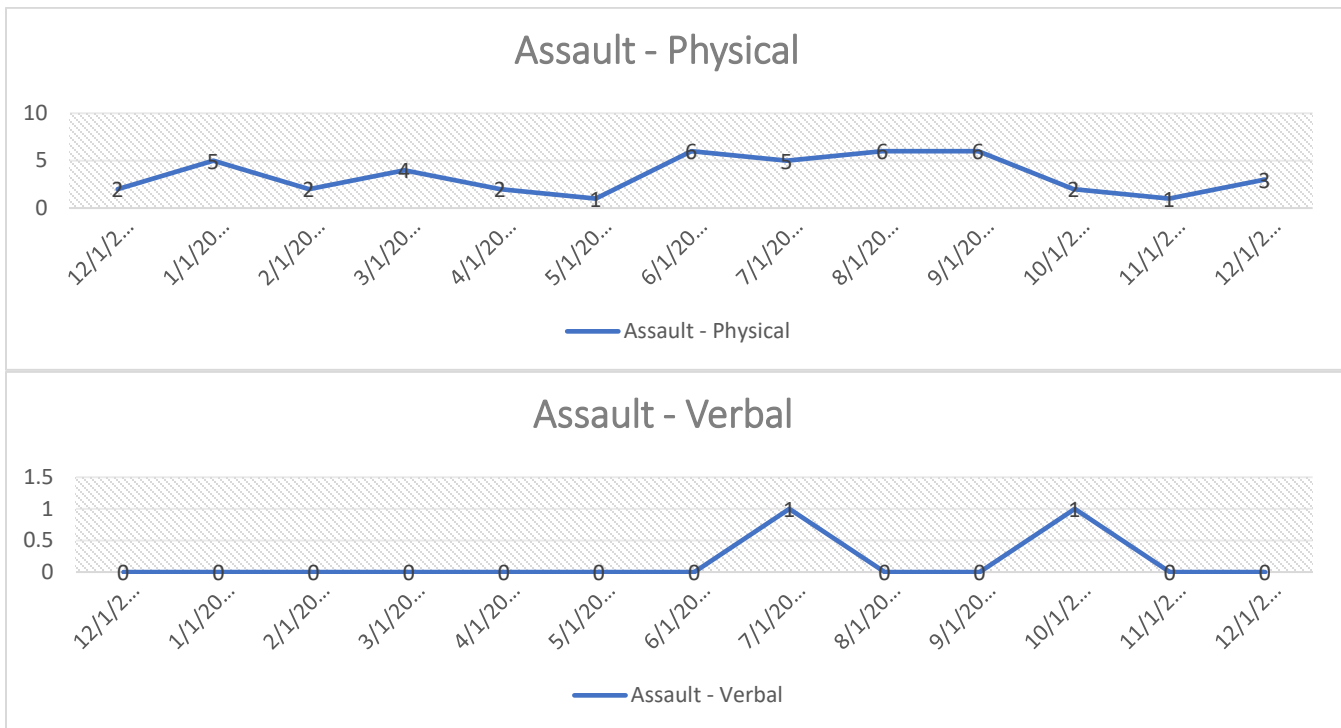


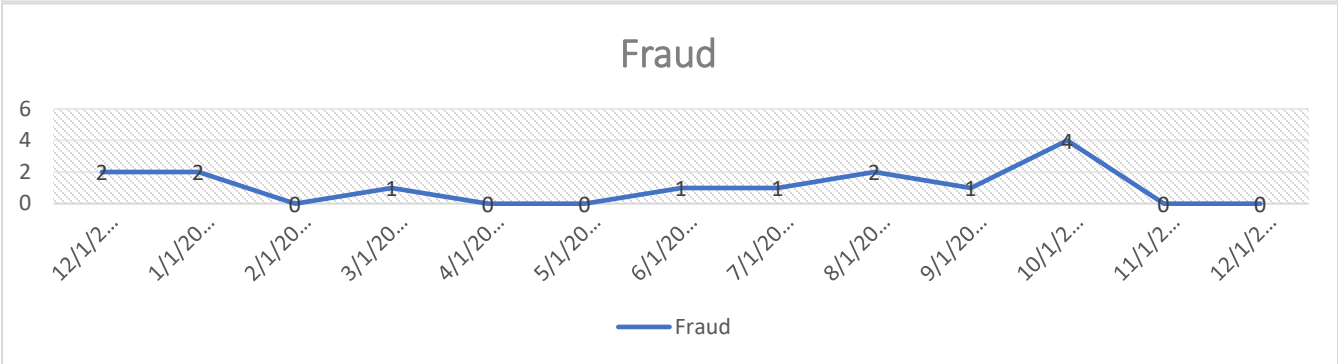
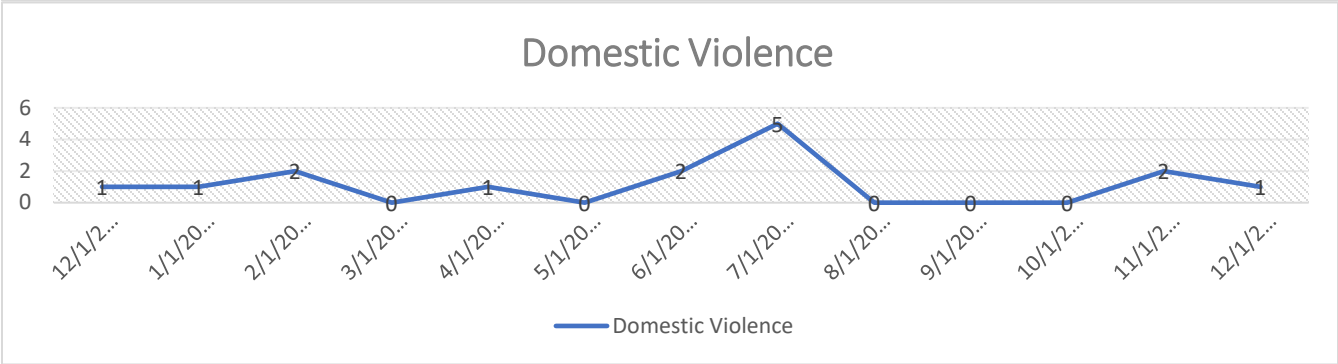
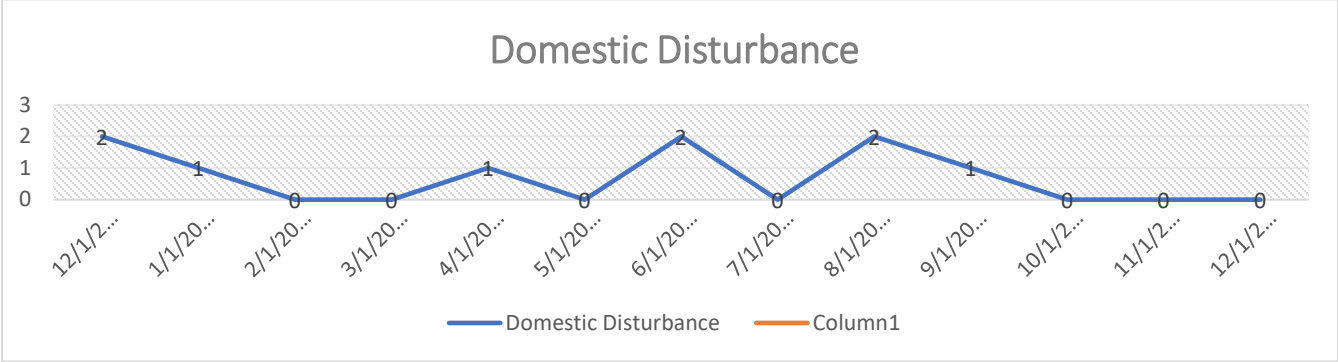
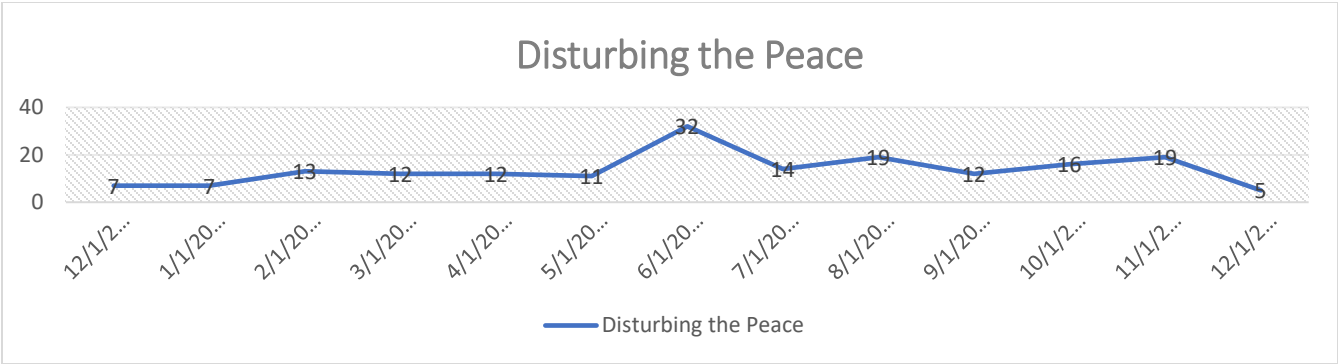
Top 5 Calls			
December 2022		December 2023	
Out w/a Vehicle	22	Outside Assist	31
Medical	21	Medical	21
Public Assist	19	Trespassing	19
Check Business	15	Alarm	15
Suspicious Circumstances	14	Suspicious Circumstances	15



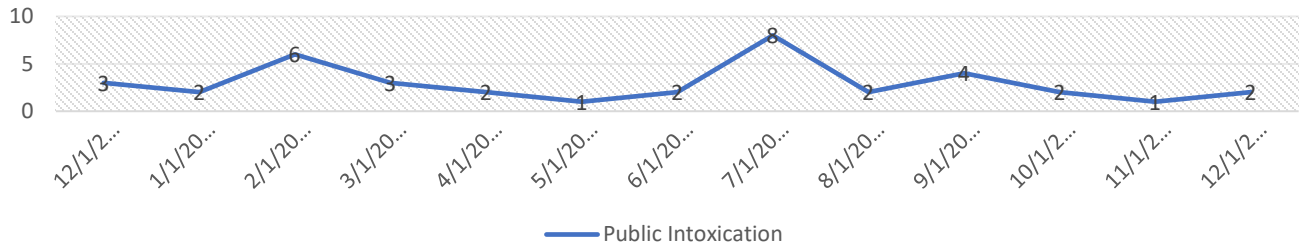
# Crime Statistics

Crimes				
	December 2022	December 2023	Change	December 2022-December 2023 Yearly Total
Assault – Physical	2	3	+50%	42
Assault – Verbal	0	0	0	2
Disturbing the Peace	7	5	-28.57%	183
Domestic Disturbance	2	0	-100%	11
Domestic Violence	1	1	0	14
Fraud	2	0	-100%	14
Public Intoxication	3	2	-33.33%	39
Stolen Vehicle	1	1	0	12
TC Hit & Run	4	3	+100%	20
Theft from Vehicle	0	1	+100%	2
Theft – Grand	1	0	-100%	6
Theft – Petty	1	4	+300%	51
Theft – Shoplifting	0	0	0	0
Trespassing	6	19	+216.66%	211
Vandalism	1	2	+100%	54

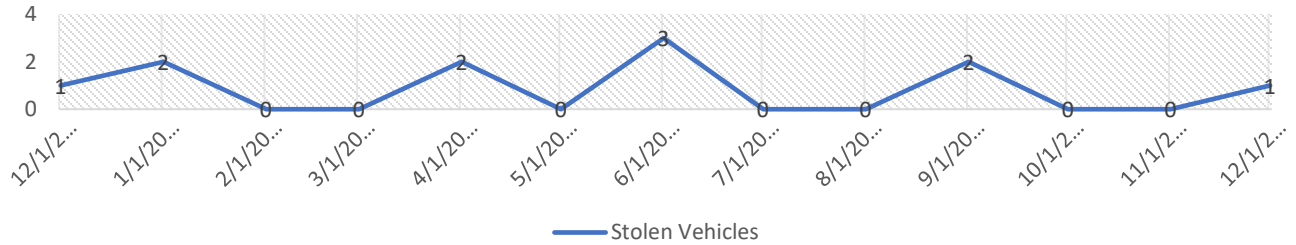




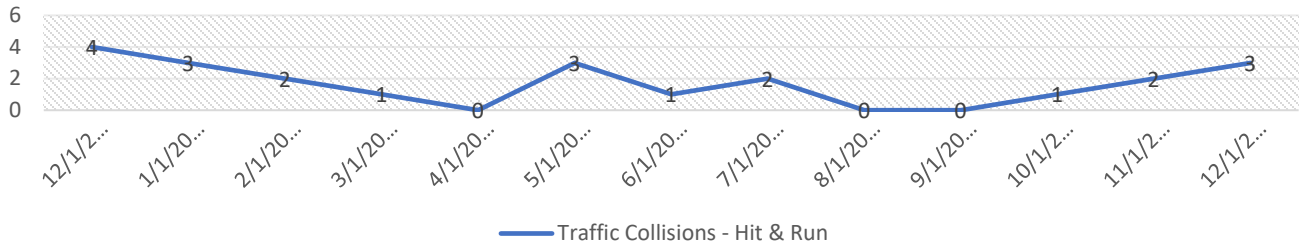
### Public Intoxication



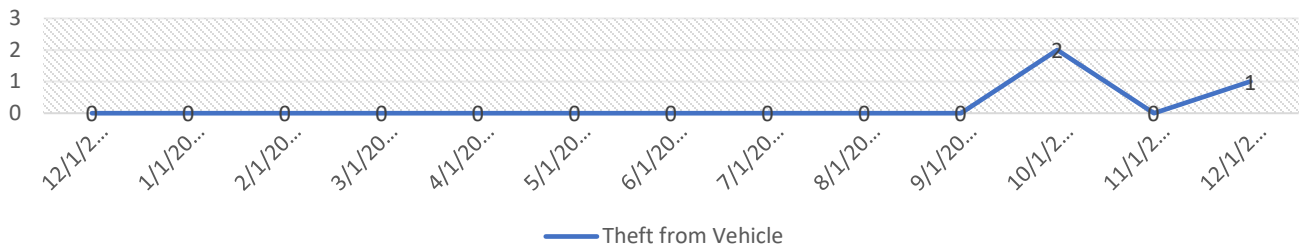
### Stolen Vehicles



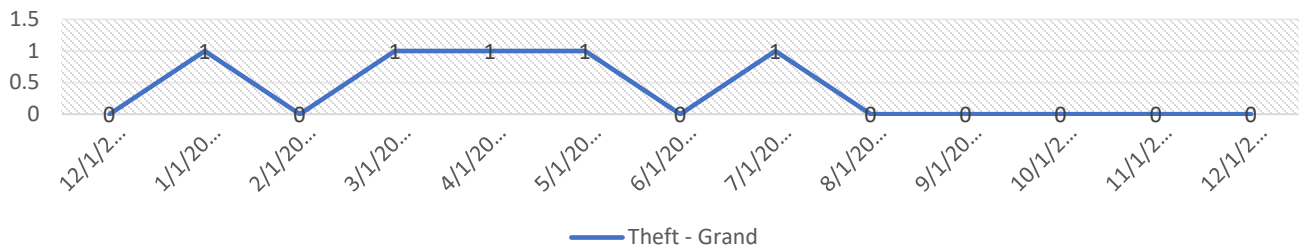
### Traffic Collisions - Hit & Run

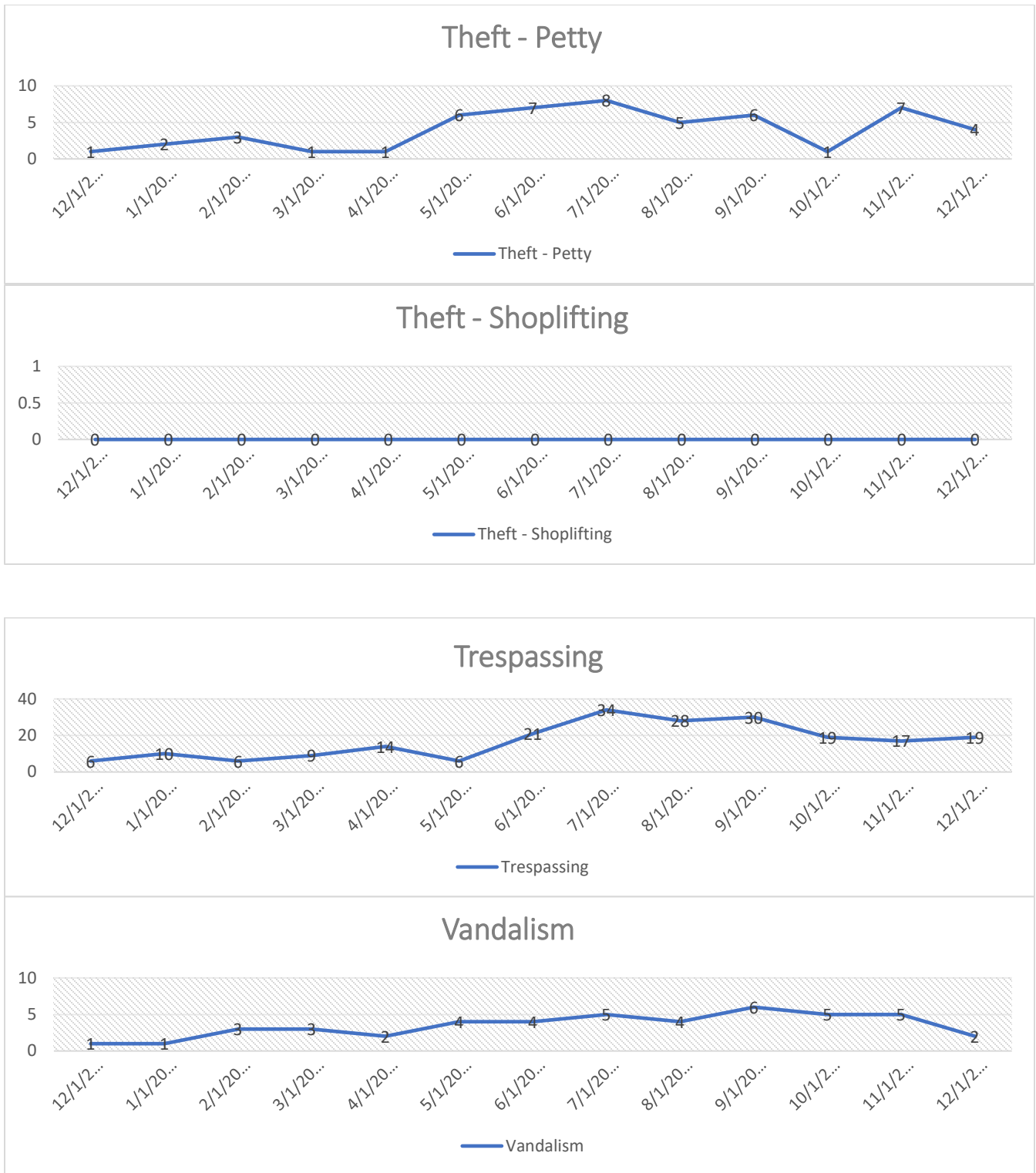


### Theft from Vehicle



### Theft - Grand

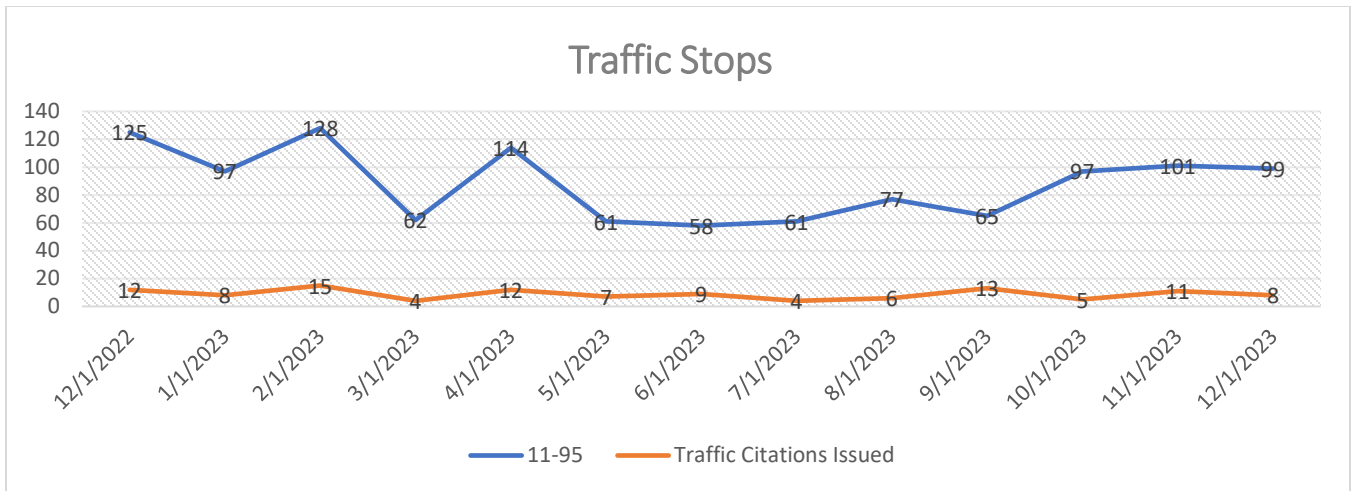




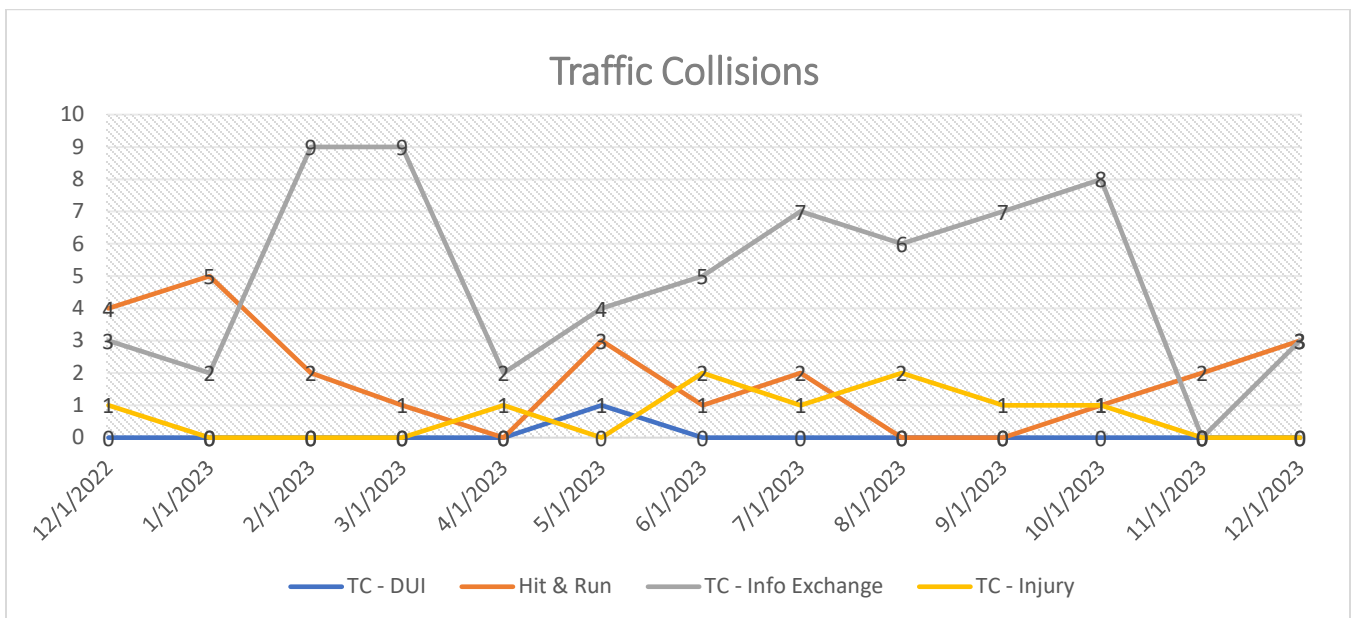
## Traffic Summary

	December 2022	December 2023	Change
Traffic Stops	125	99	-20.8%
Traffic Citations Issued	12	8	-33.33%





Traffic Collisions				
	December 2022	December 2023	Change	December 2022-December 2023 Yearly Total
TC – DUI	0	0	0%	1
TC – Hit & Run	4	3	-25%	24
TC – Info Exchange	3	3	0%	65
TC - Injury	1	0	-100%	9
<b>Total</b>	<b>8</b>	<b>6</b>	<b>-84.61%</b>	<b>99</b>

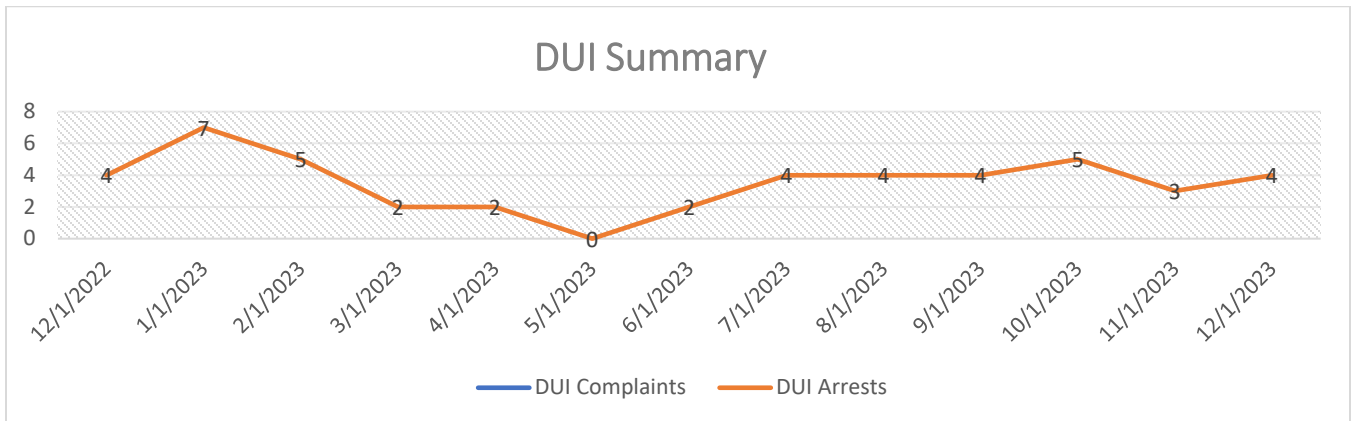


### Traffic Accident Location Summary

12/03/2023 W Lake St & Morgan Wy-TC Info Exchange, No injuries, parties exchanged information.  
 12/05/2023 76 Station-TC Hit & Run, No injuries.  
 12/09/2023 CVS Pharmacy-TC Hit & Run, No injuries.  
 12/11/2023 Mechanics Bank- TC Hit & Run, No injuries.  
 12/12/2023 CVS Pharmacy- TC Info Exchange, No injuries, parties exchanged information.  
 12/17/2023 315 N Mt Shasta Blvd- TC Info Exchange, No injuries, parties exchanged information.

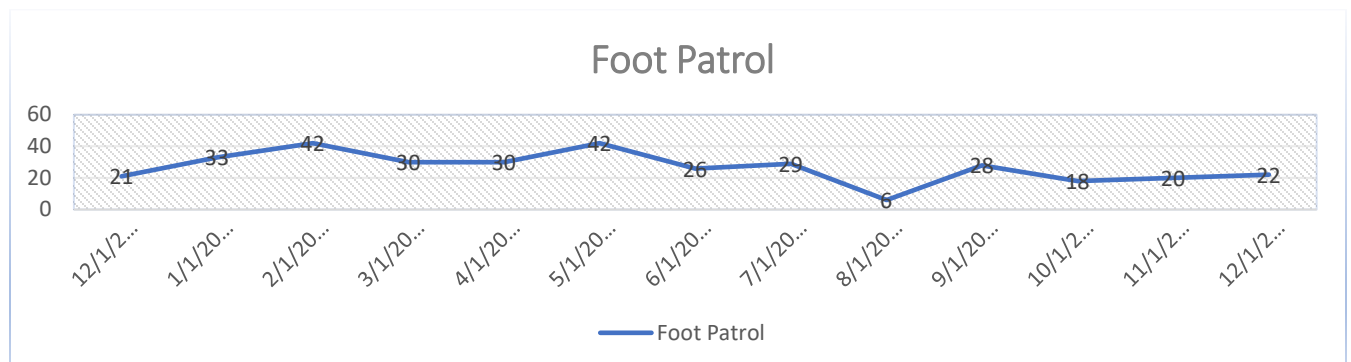
DUI Summary			
	December 2022	December 2023	Change
DUI Complaints	NA	NA	NA
DUI Arrests	4	4	0

\* DUI Complaints no longer tracked in new CAD system as of 11/01/2022.



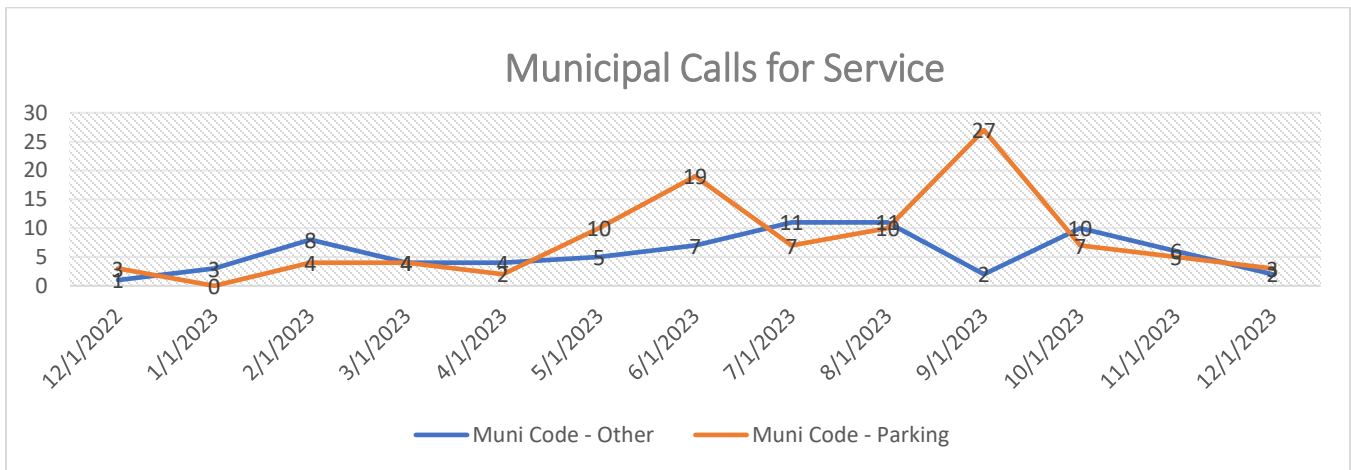
## Patrol Information

Foot Patrol			
December 2022	December 2023	Change	December 2022- December 2023 Yearly Total
21	22	+4.76%	347
<p>Frequent foot patrol areas include:</p> <ul style="list-style-type: none"> <li>• City Park</li> <li>• Shastice Park</li> <li>• Downtown Mount Shasta</li> <li>• Roseburg Property</li> <li>• Behind commercial business such as Ray's Food Place, the Cinema, and Rite Aid</li> <li>• Dense brush areas in multiple residential areas.</li> </ul>			



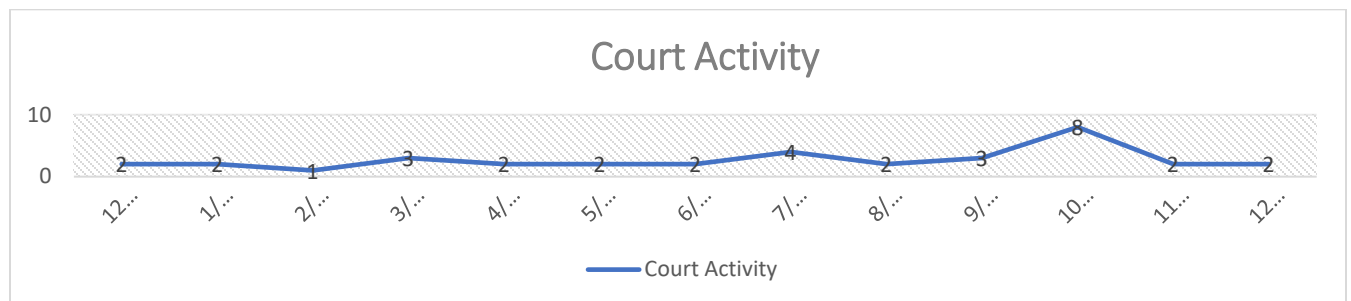
# Municipal Summary

Municipal Calls for Service			
	December 2022	December 2023	December 2022- December 2023 Yearly Total
Muni Code – Other	4	2	74
Muni Code - Parking	6	3	101
<b>Total</b>	<b>10</b>	<b>5</b>	<b>175</b>



LiveScans	December 2022	December 2023
	12	20

# Court Activity



# Social Media



Facebook				
Followers	Posts	Reach	Engaged Users	Reactions
11,850	13	62971	9173	1196



Twitter			
Followers	Tweets	Impressions	Mentions
395	0	117	0



Instagram		
Followers	Posts	Likes
2102	10	319



Nextdoor		
Posts	Impressions	Reactions
0	0	0

**City Council Agenda Item # 8**  
Staff Report

**Meeting Date:** January 8th, 2024

**To:** Mayor and City Council

**From:** City Manager, Todd Juhasz

**Subject:** Next steps for EIFD now that the County has declined to partner with Mt Shasta

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

Consider next steps for investing in development within the City of Mt Shasta now that the County has declined to partner on the Enhanced Infrastructure Finance District (EIFD).

**Summary:**

At the 12/12/2023 Board of Supervisors meeting, County Supervisors voted 4 to 1 against partnering with the City on an EIFD. I have no insight into the reasoning, but it was clear on the day of the hearing that their minds were made up well in advance. The City Manager and Kosmont (EIFD consultants) were informed the day before that they wanted to resolve the EIFD issue “before the holidays,” (such short notice is unusual). Also, the City had no time to speak on behalf of the EIFD. The vote was called and that was the end of the proposal. Previous votes indicated 4 to 1 support *for* the measure.

While those that have worked on this issue for some time are disappointed, this may end up working in the City’s favor. Now, instead of working with a Public Financing Board that would consist of an equal number of County and City representatives over whether funds should be spent on projects on either County or City properties and potentially of questionable utility, If the City moves forward with Mt Shasta backed EIFD:

- We can remove all County properties from the EIFD which will allow us to focus on a few targeted properties
- Those involved in the Public Financing Authority comprised of City residents are more likely to make decisions about where accrued increment can be spent that benefit the City only.
- The City will not be subjected to a 50/50 tax sharing agreement with the County

On the downside, the amount of money that the City will collect in terms of frozen increment will be marginal based upon conservatively modeled rate of City development. In staff’s view, and corroborated by Kosmont, the only reason for the City to go it alone as a value proposition is:

- The City will be more competitive for grant dollars with an EIFD in place

- EIFD formation will demonstrate the City's long-term commitment to investing in new business
- It won't cost much as the EIFD formation work is paid for via a federal grant
- As we gradually gain increment over the life of the district, we can provide storefront, tenant improvement grants, and provide seed capital for start-ups (among other smaller investments).

Aside from the above, the City may want to consider issuing a Revenue Bond. Under a Revenue Bond, we'll have a thirty year pay-off period and we can collateralize it with hard infrastructure that the City owns (City Hall, Fire Department, City owned streets). The downside is that we would be committing liquid capital over the life of the bond.

As an aside, the City held a three-hour meeting with a large developer based out of Redding that is interested in the Landing. Also, Kendrick Enterprises is still interested in the property as well. It would be optimal if we had a plan for moving forward should one of the two entities desire to enter into a Development Agreement or to Option the property.

**City Council Agenda Item # 9**  
Staff Report

**Meeting Date:** January 8th, 2024

**To:** Mayor and City Council

**From:** City Manager, Todd Juhasz

**Subject:** Proposed compensation changes to attract/maintain quality City Council candidates

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

Based on conversations with Council at the December 11<sup>th</sup> Council meeting, staff recommends that Council approve an increase in compensation for Council members from \$220 per/month to \$300 per/month. This is allowed under SB 329, a measure passed to address stagnant compensation for Council members in general law cities.

**Summary:**

At a recent City Council meeting, then Mayor Clure shared that she had attended a CalCities Conference session about how to attract quality candidates to run for City Council. She suggested that City staff research the cost of providing health insurance for members and/or increasing compensation rates.

**Information:** Finance Director Terrell called the Teamster's Union that represents city staff to inquire about whether current health insurance rates provided by Anthem Blue Cross, as negotiated through the Teamster's Union, could be extended to Council members at member rates. The response from the Teamster's representative was a definitive no. Their position is that any insurance provided to Council members would have to be provided at market rate consistent with those extended to self-insured individuals. Based upon this information, staff believes that extending individual rates would be too cost prohibitive for the City.

Next, staff researched the compensation issue. Currently, Council members are paid a stipend of \$220 per month. Under the recently passed Senate Bill 329, the maximum compensation allowed for Council members has been increased with rates being determined by the population of a given city. Under the category of cities with populations under 35,000, the maximum monthly compensation is \$950. In addition, the maximum annual increase is capped at 5%.

**For Discussion:** At the December 11<sup>th</sup> Council Meeting, there was discussion over whether: a) increasing the monthly compensation rate would attract quality candidates to run for Council, and; b) under SB 329, how much of an increase would be reasonable based upon the workload, as well as how much of an increase should trigger community members to weigh in via a formal ballot measure?

From the discussion it is not clear that an increase would meet the stated goal, but it appears that an increase in compensation from \$220 per/month to \$300 per/month was the direction given to staff.

### **Background on SB 329:**

SB 329 addresses the issue of stagnant compensation for city council members in general law cities. Existing law authorizes a city council to enact an ordinance to provide each member of the city council with a salary based on the population. The existing compensation schedule, which has not been adjusted since 1984, has not kept pace with inflation. The bill aims to provide cities with the option to adjust council member compensation to account for inflation and support diversity in city councils because increased compensation can help individuals from across different income levels receive sufficient income for their service.

### **Key Provisions**

#### *Increased Salary Maximums*

Under existing law, city councils can enact ordinances to provide salaries to council members based on the population of the city. SB 329 increases the maximum amounts of salary that can be approved by city ordinance, based on the population of the city. The new salary limits are as follows:

- Up to \$950 per month for cities up to and including 35,000 in population.
- Up to \$1,275 per month for cities over 35,000 up to and including 50,000 in population.
- Up to \$1,600 per month for cities over 50,000 up to and including 75,000 in population.
- Up to \$1,900 per month for cities over 75,000 up to and including 150,000 in population.
- Up to \$2,550 per month for cities over 150,000 up to and including 250,000 in population.
- Up to \$3,200 per month for cities over 250,000 in population

#### *Additional Compensation Increases*

SB 329 allows council member salaries to be increased beyond the specified maximums. The increases shall not exceed the greater of the following two conditions:

- The increase cannot exceed 5% for each calendar year from the operative date of the last salary adjustment.
- The increase cannot exceed the amount of inflation since January 1, 2024, based on the California Consumer Price Index. The inflation-based increase is capped at 10% for each calendar year.

#### *Adoption of Ordinance*



The bill requires a city council to consider the adoption of an ordinance to increase council member compensation in open session during at least two regular meetings. The proposed ordinance, including findings justifying the need for the increase, must be presented at the first meeting. The adoption of the ordinance can take place at the second meeting, which must be held at least seven days after the first meeting. This is important because there is normally a five-day waiting period between the introduction and adoption of an ordinance.

**ORDINANCE CCO-24-XX**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
AMENDING CHAPTER 2.22.010 OF TITLE 2 OF  
THE MT. SHASTA MUNICIPAL CODE  
TO INCREASE COUNCIL MEMBER COMPENSATION**

The City Council of the City of Mt. Shasta does hereby ordain as follows:

**I. FINDINGS**

Section 2.22.010 is modified as follows:

**II. TEXT OF CODIFIED ORDINANCE**

Chapter 2.22

COUNCIL MEMBER COMPENSATION

Sections:

2.22.010 Council Member Salaries. Council Members shall receive a salary of \$300.00 per month.

**ROLL CALL VOTE:**

AYES:

NOES:

ABSENT

ABSTAIN:

CITY OF MT. SHASTA:

\_\_\_\_\_  
John Stackfleth, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kathryn M. Joyce, Deputy City Clerk

\_\_\_\_\_  
John S. Kenny, City Attorney

**IT IS HEREBY CERTIFIED** that the foregoing Ordinance CCO-24-~~XX~~ was introduced and read by title only, by the City Council of the City of Mt. Shasta at a regular meeting of said Council on ~~XXX~~ and was duly adopted, by title only, by said Council at a regular meeting held on the ~~XXX~~.



# CITY OF MT. SHASTA STAFF REPORT

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**TO:** City Council  
**FROM:** Jeff Mitchem, Planning Director  
**DATE:** January 8, 2024  
**SUBJECT:** **Recommended Findings of CEQA Exemption and Adoption of 2023-2031 Housing Element Update**

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## DESCRIPTION

This item is adoption of the 2023-2031 Housing Element Update with findings of CEQA Exemption and substantial compliance with State Housing Element Law, and direction of staff to submit to the California Department of Housing and Community Development (HCD) for final review and certification.

## RECOMMENDATION

Staff recommend City Council 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. Adoption of the proposed update to the Housing Element of the City's General Plan with findings that it substantially complies with State Housing Element Law (**Attachment 1, Exhibit A**) 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 with the following track change keys: **RED** indicates ~~deletion~~/addition of text; **GREEN** indicates movement of text from one location to another location by staff in response to HCD comments.) **YELLOW highlighted** text indicates Planning Commission recommended revisions – please refer to Attachment 4 for a summary of Planning Commission comments and staff responses.

The revisions are detailed in **Attachment 3, City Response Matrix** and summarized below (*Changes since last CC 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 CC 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 CC 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. NOTE: Programs recommend that existing Design Review (Municipal Code Chapter 18.60) remain unchanged for market rate housing projects and new Objective Design Standards shall be developed for qualifying housing projects only pursuant to state law.*
- **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 CC review. Appendix A has been revised in response to HCD comments requiring 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 CC review. Appendix B was revised to correct 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](http://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 6<sup>th</sup> to May 19<sup>th</sup>.** 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 18<sup>th</sup> 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 23<sup>rd</sup> 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 (refer to **Attachment 4**).
- **November 15, 2023.** The City published a notice of the November 28<sup>th</sup> Planning Commission meeting public in the Mt. Shasta Herald.

- **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 CEQA Exemption and Final 2023-2031 Housing Element. Planning Commission revisions are conveyed in **Attachment 5**.
- **December 20, 2023.** The City published notice of the January 8<sup>th</sup> City Council meeting public in the Mt. Shasta Herald, and published all Housing Element documents on the City's website.
- **December 20, 2023.** The City distributed notice (including document links) of the January 8<sup>th</sup> City Council meeting via email to all parties requesting notice.
- **January 8, 2024.** Public hearing 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.** Upon approval by the City Council, 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 CC Resolution 2024-XX approving the California Environmental Quality Act (CEQA) exemption pursuant to CEQA Section 15061(b)(3) and adoption of the 2023-2031 Housing Element update to the City's General Plan with findings for compliance with State Housing Element Law.
2. HCD Comment Letter, September 5, 2023
3. City Response to HCD Comments Matrix

4. Planning Commission Housing Element Revisions Summary from 11/28/203  
Public Hearing
5. Adopted 2023-2031 Housing Element –  
Chapters 1-3 attached.  
Appendices available at: at [www.siskiyou-housing.com/mt-shasta](http://www.siskiyou-housing.com/mt-shasta).



**RESOLUTION CCR-24-XX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
APPROVING THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)  
EXEMPTION PURSUANT TO CEQA SECTION 15061(b)(3) AND ADOPTION OF 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 as the 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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; and

**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**, 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; and

**WHEREAS**, on November 28, 2023, the Planning Commission of the City of Mt. Shasta approved Resolution No. 2023-01 recommending the City Council find the Housing Element exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3) of the CEQA Guidelines and the Housing Element complies with State Housing Law, and provide direction of staff to submit the Final 2023-31 Housing Element to HCD for final 60-day review and anticipated certification; and

**WHEREAS**, on December 20, 2023, the City published notice of the January 8<sup>th</sup> City Council meeting public in the Mt. Shasta Herald, and published all Housing Element documents on the City's website; and

**WHEREAS**, on January 8, 2024, City Council held a public hearing to consider Planning Commission recommendation, receive public comment, and provide direction of staff to submit the Final 2023-31 Housing Element to HCD for final 60-day review and anticipated certification; and

**WHEREAS**, the City Council finds, as conveyed in Attachment 1, Exhibit A 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**, 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 City Council 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 City Council 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 City Council finds the Final 2023-31 Housing Element is consistent with a comprehensive view of the Mt. Shasta General Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mt. Shasta as follows:

1. The above recitations are true and correct and are incorporated by reference into this action; and
2. Finds that 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
3. As required by Government Code Section 65585(e), the City Council has considered the findings made by the Department of Housing and Community Development included in the Department's letter to the City of Mt. Shasta dated September 5, 2023 consistent with Government Code Section 65585(e), and the Housing Element has been amended in response to the findings of the Department, as set forth in Attachment 2 to the staff report, to substantially comply with the requirements of State Housing Element Law as interpreted by HCD.
4. The Housing Element substantially complies with State Housing Element Law, as provided in Government Code 65580 et seq. and contains all provisions required by State Housing Element Law, as shown in Exhibit A to this Resolution, incorporated herein by this reference.
5. Rescinds the current Housing Element; and adopts the General Plan Amendment 2023-2031 Housing Element; and
6. Directs the Planning Director or designee, pursuant to Section 65585(b)(1) of the California Government Code, 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
7. Authorizes 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 City Council. However, should HCD require substantial modifications to the adopted Housing Element not previously considered by the City Council, City staff shall bring such modifications back to the City Council for its recommendation pursuant to Government Code Section 65356.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution CCR-24-~~XX~~ was duly adopted on a motion by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_ at a regular meeting of the City of Mt. Shasta City Council held on the 8<sup>th</sup> day of January 2024, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**DATED:**

**MT. SHASTA**

\_\_\_\_\_  
John Stackfleth, Mayor

**ATTEST:**

\_\_\_\_\_  
Kathryn M. Joyce, Deputy City Clerk

**EXHIBIT A TO RESOLUTION CC-2024-XXX**

**CONFORMANCE OF HOUSING ELEMENT WITH STATE LAW REQUIREMENTS,  
ARTICLE 10.6 [65580 - 65589.11]**

<b>GOVERNMENT CODE PROVISION</b>	<b>HOUSING ELEMENT COMPLIANCE</b>
<b>Section 65583</b>	
The housing element shall consist of an identification and analysis of existing and projected housing needs and a statement of goals, policies, quantified objectives, financial resources, and scheduled programs for the preservation, improvement, and development of housing.	<p>Appendix A: Special Needs Housing Analysis</p> <p>Chapter 2: Quantified Objectives</p> <p>Chapter 2: Housing Assistance Programs</p> <p>Chapter 2: Goals, Policies and Programs</p>
The housing element shall identify adequate sites for housing, including rental housing, factory- built housing, mobilehomes, and emergency shelters, and shall make adequate provision for the existing and projected needs of all economic segments of the community.	<p>Appendix B: Housing Sites</p> <p>Appendix A: Provisions for a Variety of Housing Types</p>
The element shall contain all of the following:	
(a) An assessment of housing needs and an inventory of resources and constraints relevant to the meeting of these needs. The assessment and inventory shall	Appendix A: Special Needs Housing Analysis

include all of the following:	
(a)(l) An analysis of population and employment trends and documentation of projections	Appendix A: Population Characteristics and Trends Appendix A: Housing Needs Assessment
(a)(l) A quantification of the locality's existing and projected housing needs for all income levels, including extremely low income households, as defined in subdivision (b) of Section 50105 and Section 50106 of the Health and Safety Code. These existing and projected needs shall include the locality's share of the regional housing need in accordance with Section 65584. Local agencies shall calculate the subset of very low income households allotted under	Appendix A: Regional Housing Needs  Appendix A: Household Incomes and Housing Affordability  Appendix A: Housing Needs Assessment  Appendix A: Extremely Low-Income Housing
Section 65584 that qualify as extremely low income households. The local agency may either use available census data to calculate the percentage of very low income households that qualify as extremely low income households or presume that 50 percent of the very low income households qualify as extremely low income households. The number of extremely low income households and very low income households shall equal the jurisdiction's allocation of very low income households pursuant to Section 65584.	
(a)(2) An analysis and documentation of household characteristics, including level of payment compared to ability to pay,	Appendix A: Household Incomes and Housing Affordability  Appendix A: Characteristics of Housing

	<p>Stock</p> <p>Appendix A: Housing Needs Assessment</p>
(a)(2) housing characteristics, including overcrowding, and	<p>Appendix A: Population Characteristics and Trends</p> <p>Appendix A: Household Incomes and Housing Affordability</p> <p>Appendix A: Characteristics of Housing Stock</p> <p>Appendix A: Disproportionate Housing Needs Appendix A: Housing Needs Assessment</p>
(a)(2) housing stock condition.	<p>Appendix A: Characteristics of Housing Stock</p> <p>Appendix A: Characteristics of Housing Stock Appendix A: Housing Needs Assessment</p>
(a)(3) An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites, and an analysis of the	<p>Appendix B: Housing Sites</p>

relationship of the sites identified in the land inventory to the jurisdiction's duty to affirmatively further fair housing. <b>Note: Please see Section 65583.2 regarding the land inventory.</b>	
<p><b>[Note that AB 2339 (Appendix A54, Statutes of 2022) amended Section 65583(a)(4). It does not apply to ABAG-area housing elements unless the first draft of the housing element is submitted to ABAG after January 31, 2023 or a draft is submitted after April 1, 2023. Therefore the sections below include the statutory provisions of Section 65583(a)(4) effective in 2022.</b></p> <p><b>Jurisdictions adopting their housing element after January 1, 2023 should describe why AB 2339 is not applicable to them.]</b></p>	<p>The City's first draft of the Housing Element was submitted to the HCD in April 2023.</p> <p>The City has addressed the requirements in the Housing Element.</p>
(a)(4)(A) The identification of a zone or zones where emergency shelters are allowed as a permitted use without a conditional use or other discretionary permit. The identified zone or zones shall include sufficient capacity to accommodate the need for emergency shelter identified in paragraph (7), except that each local government shall identify a zone or zones that can accommodate at least one year-round emergency shelter.	Appendix A: Provisions for a Variety of Housing Types
(a)(4)(A) If the local government cannot identify a zone or zones with sufficient capacity, the local government shall include a program to amend its zoning ordinance to meet the requirements of this paragraph within one year of the adoption of the housing element. The local government may identify additional zones where emergency shelters are	Not applicable



permitted with a conditional use permit.	
(a)(4)(A) The local government shall also demonstrate that existing or proposed permit processing, development, and management standards are objective and encourage and facilitate the development of, or conversion to, emergency shelters.	Appendix A: Provisions for a Variety of Housing Types

<p>(a)(4)(A) Emergency shelters may only be subject to those development and management standards that apply to residential or commercial development within the same zone except that a local government may apply written, objective standards that include all of the following:</p> <ul style="list-style-type: none"> <li>(i) The maximum number of beds or persons permitted to be served nightly by the facility.</li> <li>(ii) 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.</li> <li>(iii) The size and location of exterior and interior onsite waiting and client intake areas.</li> <li>(iv) The provision of onsite management.</li> <li>(v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.</li> <li>(vi) The length of stay.</li> <li>(vii) Lighting.</li> <li>(viii) Security during hours that the emergency shelter is in operation.</li> </ul>	<p>Appendix A: Provisions for a Variety of Housing Types</p>
<p>(a)(4)(B) The permit processing, development, and management standards applied under this paragraph shall not be deemed to be discretionary acts within the meaning of the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code).</p>	<p>Appendix A: Provisions for a Variety of Housing Types</p>

<p>(a)(4)(C) A local government that can demonstrate to the satisfaction of the department the existence of one or more emergency shelters either within its jurisdiction or pursuant to a multijurisdictional agreement that can accommodate that jurisdiction's need</p>	<p>Appendix A: Provisions for a Variety of Housing Types</p>
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for emergency shelter identified in paragraph (7) may comply with the zoning requirements of subparagraph (A) by identifying a zone or zones where new emergency shelters are allowed with a conditional use permit.	
(a)(4)(D) A local government with an existing ordinance or ordinances that comply with this paragraph shall not be required to take additional action to identify zones for emergency shelters. The housing element must only describe how existing ordinances, policies, and standards are consistent with the requirements of this paragraph.	Appendix A: Provisions for a Variety of Housing Types
(a)(5) 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 <b>[Note: The types of housing identified in Section 65583(c)(l) include multifamily rental housing, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters, and transitional housing.]</b>	Appendix A: Provisions for a Variety of Housing Types  Appendix A: Housing Constraints
(a)(5) for persons with disabilities as identified in the analysis pursuant to paragraph (7),	Chapter 2: Housing for People with Disabilities
(a)(5) including land use controls,	Chapter 2: Development Standards
(a)(5) building codes and their enforcement,	Chapter 2: Building Codes and Enforcements

(a)(5) site improvements,	Chapter 2: Subdivision Standards
(a)(5) fees and other exactions required of developers,	Chapter 2: Development and Permitting Fees
(a)(5) local processing and permit procedures,	Chapter 2: Local Processing and Permitting Procedures
(a)(5) and any locally adopted ordinances that directly impact the cost and supply of residential development.	Chapter 2: Locally Adopted Ordinances

(a)(5) The analysis shall also demonstrate local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need in accordance with Section 65584	Chapter 2: Potential Governmental Constraints
(a)(5) and from meeting the need for housing for persons with disabilities, supportive housing, transitional housing, and emergency shelters identified pursuant to paragraph (7).	Chapter 2: Potential Governmental Constraints
(a)(6) An analysis of potential and actual nongovernmental constraints upon the maintenance, improvement, or development of housing for all income levels, including the availability of financing,	Chapter 2: Nongovernmental Constraints
(a)(6) the price of land,	Chapter 2: Land Costs
(a)(6) the cost of construction,	Chapter 2: Construction Costs
(a)(6) the requests to develop housing at densities below those anticipated in the analysis required by subdivision (c) of Section 65583.2,	Chapter 2: Development Trends
(a)(6) 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 Section 65584.	Chapter 2: Development Trends

(a)(6) The analysis shall also demonstrate local efforts to remove nongovernmental constraints that create a gap between the locality's planning for the development of housing for all income levels and the construction of that housing.	Chapter 2: Nongovernmental Constraints
(a)(7) An analysis of any special housing needs, such as those of the	Appendix A: Housing Needs Analysis
(a)(7) elderly;	Appendix A: Housing Needs Analysis

(a)(7) persons with disabilities, including a developmental disability, as defined in Section 4512 of the Welfare and Institutions Code;	Appendix A: Housing Needs Analysis
(a)(7) large families;	Appendix A: Housing Needs Analysis
(a)(7) farmworkers;	Appendix A: Housing Needs Analysis
(a)(7) families with female heads of households;	Appendix A: Housing Needs Analysis
(a)(7) and families and persons in need of emergency shelter.	Appendix A: Housing Needs Analysis
(a)(7) The need for emergency shelter shall be assessed based on the capacity necessary to accommodate the most recent homeless point- in-time count conducted before the start of the planning period, the need for emergency shelter based on number of beds available on a year- round and seasonal basis, the number of shelter beds that go unused on an average monthly basis within a one- year period, and the percentage of those in emergency shelters that move to permanent housing solutions.	Appendix A: Housing Needs Analysis
(a)(7) The need for emergency shelter may be reduced by the number of supportive housing units that are identified in an adopted 10-year plan to end chronic homelessness and that are either vacant or for which funding has been identified to allow construction during the planning period.	Not required



<p>(a)(7) An analysis of special housing needs by a city or county may include an analysis of the need for frequent user coordinated care housing services.</p>	<p>Not required</p>
<p>(a)(8) An analysis of opportunities for energy conservation with respect to residential development. Cities and counties are encouraged to include weatherization and energy efficiency improvements as part of publicly subsidized housing rehabilitation projects. This may include energy efficiency measures that encompass the</p>	<p>Chapter 2: Opportunities for Energy Conservation in Residential Development (Goal HO-6)</p>

<p>building envelope, its heating and cooling systems, and its electrical system.</p>	
<p>(a)(9) An analysis of existing assisted housing developments that are eligible to change from low-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use. "Assisted housing developments," for the purpose of this section, shall mean multifamily rental housing that receives governmental assistance under federal programs listed in subdivision (a) of Section 65863.10, state and local multifamily revenue bond programs, local redevelopment programs, the federal Community Development Block Grant Program, or local in-lieu fees. "Assisted housing developments" shall also include multifamily rental units that were developed pursuant to a local inclusionary housing program or used to qualify for a density bonus pursuant to Section 65915.</p>	<p>Appendix A: Conversion Risk of Assisted Housing Developments</p>
<p>(a)(9)(A) The analysis shall include a listing of each development by project name and address, the type of governmental assistance received, the earliest possible date of change from low-income use, and the total number of elderly and nonelderly units that could be lost from the locality's low-income housing stock in each year during the 10-year period. For purposes of state and federally funded projects, the analysis required by this subparagraph need only contain information available on a statewide basis.</p>	<p>Appendix A: Conversion Risk of Assisted Housing Developments</p>

(a)(9)(B) The analysis shall estimate the total cost of producing new rental housing that is comparable in size and rent levels, to replace the units that could change from low-income use, and an estimated cost of preserving the assisted housing developments. This cost analysis for replacement housing may be done aggregately for each five-year period and does not have to contain a project-by-project cost estimate.

Appendix A: Conversion Risk of Assisted Housing Developments

<p>(a)(9)(C) The analysis shall identify public and private nonprofit corporations known to the local government that have legal and managerial capacity to acquire and manage these housing developments.</p>	<p>Appendix A: Conversion Risk of Assisted Housing Developments</p>
<p>(a)(9)(D) The analysis shall identify and consider the use of all federal, state, and local financing and subsidy programs that can be used to preserve, for lower income households, the assisted housing developments, identified in this paragraph, including, but not limited to, federal Community Development Block Grant Program funds, tax increment funds received by a redevelopment agency of the community, and administrative fees received by a housing authority operating within the community. In considering the use of these financing and subsidy programs, the analysis shall identify the amounts of funds under each available program that have not been legally obligated for other purposes and that could be available for use in preserving assisted housing developments.</p>	<p>Appendix A: Conversion Risk of Assisted Housing Developments</p> <p>Appendix A: Housing Assistance Programs</p>
<p>(b) (1) A statement of the community's goals, quantified objectives, and policies relative to affirmatively furthering fair housing and to the maintenance, preservation, improvement, and development of housing.</p>	<p>Chapter 2: Quantified Objectives</p>

(2) It is recognized that the total housing needs identified pursuant to subdivision (a) may exceed available resources and the community's ability to satisfy this need within the content of the general plan requirements outlined in Article 5 (commencing with Section 65300). Under these circumstances, the quantified objectives need not be identical to the total housing needs. The quantified objectives shall establish the maximum number of housing units by income category, including extremely low income, that can be constructed, rehabilitated, and conserved over a five-year time period.

## Chapter 2: Quantified Objectives

(c) A program that sets forth a schedule of actions during the planning period, each with a timeline for implementation, that may recognize that certain programs are ongoing, such that there will be beneficial impacts of the programs within the planning period, that the local government is undertaking or intends to undertake to implement the policies and achieve the goals and objectives of the housing element	Chapter 2: Programs
(c) through the administration of land use and development controls,	Chapter 2: Programs
(c) the provision of regulatory concessions and incentives,	Chapter 2: Programs
(c) the utilization of appropriate federal and state financing and subsidy programs when available,	Chapter 2: Programs
(c) and the utilization of moneys in a low- and moderate-income housing fund of an agency if the locality has established a redevelopment project area pursuant to the Community Redevelopment Law (Division 24 (commencing with Section 33000) of the Health and Safety Code).	N/A
In order to make adequate provision for the housing needs of all economic segments of the community, the program shall do all of the following:	Chapter 2: Programs

(c)(I) 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 Section 65584.09.

## Chapter 2: Programs

(c)(l) Sites shall be identified as needed to affirmatively further fair housing	Chapter 2: Programs  Appendix B: Housing Sites
(c)(l) and to facilitate and encourage the development of a variety of types of housing for all income levels, including multifamily rental housing,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) factory-built housing,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) mobilehomes,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) housing for agricultural employees,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) supportive housing,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) single-room occupancy units,	Chapter 2: Programs



	Appendix A: Provisions for a Variety of Housing Types
(c)(l) emergency shelters,	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l) and transitional housing.	Chapter 2: Programs  Appendix A: Provisions for a Variety of Housing Types
(c)(l)(A) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, rezoning of those sites, including adoption of minimum density and development standards, for jurisdictions with an eight-year housing element planning period pursuant to Section 65588, shall be completed no	Chapter 2: Programs

<p>later than three years after either the date the housing element is adopted pursuant to subdivision (f) of Section 65585 or the date that is 90 days after receipt of comments from the department pursuant to subdivision (b) of Section 65585, whichever is earlier, unless the deadline is extended pursuant to subdivision (f). Notwithstanding the foregoing, for a local government that fails to adopt a housing element that the department has found to be in substantial compliance with this article within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning of those sites, including adoption of minimum density and development standards, shall be completed no later than one year from the statutory deadline in Section 65588 for adoption of the housing element.</p>	
<p>(c)(l)(B) Where the inventory of sites, pursuant to paragraph (3) of subdivision (a), does not identify adequate sites to accommodate the need for groups of all household income levels pursuant to Section 65584, the program shall identify sites that can be developed for housing within the planning period pursuant to subdivision (h) of Section 65583.2. The identification of sites shall include all components specified in Section 65583.2. Note: Please see Section 65583.2 regarding the land inventory and conformance with subdivision (h).</p>	<p>Chapter 2: Programs</p>

(c)(I)(C) Where the inventory of sites pursuant to paragraph (3) of subdivision (a) does not identify adequate sites to accommodate the need for farmworker housing, the program shall provide for sufficient sites to meet the need with zoning that permits farmworker housing use by right, including density and development standards that could accommodate and facilitate the feasibility of the development of farmworker housing for low- and very low income households.

## Chapter 2: Programs

(c)(2) Assist in the development of adequate housing to meet the needs of extremely low, very low, low-, and moderate-income households.	Chapter 2: Programs
(c)(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	Chapter 2: Programs
(c)(3) 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.	Chapter 2: Programs
(c)(3) Transitional housing and supportive housing shall be considered a residential use of property and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.	Chapter 2: Programs
(c)(3) Supportive housing, as defined in Section 65650, shall be a use by right in all zones where multifamily and mixed uses are permitted, as provided in Article 11 (commencing with Section 65650).	Chapter 2: Programs
(c)(4) Conserve and improve the condition of the existing affordable housing stock, which may include addressing ways to mitigate the loss of dwelling units demolished by public or private action.	Chapter 2: Programs

<p>(c)(5) 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 protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.</p>	<p>Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors</p>
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(c)(6) Preserve for lower income households the assisted housing developments identified pursuant to paragraph (9) of subdivision (a).	Chapter 2: Programs
(c)(6) The program for preservation of the assisted housing developments shall utilize, to the extent necessary, all available federal, state, and local financing and subsidy programs identified in paragraph (9) of subdivision (a), except where a community has other urgent needs for which alternative funding sources are not available.	Chapter 2: Programs
(c)(6) The program may include strategies that involve local regulation and technical assistance.	Chapter 2: Programs
(c)(7) Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent, as defined in Section 50053 of the Health and Safety Code, for very low, low-, or moderate-income households. For purposes of this paragraph, "accessory dwelling units" has the same meaning as "accessory dwelling unit" as defined in paragraph (4) of subdivision (i) of Section 65852.2.\	Chapter 2: Programs
(c)(8) Include an identification of the agencies and officials responsible for the implementation of the various actions and the means by which consistency will be achieved with other general plan elements and community goals .	Chapter 2: Programs

<p>(c)(9) Include a diligent effort by the local government to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.</p>	<p>Appendix E: Community Engagement and Outreach</p>
<p>(c)(10)(A) Affirmatively further fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2. The program shall include an assessment of fair housing in the jurisdiction that shall include all of the following components:</p>	<p>Appendix A: Assessment of Fair Housing</p>

(c)(IO)(A)(i) A summary of fair housing issues in the jurisdiction	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors
(c)(IO)(A)(i) and an assessment of the jurisdiction's fair housing enforcement and fair housing outreach capacity.	Appendix A: Fair Housing Enforcement and Outreach Capacity
(c)(IO)(A)(ii) An analysis of available federal, state, and local data and knowledge to identify integration and segregation patterns and trends,	Appendix A: Patterns of Integration and Segregation
(c)(IO)(A)(ii)racially or ethnically concentrated areas of poverty and affluence,	Appendix A: Patterns of Integration and Segregation
(c)(IO)(A)(ii) disparities in access to opportunity,	Appendix A: Disparities in Access to Opportunity
(c)(IO)(A)(ii) and disproportionate housing needs,	Appendix A: Disproportionate Housing Needs, Including Displacement
(c)(IO)(A)(ii) including displacement risk .	Appendix A: Disproportionate Housing Needs, Including Displacement
(c)(IO)(A)(ii) The analysis shall identify and examine such patterns, trends, areas, disparities, and needs, both within the jurisdiction .	Appendix A: Assessment of Fair Housing
(c)(IO)(A)(ii) and comparing the jurisdiction to the region in which it is located, based on race and other characteristics protected by the California Fair Employment and Housing	Appendix A: Assessment of Fair Housing



Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2) and Section 65008.	
(c)(IO)(A)(iii) An assessment of the contributing factors, including the local and regional historical origins	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors
(c)(IO)(A)(iii) and current policies and practices, for the fair housing issues identified under clauses (i) and (ii).	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors
(c)(IO)(A)(iv) An identification of the jurisdiction's fair housing priorities and goals, giving highest priority to those factors identified in clause (iii) that limit or deny fair housing choice or access to	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors

opportunity, or negatively impact fair housing or civil rights compliance,	
(c)(IO)(A)(iv) and identifying the metrics and milestones for determining what fair housing results will be achieved.	Chapter 2: Programs
(c)(IO)(A)(v) Strategies and actions to implement those priorities and goals, which may include, but are not limited to, enhancing mobility strategies	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors  Chapter 2: Programs
(c)(IO)(A)(v) and encouraging development of new affordable housing in areas of opportunity,	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors  Chapter 2: Programs
(c)(IO)(A)(v) as well as place-based strategies to encourage community revitalization, including preservation of existing affordable housing,	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors  Chapter 2: Programs
(c)(IO)(A)(v) and protecting existing residents from displacement.	Appendix A: Fair Housing Goals and Priorities based on Identified Contributing Factors  Chapter 2: Programs

<p>(c)(IO)(B) A jurisdiction that completes or revises an assessment of fair housing pursuant to Subpart A (commencing with Section 5.150) of Part 5 of Subtitle A of Title 24 of the Code of Federal Regulations, as published in Volume 80 of the Federal Register, Number 136, page 42272, dated July 16, 2015, or an analysis of impediments to fair housing choice in accordance with the requirements of Section 91.225 of Title 24 of the Code of Federal Regulations in effect before August 17, 2015, may incorporate relevant portions of that assessment or revised assessment of fair housing or analysis or revised analysis of impediments to fair housing into its housing element.</p>	<p>Appendix A: Assessment of Fair Housing</p>
<p>(c)(IO)(C) The requirements of this paragraph shall apply to housing elements due to be revised</p>	<p>Appendix A: Assessment of Fair Housing</p>

pursuant to Section 65588 on or after January 1, 2021.	
(d)(l) A local government may satisfy all or part of its requirement to identify a zone or zones suitable for the development of emergency shelters pursuant to paragraph (4) of subdivision (a) by adopting and implementing a multijurisdictional agreement, with a maximum of two other adjacent communities, that requires the participating jurisdictions to develop at least one year-round emergency shelter within two years of the beginning of the planning period.	Chapter 2: Housing Element Policies and Programs.
(d)(2) The agreement shall allocate a portion of the new shelter capacity to each jurisdiction as credit toward its emergency shelter need, and each jurisdiction shall describe how the capacity was allocated as part of its housing element.	Chapter 2: Housing Element Policies and Programs.
(d)(3) Each member jurisdiction of a multijurisdictional agreement shall describe in its housing element all of the following:	Chapter 2: Housing Element Policies and Programs.
<p>(d)(3)(A) How the joint facility will meet the jurisdiction's emergency shelter need.</p> <p>(d)(3)(B) The jurisdiction's contribution to the facility for both the development and ongoing operation and management of the facility.</p> <p>(d)(3)(C) The amount and source of the funding that the jurisdiction contributes to the facility.</p>	Chapter 2: Housing Element Policies and Programs.

<p>(d)(4) The aggregate capacity claimed by the participating jurisdictions in their housing elements shall not exceed the actual capacity of the shelter.</p>	<p>Chapter 2: Housing Element Policies and Programs.</p>
<p>(e) Except as otherwise provided in this article, amendments to this article that alter the required content of a housing element shall apply to both of the following: <b>[Note that this provision is applicable to AB 2339 (Appendix A54,</b></p>	

Statutes of 2022), which amended Section 65583{a}{4}. Jurisdictions adopting their housing element after January 1, 2023 should describe why this amendment is not applicable to them.]	
(1) A housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when a city, county, or city and county submits a draft to the department for review pursuant to Section 65585 more than 90 days after the effective date of the amendment to this section.	
(2) Any housing element or housing element amendment prepared pursuant to subdivision (e) of Section 65588 or Section 65584.02, when the city, county, or city and county fails to submit the first draft to the department before the due date specified in Section 65588 or 65584.02.	
(f) - (j): Not applicable	
<b>Section 65583.1{a)</b>	

<p>(a) The Department of Housing and Community Development, in evaluating a proposed or adopted housing element for substantial compliance with this article, ... may also allow a city or county to identify sites for accessory dwelling units based on the number of accessory dwelling units developed in the prior housing element planning period whether or not the units are permitted by right, the need for these units in the community, the resources or incentives available for their development, and any other relevant factors, as determined by the department.</p>	<p>Appendix B: RHNA Credits</p>
<p>(b) Sites that contain permanent housing units located on a military base undergoing closure or conversion as a result of action pursuant to the Defense Authorization Amendments and Base Closure and Realignment Act (Public Law 100- 526), the Defense Base Closure and Realignment Act of 1990 (Public Law 101-510), or any subsequent act requiring the closure or</p>	<p>No sites contain housing on military bases. Not applicable.</p>

<p>conversion of a military base may be identified as an adequate site if the housing element demonstrates that the housing units will be available for occupancy by households within the planning period of the element. No sites containing housing units scheduled or planned for demolition or conversion to nonresidential uses shall qualify as an adequate site.</p>	
<p><b>Section 65583.I(c)</b></p>	
<p>The Department of Housing and Community Development may allow a city or county to substitute the provision of units for up to 25 percent of the community's obligation to identify adequate sites for any income category in its housing element pursuant to paragraph (1) of subdivision (c) of Section 65583 where the community includes in its housing element a program committing the local government to provide units in that income category within the city or county that will be made available through the provision of committed assistance during the planning period covered by the element to low- and very low income households at affordable housing costs or affordable rents, as defined in Sections 50052.5 and 50053 of the Health and Safety Code, and which meet the requirements of paragraph (2) . Except as otherwise provided in this subdivision, the community may substitute one dwelling unit for one dwelling unit site in the applicable income category. The program shall do all of the following:</p>	<p>Chapter 2: Programs</p> <p>Appendix B: Housing Sites</p>



Identify the specific, existing sources of committed assistance and dedicate a specific portion of the funds from those sources to the provision of housing pursuant to this subdivision.	Chapter 2: Programs  Appendix B: Housing Sites
Indicate the number of units that will be provided to both low- and very low income households and demonstrate that the amount of dedicated funds is sufficient to develop the units at affordable housing costs or affordable rents.	Chapter 2: Programs  Appendix B: Housing Sites

Demonstrate that the units meet the requirements of paragraph (2).	Chapter 2: Programs  Appendix B: Housing Sites
Only units that comply with subparagraph (A), (B), (C), (D), or (E) qualify for inclusion in the housing element program described in paragraph (1), as follows:	Chapter 2: Programs  Appendix B: Housing Sites
Units that are located either on foreclosed property or in a multifamily rental or ownership housing complex of three or more units, are converted with committed assistance from the city or county from nonaffordable to affordable by acquisition of the unit or the purchase of affordability covenants and restrictions for the unit, are not acquired by eminent domain, and constitute a net increase in the community's stock of housing affordable to low- and very low income households. For purposes of this subparagraph, a unit is not converted by acquisition or the purchase of affordability covenants unless all of the following occur:	Chapter 2: Programs  Appendix B: Housing Sites
The unit is made available for rent at a cost affordable to low- or very low income households.	Chapter 2: Programs  Appendix B: Housing Sites
At the time the unit is identified for acquisition, the unit is not available at an affordable housing cost to either of the following:	Chapter 2: Programs  Appendix B: Housing Sites

<p>Low-income households, if the unit will be made affordable to low-income households.</p>	<p>Chapter 2: Programs</p>
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	Appendix B: Housing Sites
Very low income households, if the unit will be made affordable to very low income households.	Chapter 2: Programs  Appendix B: Housing Sites
At the time the unit is identified for acquisition the unit is not occupied by low- or very low income households or if the acquired unit is occupied, the local government has committed to provide relocation assistance prior to displacement, if any, pursuant to Chapter 16 (commencing with Section 7260) of Division 7 of Title 1 to any occupants displaced by the conversion, or the relocation is otherwise provided prior to displacement; provided the assistance includes not less than the equivalent of four months' rent and moving expenses and comparable replacement housing consistent with the moving expenses and comparable replacement housing required pursuant to Section 7260.	Chapter 2: Programs  Appendix B: Housing Sites
The unit is in decent, safe, and sanitary condition at the time of occupancy.	Chapter 2: Programs  Appendix B: Housing Sites
The unit has long-term affordability covenants and restrictions that require the unit to be affordable to persons of low- or very low income for not less than 55 years.	Chapter 2: Programs  Appendix B: Housing Sites

For units located in multifamily ownership housing complexes with three or more units, or on or after January 1, 2015, on foreclosed	Chapter 2: Programs
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properties, at least an equal number of new- construction multifamily rental units affordable to lower income households have been constructed in the city or county within the same planning period as the number of ownership units to be converted.	Appendix B: Housing Sites
This subdivision does not apply to any city or county that, during the current or immediately prior planning period, as defined by Section 65588, has not met any of its share of the regional need for affordable housing, as defined in Section 65584, for low- and very low income households. A city or county shall document for any housing unit that a building permit has been issued and all development and permit fees have been paid or the unit is eligible to be lawfully occupied.	Chapter 2: Programs Appendix B: Housing Sites
For purposes of this subdivision, "committed assistance" means that the city or county enters into a legally enforceable agreement during the period from the beginning of the projection period until the end of the third year of the planning period that obligates sufficient available funds or other in-kind services to provide the assistance necessary to make the identified units affordable and that requires that the units be made available for occupancy within two years of the execution of the agreement. "Committed assistance" does not include tenant-based rental assistance.	Chapter 2: Programs Appendix B: Housing Sites

<p>For purposes of this subdivision, "net increase" includes only housing units provided committed assistance pursuant to subparagraph (A) or (B) of paragraph (2) in the current planning period, as defined in Section 65588, that were not provided committed assistance in the immediately prior planning period.</p>	<p>Chapter 2: Programs</p> <p>Appendix B: Housing Sites</p>
<p>For purposes of this subdivision, "the time the unit is identified" means the earliest time when any city or county agent, acting on behalf of a public entity, has proposed in writing or has proposed orally or in writing to the property</p>	<p>Chapter 2: Programs</p> <p>Appendix B: Housing Sites</p>

owner, that the unit be considered for substantial rehabilitation, acquisition, or preservation.	
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In the fourth year of the planning period, as defined by Section 65588, in the report required pursuant to Section 65400, each city or county that has included in its housing element a program to provide units pursuant to subparagraph (A), (B), (C), (D), or (E) of paragraph

(2) shall report in writing to the legislative body, and to the department within 30 days of making its report to the legislative body, on its progress in providing units pursuant to this subdivision. The report shall identify the specific units for which committed assistance has been provided or which have been made available to low- and very low income households, and it shall adequately document how each unit complies with this subdivision. If, by the end of the third year of the planning period, the city or county has not entered into an enforceable agreement of committed assistance for all units specified in the programs adopted pursuant to subparagraph

(A), (B), (C), (D), or (E) of paragraph (2), the city or county shall, not later than the end of the fourth year of the planning period, adopt an amended housing element in accordance with Section 65585, identifying additional adequate sites pursuant to paragraph (1) of subdivision (c) of Section 65583 sufficient to accommodate the number of units for which committed assistance was not provided. If a city or county does not amend its housing element to identify adequate sites to address any shortfall, or fails to complete the rehabilitation, acquisition, purchase of affordability covenants, or the preservation of any housing unit within two years after committed assistance was provided to

Chapter 2: Programs

Appendix B: Housing Sites

that unit, it shall be prohibited from identifying units pursuant to subparagraph (A), (B), (C), (D), or (E) of paragraph (2) in the housing element that it adopts for the next planning period, as defined in Section 65588, above the number of units actually provided or preserved due to committed assistance.

<b>Section 65583.2</b>	
(a) A city's or county's inventory of land suitable for residential development pursuant to paragraph (3) of subdivision (a) of Section 65583 shall be used to identify sites throughout the community, consistent with paragraph (10) of subdivision (c) of Section 65583,	Appendix B: Housing Sites
(a) that can be developed for housing within the planning period and that are sufficient to provide for the jurisdiction's share of the regional housing need for all income levels pursuant to Section 65584. As used in this section, "land suitable for residential development" includes all of the following sites that meet the standards set forth in subdivisions (c) and (g):	Appendix B: Housing Sites
(a)(l) Vacant sites zoned for residential use.	Appendix B: Housing Sites
(a)(2) Vacant sites zoned for nonresidential use that allows residential development.	Appendix B: Housing Sites
(a)(3) Residentially zoned sites that are capable of being developed at a higher density, including sites owned or leased by a city, county, or city and county	Appendix B: Housing Sites
(a)(4) Sites zoned for nonresidential use that can be redeveloped for residential use, and for which the housing element includes a program to rezone the site, as necessary,	Appendix B: Housing Sites

rezoned for, to permit residential use, including sites owned or leased by a city, county, or city and county.	
(b) The inventory of land shall include all of the following:	Appendix B: Housing Sites
(b)(1) A listing of properties by assessor parcel number.	Appendix B: Housing Sites
(b)(2) The size of each property listed pursuant to paragraph (1), and the general plan designation and zoning of each property.	Appendix B: Housing Sites

(b)(3) For nonvacant sites, a description of the existing use of each property.	Appendix B: Housing Sites
(b)(3) If a site subject to this paragraph is owned by the city or county, the description shall also include whether there are any plans to dispose of the property during the planning period and how the city or county will comply with Article 8 (commencing with Section 54220) of Appendix B of Part 1 of Division 2 of Title 5.	Appendix B: Housing Sites
(b)(4) A general description of any environmental constraints to the development of housing within the jurisdiction, the documentation for which has been made available to the jurisdiction. This information need not be identified on a site-specific basis.	Appendix B: Housing Sites
(b)(5)(A) A description of existing or planned water, sewer, and other dry utilities supply, including the availability and access to distribution facilities.	Appendix B: Housing Sites
(b)(5)(B) Parcels included in the inventory must have sufficient water, sewer, and dry utilities supply available and accessible to support housing development or be included in an existing general plan program or other mandatory program or plan, including a program or plan of a public or private entity providing water or sewer service, to secure sufficient water, sewer, and dry utilities supply to support housing development. This paragraph does not impose any additional duty on the city or county to construct, finance, or otherwise provide water, sewer, or dry utilities to parcels	Appendix B: Housing Sites

included in the inventory.	
(b)(6) Sites identified as available for housing for above moderate-income households in areas not served by public sewer systems. This information need not be identified on a site-specific basis.	All housing sites identified for all income levels have access to public sewer systems. Not applicable.

<p>(b)(7) A map that shows the location of the sites included in the inventory, such as the land use map from the jurisdiction's general plan, for reference purposes only.</p>	<p>Appendix B: Map of Housing Sites</p>
<p>(c) Based on the information provided in subdivision (b), a city or county shall determine whether each site in the inventory can accommodate the development of some portion of its share of the regional housing need by income level during the planning period, as determined pursuant to Section 65584 . The inventory shall specify for each site the number of units that can realistically be accommodated on that site and whether the site is adequate to accommodate lower income housing, moderate- income housing, or above moderate-income housing.</p>	<p>Appendix B: Site Analysis</p>

<p>(c) A nonvacant site identified pursuant to paragraph (3) or (4) of subdivision (a) in a prior housing element and a vacant site that has been included in two or more consecutive planning periods that was not approved to develop a portion of the locality's housing need shall not be deemed adequate to accommodate a portion of the housing need for lower income households that must be accommodated in the current housing element planning period unless the site is zoned at residential densities consistent with paragraph (3) of this subdivision and the site is subject to a program in the housing element requiring rezoning within three years of the beginning of the planning period to allow residential use by right for housing developments in which at least 20 percent of the units are affordable to lower income households. An unincorporated area in a nonmetropolitan county pursuant to clause (ii) of subparagraph (B) of paragraph (3) shall not be subject to the requirements of this subdivision to allow residential use by right.</p>	<p>Appendix B: Site Analysis</p>
<p>(c) Notwithstanding the foregoing, for a local government that fails to adopt a housing element</p>	<p>Chapter 2: Programs</p>



that the department has found to be in substantial compliance with state law within 120 days of the statutory deadline in Section 65588 for adoption of the housing element, rezoning pursuant to this subdivision shall be completed no later than one year from the statutory deadline in Section 65588 for adoption of the housing element.	
(c) The analysis shall determine whether the inventory can provide for a variety of types of housing, including multifamily rental housing,	Appendix A: Provisions for a Variety of Housing Types
(c) factory-built housing, mobilehomes,	Appendix A: Provisions for a Variety of Housing Types
(c) housing for agricultural employees, supportive housing,	Appendix A: Provisions for a Variety of Housing Types
(c) single-room occupancy units,	Appendix A: Provisions for a Variety of Housing Types
(c) emergency shelters, and	Appendix A: Provisions for a Variety of Housing Types
(c) transitional housing	Appendix A: Provisions for a Variety of Housing Types
(c) and whether the inventory affirmatively furthers fair housing.	Appendix B: Fair Housing Considerations  Appendix A: Fair Housing and Housing Sites

<p>(c) The city or county shall determine the number of housing units that can be accommodated on each site as follows:</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(c)(l) If local law or regulations require the development of a site at a minimum density, the department shall accept the planning agency's calculation of the total housing unit capacity on that site based on the established minimum density. If the city or county does not adopt a law or regulation requiring the development of a site at a minimum density, then it shall demonstrate how the number of units determined for that site pursuant to this subdivision will be accommodated.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>

(c)(2) The number of units calculated pursuant to paragraph (1) shall be adjusted as necessary, based on the land use controls and site improvements requirement identified in paragraph (5) of subdivision (a) of Section 65583,	Appendix B: Housing Sites Appendix B: Site Analysis
(c)(2) the realistic development capacity for the site,	Appendix B: Housing Sites Appendix B: Site Analysis
(c)(2) typical densities of existing or approved residential developments at a similar affordability level in that jurisdiction,	Appendix B: Housing Sites Appendix B: Site Analysis
(c)(2) and on the current or planned availability and accessibility of sufficient water, sewer, and dry utilities.	Appendix B: Housing Sites Appendix B: Site Analysis
(c)(2)(A) A site smaller than half an acre shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site is adequate to accommodate lower income housing.	Appendix B: Housing Sites Appendix B: Site Analysis

<p>(c)(2)(B) A site larger than 10 acres shall not be deemed adequate to accommodate lower income housing need unless the locality can demonstrate that sites of equivalent size were successfully developed during the prior planning period for an equivalent number of lower income housing units as projected for the site or unless the locality provides other evidence to the department that the site can be developed as lower income housing.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(c)(2)(B) For purposes of this subparagraph, "site" means that portion of a parcel or parcels designated to accommodate lower income housing needs pursuant to this subdivision.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>

<p>(c)(2)(C) A site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(c)(3) For the number of units calculated to accommodate its share of the regional housing need for lower income households pursuant to paragraph (2), a city or county shall do either of the following:</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(c)(3)(A) Provide an analysis demonstrating how the adopted densities accommodate this need. The analysis shall include, but is not limited to, factors such as market demand, financial feasibility, or information based on development project experience within a zone or zones that provide housing for lower income households.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>

<p>(c)(3)(B) The following densities shall be deemed appropriate to accommodate housing for lower income households:</p> <p>(i) For an incorporated city within a nonmetropolitan county and for a nonmetropolitan county that has a micropolitan area: sites allowing at least 15 units per acre.</p> <p>(ii) For an unincorporated area in a nonmetropolitan county not included in clause (i): sites allowing at least 10 units per acre.</p> <p>(iii) For a suburban jurisdiction: sites allowing at least 20 units per acre.</p> <p>(iv) For a jurisdiction in a metropolitan county: sites allowing at least 30 units per acre .</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(4)(A) For a metropolitan jurisdiction:</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(4)(A)(i) At least 25 percent of the jurisdiction's share of the regional housing need for moderate-</p>	<p>Appendix B: Housing Sites</p>

income housing shall be allocated to sites with zoning that allows at least 4 units of housing, but not more than 100 units per acre of housing.	Appendix B: Site Analysis
(4)(A)(ii) At least 25 percent of the jurisdiction's share of the regional housing need for above moderate-income housing shall be allocated to sites with zoning that allows at least 4 units of housing.	Appendix B: Housing Sites  Appendix B: Site Analysis
(B) The allocation of moderate-income and above moderate-income housing to sites pursuant to this paragraph shall not be a basis for the jurisdiction to do either of the following:  (i) Deny a project that does not comply with the allocation.  (ii) Impose a price minimum, price maximum, price control, or any other exaction or condition of approval in lieu thereof. This clause does not prohibit a jurisdiction from imposing any price minimum, price maximum, price control, exaction, or condition in lieu thereof, pursuant to any other law.  (iii) The provisions of this subparagraph do not constitute a change in, but are declaratory of, existing law with regard to the allocation of sites pursuant to this section.	Appendix B: Housing Sites  Appendix B: Site Analysis
(C) This paragraph does not apply to an unincorporated area.	Not applicable.
(D) For purposes of this paragraph:	Not applicable.

<p>(i) "Housing development project" has the same meaning as defined in paragraph (2) of subdivision (h) of Section 65589.5.</p>	<p>Definition; no response needed.</p>
<p>(ii) "Unit of housing" does not include an accessory dwelling unit or junior accessory dwelling unit that could be approved pursuant to Section 65852.2 or Section 65852.22 or through a local ordinance or other provision implementing either of those sections. This paragraph shall not</p>	<p>No response needed.</p>



limit the ability of a local government to count the actual production of accessory dwelling units or junior accessory dwelling units in an annual progress report submitted pursuant to Section 65400 or other progress report as determined by the department.	
(E) Nothing in this subdivision shall preclude the subdivision of a parcel, provided that the subdivision is subject to the Subdivision Map Act (Division 2 (commencing with Section 66410)) or any other applicable law authorizing the subdivision of land.	No response needed.
(d) For purposes of this section, a metropolitan county, nonmetropolitan county, and nonmetropolitan county with a micropolitan area shall be as determined by the United States Census Bureau. A nonmetropolitan county with a micropolitan area includes the following counties: Del Norte, Humboldt, Lake, Mendocino, Nevada, Tehama, and Tuolumne and other counties as may be determined by the United States Census Bureau to be nonmetropolitan counties with micropolitan areas in the future.	No response needed.

<p>(e) (1) Except as provided in paragraph (2), a jurisdiction shall be considered suburban if the jurisdiction does not meet the requirements of clauses (i) and (ii) of subparagraph (B) of paragraph (3) of subdivision (c) and is located in a Metropolitan Statistical Area (MSA) of less than 2,000,000 in population, unless that jurisdiction's population is greater than 100,000, in which case it shall be considered metropolitan. A county, not including the City and County of San Francisco, shall be considered suburban unless the county is in an MSA of 2,000,000 or greater in population in which case the county shall be considered metropolitan .</p>	<p>No response needed.</p>
<p>(2)(A)(i) Notwithstanding paragraph (1), if a county that is in the San Francisco-Oakland- Fremont California MSA has a population of less than 400,000, that county shall be considered suburban. If this county includes an incorporated</p>	<p>No response needed.</p>

city that has a population of less than 100,000, this city shall also be considered suburban. This paragraph shall apply to a housing element revision cycle, as described in subparagraph (A) of paragraph (3) of subdivision (e) of Section 65588, that is in effect from July 1, 2014, to December 31, 2028, inclusive.	
(2)(A)(ii) A county subject to this subparagraph shall utilize the sum existing in the county's housing trust fund as of June 30, 2013, for the development and preservation of housing affordable to low- and very low incomehousehold s.	No response needed.
(2)(8) A jurisdiction that is classified as suburban pursuant to this paragraph shall report to the Assembly Committee on Housing and Community Development, the Senate Committee on Housing, and the Department of Housing and Community Development regarding its progress in developing low- and very low income housing consistent with the requirements of Section 65400. The report shall be provided three times: once, on or before December 31, 2019, which report shall address the initial four years of the housing element cycle, a second time, on or before December 31, 2023, which report shall address the subsequent four years of the housing element cycle, and a third time, on or before December 31, 2027, which report shall address the subsequent four years of the housing element cycle and the cycle as a whole. The reports shall be provided consistent with the requirements of Section 9795.	No response needed.

<p>(f) A jurisdiction shall be considered metropolitan if the jurisdiction does not meet the requirements for "suburban area" above and is located in an MSA of 2,000,000 or greater in population, unless that jurisdiction's population is less than 25,000 in which case it shall be considered suburban .</p> <p>(g)(l) For sites described in paragraph (3) of subdivision (b) [non-vacant sites], the city or</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
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county shall specify the additional development potential for each site within the planning period and shall provide an explanation of the methodology used to determine the development potential.	
(g)(l) The methodology shall consider factors including the extent to which existing uses may constitute an impediment to additional residential development,	Appendix B: Housing Sites  Appendix B: Site Analysis
(g)(l) the city's or county's past experience with converting existing uses to higher density residential development,	Appendix B: Housing Sites  Appendix B: Site Analysis
(g)(l) the current market demand for the existing use,	Appendix B: Housing Sites  Appendix B: Site Analysis
(g)(l) an analysis of any existing leases or other contracts that would perpetuate the existing use or prevent redevelopment of the site for additional residential development,	Appendix B: Housing Sites  Appendix B: Site Analysis
(g)(l) development trends,	Appendix B: Housing Sites  Appendix B: Site Analysis
(g)(l) market conditions,	Appendix B: Housing Sites  Appendix B: Site Analysis

<p>(g)(l) and regulatory or other incentives or standards to encourage additional residential development on these sites.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>
<p>(g)(2) In addition to the analysis required in paragraph (1), when a city or county is relying on nonvacant sites described in paragraph (3) of subdivision (b) to accommodate 50 percent or more of its housing need for lower income households, the methodology used to determine additional development potential shall demonstrate that the existing use identified pursuant to paragraph (3) of subdivision (b) does</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p>

<p>not constitute an impediment to additional residential development during the period covered by the housing element. An existing use shall be presumed to impede additional residential development, absent findings based on substantial evidence that the use is likely to be discontinued during the planning period.</p>	
<p>(g)(3) Notwithstanding any other law, and in addition to the requirements in paragraphs (1) and (2), sites that currently have residential uses, or within the past five years have had residential uses that have been vacated or demolished, that are or were subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low income, 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, shall be subject to a policy requiring the replacement of all those units affordable to the same or lower income level as a condition of any development on the site. Replacement requirements shall be consistent with those set forth in paragraph (3) of subdivision (c) of Section 65915.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p> <p>Chapter 2: Programs</p>

<p>(h) The program required by subparagraph (A) of paragraph (1) of subdivision (c) of Section 65583 shall accommodate 100 percent of the need for housing for very low and low-income households allocated pursuant to Section 65584 for which site capacity has not been identified in the inventory of sites pursuant to paragraph (3) of subdivision (a) on sites that shall be zoned to permit owner-occupied and rental multifamily residential use by right for developments in which at least 20 percent of the units are affordable to lower income households during the planning period.</p>	<p>Appendix B: Housing Sites</p> <p>Appendix B: Site Analysis</p> <p>Chapter 2: Programs</p>
<p>(h) These sites shall be zoned with minimum density and development standards that permit at least</p>	<p>Chapter 2: Programs</p>



(h) 16 units per site at a density of at least 16 units per acre in jurisdictions described in clause (i) of subparagraph (B) of paragraph (3) of subdivision (c),	Chapter 2: Programs
(h) shall be at least 20 units per acre in jurisdictions described in clauses (iii) and (iv) of subparagraph (B) of paragraph (3) of subdivision (c)	Chapter 2: Programs
(h) and shall meet the standards set forth in subparagraph (B) of paragraph (5) of subdivision (b).	Chapter 2: Programs
(h) At least 50 percent of the very low and low- income housing need shall be accommodated on sites designated for residential use and for which nonresidential uses or mixed uses are not permitted, except that a city or county may accommodate all of the very low and low-income housing need on sites designated for mixed uses if those sites allow 100 percent residential use and require that residential use occupy 50 percent of the total floor area of a mixed-use project.	Appendix B: Housing Sites  Appendix B: Site Analysis
(i) For purposes of this section and Section 65583, the phrase "use by right" shall mean that the local government'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,	No response needed.

including, but not limited to, the local government ordinance implementing the Subdivision Map Act.	
(i) A local 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	No response needed.

(commencing with Section 21000) of the Public Resources Code.	
(i) Use by right for all rental multifamily residential housing shall be provided in accordance with subdivision (f) of Section 65589.5.	Appendix A: Provisions for a Variety of Housing Types
(j) Notwithstanding any other provision of this section, within one-half mile of a Sonoma-Marín Area Rail Transit station, housing density requirements in place on June 30, 2014, shall apply.	No response necessary.

**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](http://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 6<sup>th</sup> 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](mailto: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](mailto: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](mailto: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
<b>A</b>	<b>Housing Needs, Resources, and Constraints</b>		
<b>A.1</b>	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	<b>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.</b>
	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 <b>HO-2.2.1, HO-2.4.1, HO-4.3.1, and HO-5.1.4.</b> 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 <b>HO-2.3.4, HO-2.3.7, HO-4.2.1, and HO-4.2.3 through HO-4.2.5</b> 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	<b>Land Use Controls:</b>		
	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 <b>HO-1.3.2</b> commits the City annual reporting on existing and emergent impacts to housing choice/supply/affordability/etc.	
		Programs <b>HO-4.2.1 through HO-4.2.5</b> 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 <b>HO-2.3.8(1)</b> 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 <b>HO2.3.8(2)</b> 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.	
	<b><u>Local Processing and Permit Procedures:</u></b>		
	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 <b>HO-2.4.2</b> 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.	<b>City staff finds the additional analysis and inclusion of Program HO-2.4.2 complies with the intent of State Housing Law.</b>
	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
<b>B</b>	<b>Housing Programs</b>		
<b>B.1</b>	Housing element does not complete include site analysis; therefore, the adequacy of sites and zoning were not established.	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 <b>HO-2.3.1 through HO-2.3.8, and HO-4.2.1 and HO-4.2.5</b> , commit the City to removing regulatory barriers as discussed above. To reduce nongovernmental barriers, Program <b>HO-2.4.1</b> commits the City to specific actions for expedited processing for affordable housing and housing for special needs populations. Program <b>HO-4.3.1</b> 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 <b>HO-2.2.1 and HO-5.1.4</b> 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. <b>HO-5.1.4</b> , 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><b>The City staff believe the revisions to the housing element analysis and programs, as summarized, complies with the intent of State Housing Law.</b></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.		
<b>B.2</b>	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).		
	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.		

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 <b>HO-2.3.4 and HO-2.3.7</b> 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	<b>AFFH Action Plan:</b>		
	<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.

Section of HCD Ltr.	Topic/Specific HCD Comment	Mt. Shasta Response	Mt. Shasta Findings
<b>C</b>	<b>Public Participation</b>		
	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.	<b>City staff believe that the revisions to the housing element programs comply with the intent of State Housing Law.</b>



**Mt. Shasta Housing Element**  
**11/28/23 Planning Commission Hearing**  
**PLANNING COMMISSION COMMENTS & DIRECTED REVISIONS**  
**PUBLIC COMMENTS**  
**CITY STAFF RESPONSE**

**1. Planning Commission questions/remarks after staff report and before accepting public comment:**

- Tracking changes—use different color and/or markup to show revisions in response to PC direction and comments. Staff Response. *City Council Staff Report indicates track changing and color variations used to categorize comments.*
- PC Chair’s comments sent to staff earlier in the day will be addressed. Staff Response. *See #2 below.*
- Clarify the program [HO-2.3.7] that the City’s existing design guidelines stay the same for market rate developments. Staff Response. *Program 2.3.7 clarified to convey that the 2010 guidelines will not be changed for market rate developments.*
- Per staff, the City’s existing design guidelines will be used and translated into objective standards. Staff Response. *Yes, the process for developing Objective Design Review (ODS) begins with translating the City’s existing subjective design guidelines into objective design standards. The anticipated timeline is 6-9 months.*
- Program HO-2.4.1: change “female headed” language to single-parent households to be inclusive of male headed households. Staff Response. *Program language modified accordingly.*
- Confirmation that Program HO-2.3.8 only applies to qualifying projects. Specifically, that subsection (2) of HO-2.3.8 which commits the city to ordinance amendments to allow non-discretionary exception process to the requirement RV parking space requirement applies only to qualifying multifamily housing. Staff Response. *Program language clarified – parking concessions for RVs apply to qualifying housing development pursuant to State Law.*
- Note where PC can/will be involved (i.e., where current municipal code provides PC review authority). Staff Response. *Program language revised – Planning Commission role noted.*

**2. 11/28 PC Chair’s comments that were emailed prior to the hearing (11/28):**

- **Page 21 – Item 3, Commitment to changing the design review, I would want to encourage the city to quickly adopt design standards for target residential development to minimize the gap between adoption of the HE and having new, objective design standards in place. Would we be able to develop these standards in-house rather than by having to outsource to a consultant?** Staff Response. *Yes, Objective Design Standards (ODS) are underway directed by Planning Commission sub-committee. City Staff are formulating recommendations for consideration by the ODS Subcommittee in Q4 2023 and Q1 2024. Community engagement and City Council review will follow.*
- **Page 26, Program HO-2.3.7 If we apply objective design standards specifically to target housing, are we required to amend our 2010 Architectural Guidelines? Or would adopting specific objective guidelines for target housing resolve this concern?** Staff Response. *Program HO-2.3.7 has been revised as noted above.*
- **Page 28, B.4 – it reads that Table A-63 was revised comprehensively yet if the track changes are an indication, there were minimal changes.** Staff Response. *Inclusion of AFFH action plans are new mandatory housing element requirement. The edits to the June version of the AFFH action plan were made specifically in response to HCD’s comments under B.4. of their September 5, 2023 letter. Action plans are to “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...” GC § 65583(c)(5). The earlier version lacked quantified metrics and geographic targeting for each effort. HCD also commented that additional actions to promote a variety of housing choices and affordability throughout the City were needed, also identifying additional sites beyond those for the RHNA. “Suggestions” to consider voluntary rezoning program, identification of publicly owned sites, adaptive reuse, connecting lower-income residents to services and rent stabilization efforts.

- **Page 46, Table 2-3 – the numbers in the “Very Low Income” column do not add up.** Staff Response. *Noted. The total will be corrected to be 10 units.*
- **Page 47 – when I reviewed the reference to Appendix B, I noted that on page 10 of Appendix B, in the first paragraph after the bullet points, that first sentence should read “by right” not “by residential”.** Also on page 10, the first sentence of the last paragraph needs to be rewritten. Staff Response. *Noted. Typos to be corrected.*
- **Page 50, Program HO-2.3.2 – the new sentence (in red) needs to be rewritten.** Staff Response. *Noted. Language clarified to resolve wordy & confusing as currently drafted.*
- **Page 51, Program HO-2.3.4 (2) – Are we to exclude all residential development from all provisions of Chapter 18.70 including market-rate residential development, or just target residential development?** Staff Response. *Housing references within MSMC 18.70 are to be removed to eliminate redundancy. End result is status quo – market rate housing projects over 4 units are subject to Conditional Use Permit.*
- **Page 52 HO-2.3.7 – Might we reword this so market rate multi-family development is still subject to our 2010 design guidelines?** Staff Response. *Noted. Document revised as noted above.*
- **Page 53, Program HO-3.1.1 (2) – first sentence repeats “owner”.** Staff Response. *Noted. Typo corrected*
- **Page 59 Program HO-4.2.4 (2) “shall be allowed in” repeated. (3) These two sentences need to be rewritten. (5) Rewrite the sentence.** Staff Response. *Noted. Typos corrected.*
- **Page 61 Program, HO-5.1.4 (1) -2nd sentence “The purchase”?** Staff Response. *Noted. Typos corrected.*
- **Page 64 Program HO-7.1.2 – It reads that Appendix A analyzes housing in Tulelake, but there seems to be minimal analysis – only 2 references in tables to Tulelake. Did I miss something?** Staff Response. *Noted. Typos corrected.*

### 3. Public Testimony: a total of seven members of the public provided oral comments.

- B. Harlan: Lack of notification of the public; asked the PC if they received her email. Staff Response. *Confirmed that PC received all public comments.*
- Jerry Metz/Matz -- Lack of communication with community. The public feels left out. Provide more times for comment. City should respond to the Dale La Forest document: all points should be explained; all his points answered. Staff Response. *Staff clarified all matters related to Mr. La Forest’s comments. In brief, existing design review process remains intact for market rate projects and legally sufficient public notice was given for 11.28.2023 PC public hearing.*
- Betty Kreeger -- Changes feel like trying to rush things through; more time for public comment. Feel like trying put through changes [in housing element] that are not necessarily required. These aren’t really requirements. They’re suggestions. We don’t need to push forward in an effort to get it approved by HCD. Instead just make clerical corrections; take precautionary principle [approach]; let’s do what’s required, and nothing more and maintain our village atmosphere. Staff Response. *Staff clarified that all housing element recommendations are intended to meet, not exceed, state housing law.*
- Peggy Risch – please bring back to PC before going back to CC. Staff Response. *Noted.*

- Johanna Windswept – want more time to review and digest the changes. CEQA and water quality..... Continue to next PC meeting.  
Staff Response. Noted
- Dale La Forest – City did not notice appropriately. Newspaper notice did not mention CEQA. General Plan inconsistency.
- Staff Response. *Staff clarified all matters related to Mr. La Forest's comments. In brief, existing design review process remains intact for market rate projects and legally sufficient public notice was given for 11.28.2023 PC public hearing.*
- Vicki Gold -- echoed everyone's comments. Want responses to Dale's letter and comments specifically; he has the most CEQA knowledge. Want 10 day notice. Postpone decision. Confusion about YouTube. Transparency and make available to public. Revisit mountain village theme; what are others doing. Suggest Neg. Dec.
- Staff Response. *Staff clarified CEQA findings for exemption as legally defensible. Provided brief overture to anticipated design review revisions as beginning with translating existing design guidelines. Conveyed intent to extend public notice period to 10-days and rectify YouTube issues.*

#### 4. Summary of Revisions to the Housing Element Programs (Chapter 2) based on Planning Commission direction.

- **Program HO-2.3.7:** Revised to clarify that 2010 design guidelines will not be changed and will still apply to market rate housing projects.
- **Programs HO-2.3.4 and HO-2.4.2:** Revised to clarify that they apply to qualifying projects only.
- **Program HO-2.4.2(B):** Revise the reference design review to indicate "will be subject to objective design review".
- **Program HO-2.4.1:** Revised "female headed" language to single-parent households to be inclusive of male headed households.
- **All Programs.** Revised to specify when PC/CC are specified regulating body under current code provisions.
- **Expand Public Review.** For all future items, whenever possible give public at least 10 days notice.

PC Vote: 4:1, Commissioner Beck dissented.

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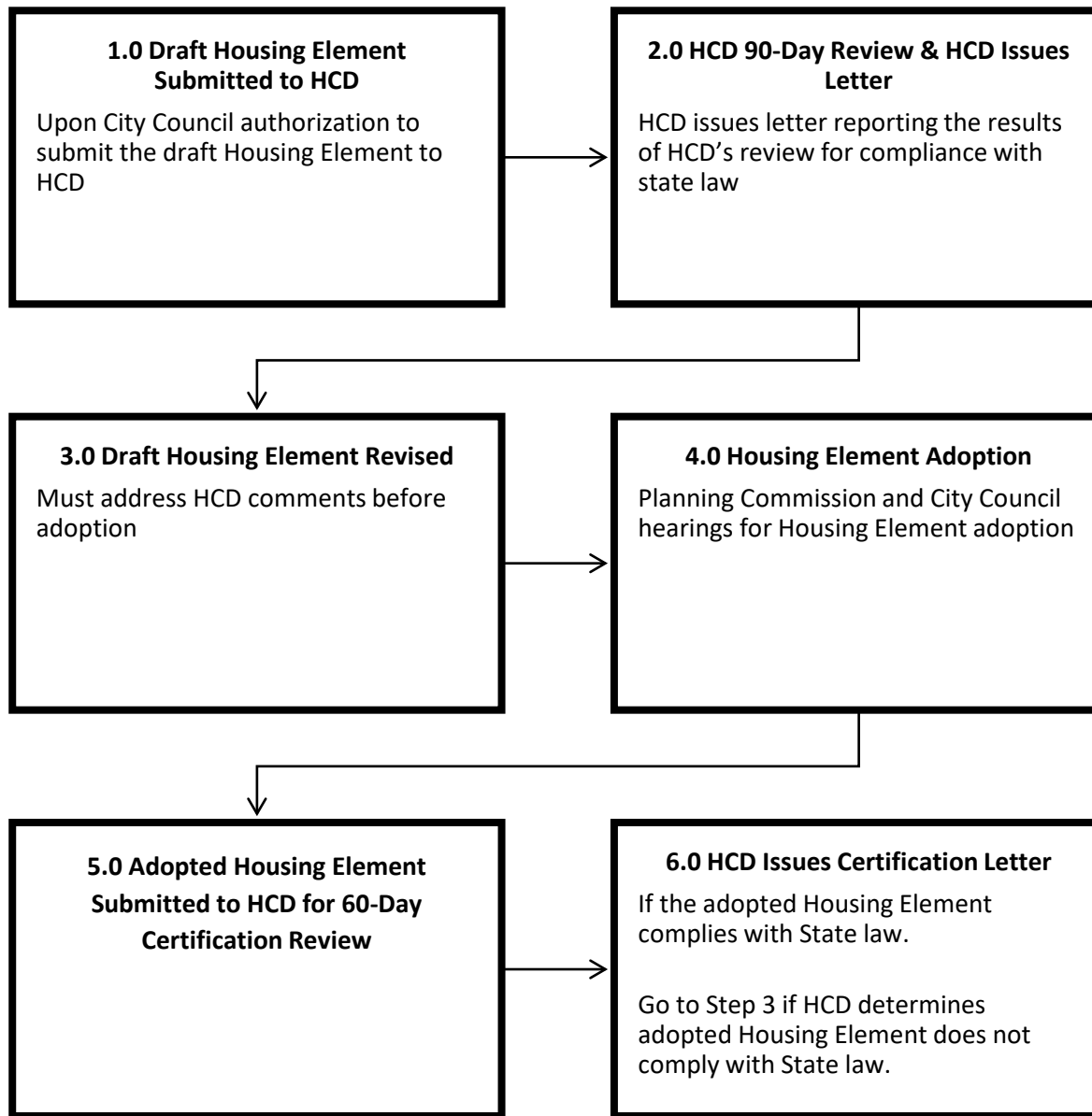
1.0 Overview

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 5<sup>th</sup> 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.”

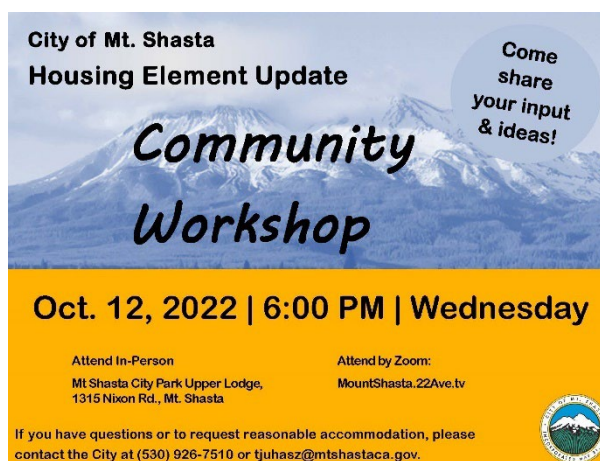
The Housing Element was developed through the combined efforts of City staff, the Planning Commission, the City Council and the City’s consultant. The inclusion of community stakeholders in the Housing Element public participation process helps ensure appropriate housing strategies are more efficiently 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**

<b>Question Type</b>	<b>Response (Majority and/or Top 3)</b>
<b>Q1</b> 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
<b>Q2</b> Renter or Owner	74.4% Owner
<b>Q3</b> Total Monthly Rent or Mortgage	32% Do not pay either 17.59% \$1,001 – \$1,500 15.08% \$1,501 – \$2,000
<b>Q4</b> Live in City Limits	38.7% Do not live in City limits 20.6% 20+ years
<b>Q5</b> Length in current residence	46.2% More than 10 years
<b>Q6</b> Household size	54.8% 2 people
<b>Q7</b> Housing Type	82% Single family residence
<b>Q8</b> # of dwelling units on property	75.4% 1 dwelling unit
<b>Q9</b> Satisfied w/ current housing	84.4% Yes
<b>Q10</b> Desire to own home in City	49.8% Other: Already own (in or out of City)
<b>Q11</b> Places within 1 mile: Top 3	65% Grocery 64% Park 57% School
<b>Q12</b> New housing barriers: Top 3	44% People cannot afford to build 32% Community resistance to build 30% Permitting too expensive
<b>Q13</b> Agree/ Disagree: Existing Housing stock/ conditions	67% lacks adequate/ affordability 70% lacks adequate rental housing
<b>Q14</b> 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
<b>Q15</b> Challenges to rental housing	60% N/A - already own
	25% limited affordable long-term housing
<b>Q16</b> Age	33.7% 61-70 years
<b>Q17</b> Check all that apply	homeowner/senior
<b>Q18</b> Total Household Income	20.6% below \$30,000
	19.6% Decline to state
	18.09% Over \$100,000
<b>Q20</b> 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/](http://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 6<sup>th</sup> to May 19<sup>th</sup>, 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 16<sup>th</sup>, 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 6<sup>th</sup> 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 7<sup>th</sup>, 2023. HCD conducted an initial review of Draft Housing Element and provided a letter with comments dated September 5<sup>th</sup>, 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.<sup>1</sup> 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”.<sup>2</sup> 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

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

<sup>2</sup> 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	2410	2773	9	25	9511

## 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 needs 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, Planning Commission and City Council

**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 establish local density bonus procedures. for processing density bonus applications, and The City will also develop a density bonus application documents that will identify the and information required to be submitted with for a complete 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, Planning Commission, and City Council

**Funding:** General Fund

**Timing:** (1) Within one year from adoption of the 6<sup>th</sup> 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, City Manager, City Council

**Funding:** General Fund

**Timing:**

- A) Beginning in 2025, 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 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 qualifying housing developments as required by State law 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. Code-compliant qualifying housing developments shall be subject only to written objective development and performance standards, and shall be provided approval certainty thereto. 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,~~ Planning Commission, and City Council

**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,~~ Planning Commission, and City Council

**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,~~ Planning Commission, and City Council

**Funding:** General Fund

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


### ~~Program HO-2.3.7~~

~~Program HO-2.3.8~~ 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-2.3.9~~ **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 2010 Design Guidelines, and Zoning Ordinance as applicable. Specifically, the amendments would 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). The City shall amend the Zoning Ordinance to establish objective development and design standards and provide a ministerial nondiscretionary design review process for qualifying multifamily development as required by State law. Standards that are objective standards shall be within the meaning of Government Code Section 65589.5, subparagraph (f). 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 deed-restricted affordable multifamily residential; and
- Provide approval certainty for code-compliant qualifying housing development as required by State law ~~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.~~

### ~~Program HO-2.3.10~~ **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, Planning Commission, and City Council

**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 single-parent 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 and 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 or are subject to objective 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 Planning Commission, and City Council

**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 00R-rehabilitation activity, and establish a suballocation of the program income for the 00R-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, and City Council

**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 00R 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 6<sup>th</sup> 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, Planning Commission, and City Council

**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, and City Council

**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 and City Manager

**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:** Planning Department and 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, Planning Commission, and City Council

**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~~Planning Commission, and City Council~~

**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,~~ Planning Commission, and City Council

**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 5<sup>th</sup> 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, Planning Commission, and City Council

**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 require a State licenseable 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~~ require a State license and serveable services to six or fewer residents shall be allowed in ~~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 require a State license and serveable services to more than six residents shall be allowed 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~~ require a State provide licenseable services and serve 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 ments to the definition of group home shall be consistent with 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, Planning Commission, and City Council

**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, Planning Commission, and City Council

**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, [and](#) 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 5<sup>th</sup> 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:** [Planning Department](#), City Manager, [and](#) 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, [and](#) 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, and 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 of properties 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, and 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 Departments, City Manager, Planning Commission and City Council

**Funding:** General Fund

**Timing:**

- (1) At all times during the 6th cycle.
- (2) 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:** Planning and Building Departments, City Manager, Planning Commission, and City Council

**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 6<sup>th</sup> cycle planning period by providing information

**Administration:** Building Department, City Manager, and City Council

**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~~ biennial training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

**Administration:** Planning Department, City Manager, Planning Commission, and City Council

**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~~December 31, 2024.

### Program HO-7.1.2



Appendix A analyzes fair housing conditions in the City of ~~Tulelake~~Mt. Shasta, 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, ~~Planning Commission~~, 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><b>Program HO-1.2.1:</b> 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><b>Timing:</b> At annual review</p> <p><b>Responsibility:</b> Planning Commission</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-1.3.1:</b> 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><b>Timing:</b> Every five years upon revision of the Housing Element. Next review to be conducted in 2019.</p> <p><b>Responsibility:</b> Planning Commission</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> In Spring 2022: The City initiated the 6<sup>th</sup> cycle housing update. Mt. Shasta adopted urgency ordinance CCR-21-01 on December 22, 2021, to facilitate implementation of SB 9 (2021).</p> <p><b>Effectiveness:</b> The City is incorporating recent changes in state housing law into the 6<sup>th</sup> 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><b>Program HO-1.4.1:</b> 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><b>Timing:</b> At annual review</p> <p><b>Responsibility:</b> Planning Commission</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> City staff report on the Housing Element progress is made on annual basis to the Planning Commission.</p> <p><b>Effectiveness:</b> 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><b>Program HO-1.5.1:</b> 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><b>Timing:</b> As opportunities are recognized.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> To be determined.</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-1.5.2:</b> 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><b>Progress:</b> 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><b>Timing:</b> Continually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> 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><b>Effectiveness:</b> 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><b>Program HO-2.5.1:</b> 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><b>Timing:</b> Bi-annual review starting 2016.</p> <p><b>Responsibility:</b> Building Department, Planning Department, and City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> Ongoing; the City continues to monitor and evaluate impacts fees necessary to provide infrastructure and services.</p> <p><b>Effectiveness:</b> 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><b>Program HO-2.5.2:</b> 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"> <li>1. explicitly allowing group homes of six or fewer as a permitted use in all zones where single family units are permitted;</li> <li>2. Adding transitional housing and supportive housing as permitted uses in the R-L and R-1/B-1 zones;</li> </ol>	<p><b>Progress:</b> The Zoning Code amendments specified in Program HO-2.5.2 have not been completed.</p> <p><b>Effectiveness:</b> 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><b>Timing:</b> Review and update Zoning Code in 2016.</p> <p><b>Responsibility:</b> Planning Department</p> <p><b>Funding:</b> 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><b>Program HO-3.1.1:</b> 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"> <li>• Give priority to processing of affordable housing projects, taking them out of submittal sequence if necessary to receive an early hearing date;</li> <li>• Allow phasing of infrastructure whenever possible at time of project review;</li> <li>• Provide density bonus or other concessions to qualifying projects in accordance with Government Code 65915;</li> <li>• 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</li> <li>• Any other action on the part of the City which will help to keep development costs to a minimum.</li> </ul> <p><b>Timing:</b> As residential project applications are considered.</p> <p><b>Responsibility:</b> Planning Commission</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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
<b>Funding:</b> General Fund		
<p><b>Program HO-3.1.2:</b> 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><b>Timing:</b> As residential development proposals of 50 or more units are submitted.</p> <p><b>Responsibility:</b> Planning Department, Planning Commission, City Council</p> <p><b>Funding:</b> Private development</p>	<p><b>Progress:</b> The City did not receive any applications for residential projects with 50 or more units in the 5<sup>th</sup> cycle planning period.</p> <p><b>Effectiveness:</b> 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 5<sup>th</sup> 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><b>Program HO-3.4.1:</b> 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><b>Timing:</b> Annual progress review; annual meeting with local housing advocates regarding coordination and assistance; and upon application submittal.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> This program appears effective.</p>	<p>This program was modified and incorporated into Program HO-5.1.1.</p>
<p><b>Program HO-3.4.2:</b> 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><b>Progress:</b> 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><b>Timing:</b> Continuous coordination, as necessary, and completion of the brochure in 2016.</p> <p><b>Responsibility:</b> City Manager, Planning and Building Departments</p> <p><b>Funding:</b> General Fund</p>	<p>identify affordable housing providers and opportunities.</p> <p><b>Effectiveness:</b> 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 &amp; building permits issued.</p>	
<p><b>Program HO-3.4.3:</b> 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><b>Timing:</b> Seek funding annually to assist extremely low-income households.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-3.5.1:</b> 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><b>Progress:</b> 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><b>Timing:</b> Continually</p> <p><b>Responsibility:</b> City Council</p> <p><b>Funding:</b> General Fund</p>	<p><b>Effectiveness:</b> The City has received limited proposals for low- and moderate-income housing. Fee reductions were considered.</p>	
<p><b>Program HO-3.5.2:</b> 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><b>Timing:</b> Annually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> Due to limited resources and staffing changes, the City was unable to complete amendments to the Mt. Shasta Municipal Code in the 5<sup>th</sup> cycle.</p> <p><b>Effectiveness:</b> 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><b>Program HO-3.5.3:</b> 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><b>Timing:</b> 2015</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> The City prioritizes qualifying projects.</p> <p><b>Effectiveness:</b> 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><b>Program HO-3.5.4:</b> 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><b>Progress:</b> 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><b>Timing:</b> Annually</p> <p><b>Responsibility:</b> City Council</p> <p><b>Funding:</b> General Fund</p>	<p><b>Effectiveness:</b> 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><b>Program HO-4.1.1:</b> 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><b>Timing:</b> Ongoing</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> The City continues to support the efforts of organizations that operate rehabilitation programs.</p> <p><b>Effectiveness:</b> 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><b>Program HO-4.1.2:</b> 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><b>Timing:</b> Continually</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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
<b>Responsibility:</b> City Manager <b>Funding:</b> 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.
<p><b>Program HO-4.1.3:</b> 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.</p> <p><b>Timing:</b> On-going as opportunities are recognized.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> The City continues to provide rehabilitation resources and guidance to homeowners upon request.</p> <p><b>Effectiveness:</b> The City has received requests and provided guidance/ technical assistance to homeowners.</p>	Continue and modify as per Program HO-3.1.1 described above.
<p><b>Program HO-4.2.1:</b> 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</p>	<p><b>Progress:</b> The City continues to maintain a list of non-profit organizations interested in affordable housing construction and meets with organizations upon request.</p> <p><b>Effectiveness:</b> Due to lack of application/permit activity, there have been limited opportunities to implement this program.</p>	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><b>Timing:</b> As needed upon receipt of notices.</p> <p><b>Responsibility:</b> Planning Department</p> <p><b>Funding:</b> General Fund</p>		
<p><b>Program HO-4.2.2:</b> 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><b>Timing:</b> As needed upon receipt of notices.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-4.2.3:</b> 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><b>Timing:</b> Ordinance to be considered in 2016</p> <p><b>Responsibility:</b> Planning Department, City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> The City has not adopted a condominium conversion ordinance.</p> <p><b>Effectiveness:</b> 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 6<sup>th</sup> cycle.</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<p><b>Program HO 5.1.1:</b> 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><b>Timing:</b> Continually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> Ongoing; the City continues to implement the Uniform Building Code requirements for housing that is accessible for persons with disabilities.</p> <p><b>Effectiveness:</b> The City has researched area for non-profit housing developers and will continue to identify housing providers and opportunities.</p>	<p>Continue and modify per Program HO-4.3.1(6).</p>
<p><b>Program HO-5.1.2:</b> 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><b>Timing:</b> Annually</p> <p><b>Responsibility:</b> Planning Department</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> The City will continue to assess childcare needs of the community.</p> <p><b>Effectiveness:</b> There have been few opportunities to implement this program.</p>	<p>Continue and modify per Program HO-5.1.3.</p>
<p><b>Program HO-5.4.1:</b> The City shall support agencies and organizations serving the homeless by annually updating referral information on local homeless agencies.</p> <p><b>Timing:</b> Annually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> Ongoing</p> <p><b>Effectiveness:</b> 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>	<p>Continue and modify per Program HO-4.3.1(3).</p>
<p><b>Program HO-5.4.2:</b> 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><b>Progress:</b> Ongoing</p> <p><b>Effectiveness:</b> The City delegated its PLHA formula allocation to Siskiyou County. The funds are to be used for a project to</p>	<p>Continue and modify per Program HO-4.3.1(2).</p>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
<b>Timing:</b> When requested <b>Responsibility:</b> City Manager <b>Funding:</b> CDBG, ESG, or other grant funds	provide services and shelter for persons experiencing homelessness.	
<b>Program HO-6.1.1:</b> 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. <b>Timing:</b> Ongoing <b>Responsibility:</b> Building Department <b>Funding:</b> Private and government funds	<b>Progress:</b> 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). <b>Effectiveness:</b> This program appears effective and will be continued.	Continue as modified as Program HO-6.1.2.
<b>Program HO-6.1.2:</b> 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. <b>Timing:</b> Continually <b>Responsibility:</b> Planning Department, Building Department <b>Funding:</b> General Fund	<b>Progress:</b> The City requires compliance with the Zoning Ordinance and California Building Code, including Title 24, to ensure energy conservation in new residential projects. <b>Effectiveness:</b> 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><b>Program HO-7.1.1:</b> The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.</p> <p><b>Timing:</b> Continually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-7.1.2:</b> 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><b>Timing:</b> Continually as complaints are received.</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> General Fund</p>	<p><b>Progress:</b> 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><b>Effectiveness:</b> 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><b>Program HO-7.1.3:</b> The City shall provide information concerning discrimination complaint procedures to the public at social service centers,</p>	<p><b>Progress:</b> 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><b>Timing:</b> Continually</p> <p><b>Responsibility:</b> City Manager</p> <p><b>Funding:</b> 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><b>Effectiveness:</b> This program appears effective as residents contact the City with questions.</p>	
<p>Overall effectiveness of the 5<sup>th</sup> 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>



**City Council Agenda Item # 11**  
Staff Report

**Meeting Date:** January 8th, 2024

**To:** Mayor and City Council

**From:** City Manager, Todd Juhasz

**Subject:** Proposed ballot measure to set consecutive term limits for Council members

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

At the December 11<sup>th</sup>, Council members asked staff to continue an item that would place consecutive term limits on the Council agenda. The proposal, if adopted, would limit the number of consecutive terms that Council members may serve.

**Summary:**

Government Code 36502 provides that the city council may adopt the proposal to limit the number of terms a member may serve on the city council. The council does this by submitting to the electors an ordinance that addresses the issue. The terms of the ordinance are determined by Council. The ordinance does not become operative unless it is submitted to electors at a regularly scheduled election and approved by the majority of the votes casted. The ordinance is then applied prospectively only. The details of the limitations would be included in the ordinance submitted to the electors. Through the initiative process, the residents can also submit a term limitation proposal to the electors.

**City Council Agenda Item # 12**  
Staff Report

**Meeting Date:** January 8th, 2024

**To:** Mayor and City Council

**From:** City Manager, Todd Juhasz

**Subject:** Proposed option on three properties for the purpose of performing an environmental assessment.

<b>X</b>	Regular
	Consent
	Closed
	Presentation

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**Recommendation:**

The City Manager recommends paying the outstanding lease for three APNs while the City performs environmental due diligence on three properties for six months. The purpose is to see if the properties are worth purchasing at a fair price to meet City planning/redevelopment goals.

**Information:**

The City's Ad Hoc Committee is studying the daylighting of Castle Creek as well as the feasibility of turning Chestnut and N. Mt Shasta Boulevard into a one-way couplet. To date, the Committee has determined that if N. Mt Shasta Boulevard is converted to a SB one-way street, 30-degree angled parking would be required to meet vehicle clearance requirements. The conversion to angled parking would result in a loss of parking spaces along N. Mt Shasta Boulevard which would need to be mitigated. In addition, if Castle Creek daylighting is to work as a mechanism to generate tourism, the provision of more parking and the removal of the blight created by parked/inoperable vehicles visible from East Castle is highly desirable. More specifically, the parked and damaged vehicles are located on two APNs (057-191-170-000, and 057-191-150-000) North of East Castle Street between N. Mt Shasta Boulevard and Chestnut Streets.

It has come to the attention of the Ad Hoc Committee and Council that the owners of the structure located at 402 N. Mt Shasta Boulevard and the two parking lots alluded to above have recently been vacated and the owner is willing to lease or sell the three lots. The lots with the APN numbers: 057-191-170-000 (developed parcel), 057-191-180-000 (large undeveloped parcel), and 057-191-150-000 (smaller and undeveloped parcel) are available for lease for \$2200 per/mo. for the three and the owners are also willing to sell. Staff recommends optioning the properties for six months at the rate of \$2200 per/month while the city performs environmental due diligence on the three properties. The purpose of the option is to see if the acquisition of one or more of the properties is worth purchasing to meet the City's planning/development goals. Those goals would be to remove blight on the two lots to the North of E. Castle Street and to provide additional parking should the daylighting of Castle Creek and the one-way streets become viable projects. While environmental assessments are taking place, the City Manager and property owner will attempt to determine a fair price for

each of the properties. This assumes that the environmental review of the properties results in either a negative declaration and/or the identification of any “hot spots” that appear to be easily mitigated.

A map of the properties is attached as an exhibit.

ENPLAN

Brownell Parcels



3. Results	
Property Data	057-131-103-000
Property Data	057-131-103-000
Property Data	057-131-103-000