

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL
November 16th , 2023
REGULAR SESSION: 6:00 pm
Join Zoom Meeting: <https://us02web.zoom.us/j/84424135442>
Or Call: +1 669 900 6833
Enter Meeting ID: 844 2413 5442**

As a courtesy, please turn off cell phones and electronic devices while the meeting is in session. Thank you.

1. CALL TO ORDER AND FLAG SALUTE

2. ROLL CALL

3. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS:

A. Ron McCloud, Town Historian Presents a Historical Tidbit

4. PUBLIC COMMENT

Regular City Council meetings are posted on the City's website to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1st and 3rd Thursday of each month. Meetings that take place on dates other than the 1st and 3rd Thursday will not be televised.

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

5. COUNCIL AND STAFF COMMENTS

6. COMMITTEE REPORTS

7. APPROVAL OF MINUTES – November 2nd , 2023

8. CONSENT AGENDA:

A. Check Register: 10/28-11/9/23

9. PUBLIC HEARING: None

10. OLD BUSINESS

A. Consideration of Adoption of 2023-2031 Draft Housing Element Update – Resolution 2023-14

B. Grant Agreement for UV Treatment of Drinking Water Project – Resolution 2023-15 to Receive \$2MM Grant Funding

11. NEW BUSINESS:

A. Accept the Resignation of Rico Tinsman and Authorize City manager to move forward with engaging an interim planning service.

12. FUTURE AGENDA ITEMS

Future Agenda Items are topics brought to the City Council for review and/or action. All dates refer to first introductions and can be altered due to time and priority levels.

- Fireworks Ordinance
- Historic Commission Reformation and/or Review
- Cannabis Ordinance
- Land Acknowledgement
- Special Event Ordinance
- Sheriff's Contract Extension
- Dogwood Tree Removal
- Park & Rec Joint Meeting
- Discuss funding of Housing Element Update
- Snow Removal Policy – Continue to Review

13. ADJOURNMENT

Copies of this agenda were posted at City Hall, Dunsmuir City Library, and City Website 72 hrs. prior to meeting time.

The City of Dunsmuir does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability or any other legally protected classes in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call City Hall at (530) 235-4822 for assistance. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to accommodate participation in the meeting.

CERTIFICATION

This is the official Dunsmuir City Council Agenda, created and posted in accordance with the Dunsmuir City Council Protocols.

Wendy Perkins, Deputy City Clerk

Date

CITY OF DUNSMUIR
CITY COUNCIL MEETING MINUTES
November 2nd , 2023

CALL TO ORDER AND FLAG SALUTE:

Meeting was called to order @ 6 pm by Mayor Lucchesi

ROLL CALL:

Council members present: Deutsch, Keisler, Bryan, Clarno, Lucchesi

Absent: None

City staff present: City Manager Rief, Deputy City Clerk Perkins

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS - None

PUBLIC COMMENT

Open at 6:03 p.m.

Allison Leshefsky – Reads some of her prior comments on the minutes from meetings prior regarding the plywood on the city hall door. Again wants to know why there is a piece of plywood on city hall door.

COUNCIL AND STAFF COMMENTS

Rief gives updates on a successful green waste event. Library Roof contract signed, we'll have a new library roof soon. Took down some hazardous city trees. Issues with new water tank interior paint. Springs project relies on the tank project being complete.

Clarno - None

Deutsch - None

Bryan - None

Keisler - None

Lucchesi – Veterans Day Ceremony on the 11th, Saturday. 11:15.

COMMITTEE REPORTS

Sheriff's Ad Hoc – Met to discuss extension of contract. Set another date in December to meet with the Sheriff. Hoping to have a draft extension of the contract.

APPROVAL OF MINUTES

Motion to approve October 19th, 2023 minutes by Keisler , 2nd by Clarno

Voice Vote:

AYES: Deutsch, Keisler, Bryan, Clarno, Lucchesi

NOES: None

ABSENT: None

ABSTAIN: None

CONSENT AGENDA

A. Check Register: 10/14-10/27/2023

Motion to adopt consent agenda by Keisler , 2nd by Bryan

Voice Vote: AYES: Deutsch, Keisler, Bryan, Clarno, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

PUBLIC HEARINGS: 2023-2031 Housing Element Update –

Michelle Nielsen, of PlanWest Partners, makes presentation of the draft housing element update.

Public comment open at 7:22 Dwight Bailey thanks PlanWest for their presentation.

Public comment closed at 7:24

OLD BUSINESS:

A. Waste-Water Treatment Plant Improvement Project – Project Proposal for Engineering Design

City Manager Rief introduces the item.

Public comment open at 7:36 p.m. None. Discussion.

Motion by Keisler 2nd by Deutsch to approve City of Dunsmuir (City) wastewater Treatment Plant (WWTP) Improvement Project Proposal for Engineering Design and Constructions Services and submit amendment to Scope of Services of a note to exceed amount of \$96,300

Roll Call Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

NEW BUSINESS:

A. Consideration of Adoption of 2023-2031 Draft Housing Element Update

Motion by Lucchesi to continue the review/adoption of Housing Element Update to the meeting Nov 16th 2nd by Keisler.

Roll Call Vote:

AYES: Clarno, Deutsch, Keisler, Bryan, Lucchesi
NOES: None
ABSENT: None
ABSTAIN: None

B. Snow Removal Policy Presentation and Draft Plan

City Manager Rief introduces the item.

Discussion.

Public comment open at 8:10 p.m.

Recommendation to establish a Business Improvement District to improve the downtown and snow removal conditions.

Do we want to establish one? Should it include Sacramento Ave?

How do we do proper outreach to educate the public?

Mailer in water bill. Website announcement. Vehicle notices.

Public comment open at 8:16 p.m.

No action taken. Move to table this item by Deutsch 2nd by Keisler all in favor.

FUTURE AGENDA ITEMS

- Fireworks Ordinance
- Historic Commission Reformation and/or Review
- Cannabis Ordinance
- Land Acknowledgment
- Special Event Ordinance
- Sheriff's Contract Extension
- Dogwood Tree Removal
- Park and Rec Joint Meeting
- Discuss funding of Housing Element Update
- Snow Removal Policy – Continue to Review

ADJOURNMENT

At 8:25 by consensus

Mayor Lucchesi

ATTEST:

Deputy City Clerk Perkins

Check Register Report

10.19 to 11.9

Date: 11/09/2023

Time: 11:37 am

Page: 1

City of Dunsmuir

BANK: EFT PAYMENTS

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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EFT PAYMENTS Checks

1	11/02/2023	Printed			10886	SIERRA EQUIPMENT SUPPLY INC	snow wolf 126" autowing plow	21,157.70
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Total Checks: 1

Checks Total (excluding void checks): 21,157.70

Total Payments: 1

Bank Total (excluding void checks): 21,157.70

Check Register Report

10.19 to 11.9

Date: 11/09/2023

Time: 11:37 am

Page: 2

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks								
58309	11/03/2023	Printed			10744	CALL CENTER SALES PRO	billing id5309267961	93.50
58310	11/03/2023	Printed			5325	REBECCA CATLETT	city cleaning 10/22-10/31	132.00
58311	11/03/2023	Printed			10783	CIVICWELL	4-440 Dunsmuir ATP	3,517.42
58312	11/03/2023	Printed			6325	CLEMENS WASTE REMOVAL	weight dump fees Oct2023	7,121.80
58313	11/03/2023	Printed			10717	D & D SEEDS AND FARM EQUIPMENT	9' straight blade trip edge	9,972.42
58314	11/03/2023	Printed			13004	FAILSAFE TESTING LLC	ladder tests and repair	1,076.38
58315	11/03/2023	Printed			9303	FASTENAL COMPANY	backhoe blade bolts	459.05
58316	11/03/2023	Printed			17310	GREAT NORTHERN CORP.	20-CDBG-CV2-3-00050	6,139.05
58317	11/03/2023	Printed			33130	MT SHASTA CITY	September2023 CDBG-CV	37,621.73
58318	11/03/2023	Printed			47520	NAPA	battery	148.31
58319	11/03/2023	Printed			10753	PACE ANALYTICAL SERVICES, LLC	ww weekly test	384.59
58320	11/03/2023	Printed			44240	RAMSHAW'S ACE HARDWARE	Stihl saw handle guard and	83.37
58321	11/03/2023	Printed			10616	RENTAL GUYS	85' boom sky jack rental	5,162.31
58322	11/03/2023	Printed			44605	SISKIYOU CO. TAX COLLECTOR	659-060-150-000	924.32
58323	11/03/2023	Printed			47659	SISKIYOU COUNTY EDC	7/1/23 to 9/30/23	22,413.65
58324	11/03/2023	Printed			47659	SISKIYOU COUNTY EDC	July-Sept. 2023 CDBG Admin	1,610.69
58325	11/03/2023	Printed			47676	SMITH BUILDING SERVICES, LLC	Smith Building services	4,128.85
58326	11/03/2023	Printed			53806	USA BLUE BOOK, INC	Repl. Stir Paddle for YSI 5905	889.50
58327	11/03/2023	Printed			10752	WEX BANK	Oct 2023 Fuel	1,944.32
58328	11/03/2023	Printed			60005	YREKA TRANSFER COMPANY	Dump and replace roll off	2,075.00
58329	11/09/2023	Printed			514	ADVANCED INFOSYSTEMS	Nov 2023 Utility billing	399.75
58330	11/09/2023	Printed			9999992303	ALLIANT INSURANCE SERVICES, INC	vehicle insurance 23/24 1st qt	1,244.00
58331	11/09/2023	Printed			1910	AT&T	9391082577 Lift station alarms	170.81
58332	11/09/2023	Printed			2800	BAXTER AUTO PARTS, INC.	6/0x10 link, 4/0x12 link snow	1,139.73
58333	11/09/2023	Printed			10001	CED-REDDING	10/4c flat festoon yellow 600v	350.78
58334	11/09/2023	Printed			9820	CITY OF DUNSMUIR	i-5 lift station wa acct250800	566.28
58335	11/09/2023	Printed			10148	DIVERSIFIED ELECTRIC, INC.	street lighting repair	1,610.00
58336	11/09/2023	Printed			9315	DRY CREEK LANDFILL, INC.	sludge tkt#0472424,472452	1,288.69
58337	11/09/2023	Printed			5910	DUNSMUIR CHAMBER OF COMMERCE	community promotions23/24	2,687.50
58338	11/09/2023	Printed			10624	DUNSMUIR COMMUNITY RESOURCE	2nd QTR 23/24	5,000.00
58339	11/09/2023	Printed			9393	DUNSMUIR RECREATION DISTRICT	October Tauhindauli park maint	260.00
58340	11/09/2023	Printed			10781	FRANK A. OLSEN COMPANY	165 ft of cable, FUW meter	922.52
58341	11/09/2023	Printed			9999992168	FRIENDS OF THE DUNSMUIR LIBRARY	2nd QTR 23/24	5,812.50
58342	11/09/2023	Printed			9197	GCS ENVIRONMENTAL EQUIP SVCS	sweeper parts debris deflector	1,445.23
58343	11/09/2023	Printed			10808	GIACOMELLI, MICHAEL	2nd QTR 23/24	1,000.00
58344	11/09/2023	Printed			25317	KENNY & NORINE	General legal File 6736	2,962.24
58345	11/09/2023	Printed			33130	MT SHASTA CITY	fingerprint roll charge	25.00
58346	11/09/2023	Printed			33146	MT SHASTA SPRING WATER CO	Arrow 1 gal DI water for lab	371.49
58347	11/09/2023	Printed			10753	PACE ANALYTICAL SERVICES, LLC	ww biweekly LND 23J0610	730.80
58348	11/09/2023	Printed			10491	CHARLES W PILLON	prep and filing of 2023 Annual	1,500.00
58349	11/09/2023	Printed			10616	RENTAL GUYS	fence panel rental for PW area	5,992.46
58350	11/09/2023	Printed			10869	SISKIYOU ARTS MUSEUM	community promo funding	2,500.00
58351	11/09/2023	Printed			9918	SISKIYOU MEDIA COUNCIL	Aug 3rd and 17th Council	500.00
58352	11/09/2023	Printed			47673	SNOQUIP	plug end kit trk side plow	86.75
58353	11/09/2023	Printed			10549	SW MAINTENANCE CORP	haul sludge to dry creek	1,575.00
58354	11/09/2023	Printed			10503	THATCHER COMPANY	chlorine 150#Cyl Gas	6,489.61
58355	11/09/2023	Printed			10139	TOTALLY TRUCKS, INC	headache rack and light bar	10,423.09
58356	11/09/2023	Printed			9999999806	USDA FOREST SERVICE	Special uses Waste Disposal	76.37
58357	11/09/2023	Printed			9318	USPS	Utility billing postage	1,500.00

Check Register Report

10.19 to 11.9

Date: 11/09/2023

Time: 11:37 am

Page: 3

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
U.S. BANK Checks								
58358	11/09/2023	Printed			10731	VYVE	internet services at 800 First	116.09
58359	11/09/2023	Printed			10731	VYVE	internet services 5915Dunsmuir	171.09

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	Total Payments: 51	Bank Total (excluding void checks):	164,816.04
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	Total Payments: 52	Grand Total (excluding void checks):	185,973.74
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CITY OF DUNSMUIR STAFF REPORT TO CITY COUNCIL

November 16, 2023

HOUSING ELEMENT UPDATE

- PROJECT SUMMARY:** The project consists of a proposed update of the City of Dunsmuir General Plan Housing Element.
- ENVIRONMENTAL:** Exempt under Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines
- ATTACHMENTS:**
- A. Draft Resolution 2023-14, A Resolution of the Dunsmuir City Council Adopting the 2023-2031 Housing Element Update.
 - B. Draft 2023-2031 Housing Element Update for the City of Dunsmuir: can be read in full and downloaded at <http://www.ci.dunsmuir.ca.us/news> and <https://www.siskiyou-housing.com/dunsmuir/>.
 - C. Chapter 2 – Goals, Policies and Housing Programs and the City of Dunsmuir’s AFFH Housing Action Plan (Table A-38) excerpted from Appendix A, section 7.0.
 - D. Draft California Environmental Quality Act – Notice of Exemption

INTRODUCTION & OVERVIEW

The City Council held a public hearing on the draft 2023-2031 Housing Element Update (“draft Housing Element”) on November 2, 2023 and continued the item to the November 16, 2023 meeting for additional discussion. The November 2, 2023 staff report provides a housing element overview, housing element requirements, and summary of changes to State housing laws. This staff report summarizes and responds to comments from the Nov. 2 meeting.

The draft Housing Element is intended to provide the City of Dunsmuir with a comprehensive strategy to promote the production of safe, decent, and affordable housing for all residents. It includes policies and programs that commit the City to removing regulatory barriers to the production of market-rate and affordable housing, and encouraging the conservation of the City’s existing supply of housing. While a City may not directly build or own housing, a City can facilitate production by guiding land use policies, coordinating with community partners, and in the case of affordable housing, by partnering with developers, lenders, and nonprofits on funding opportunities.

The currently proposed policies and programs were developed in response to the public survey, public/ Planning Commission workshop, and state law requirements and will require staff time, resources, and continued coordination with outside agencies and organizations to implement. At this point the City will have to fund a majority of the implementation unless future grants are obtained. Many housing related grants currently available are highly competitive, and require additional staff time to apply for, manage, and implement. In addition, a California Department of Housing and Community Development (HCD) certified housing element is essential for the City to access state funding, such as Community Development Block Grant (CDBG), Infill and Infrastructure Grant (IIG) program, etc.

This housing element was funded by HCD through the City’s SB2 grant, which has a December 2023 deadline. The City must submit the grant deliverables (adopted Housing Element), invoices, and grant close out report to get fully reimbursed.

SUMMARY OF NOVEMBER 2, 2023 PUBLIC HEARING DISCUSSION

This section of the staff report summarizes the November 2, 2023 meeting discussion and outcomes.

Public Comments

One commenter spoke in support of the Housing Element as drafted. There were no written public comments submitted on the item.

City Council Deliberations

No formal direction was provided to staff by the City Council. The Council's comments are summarized below:

1. There should be policies and programs to address “secondary homeowners,” short-term rentals, discouraging conversions, correcting data. Can only get grants for this if they’re in the Housing Element.
2. Would like to see minimum densities in zoning districts, missing middle housing types in zoning code, allow diversity of housing types in R-1 district, inclusionary housing ordinance, discussion on universal design and ADA compliant housing, homeless shelters, “homeless programming,” and alleviating cost burden.
3. There was not enough community outreach. The public participation effort should have included techniques to better meet people where they are because they can’t attend meetings. These materials are not accessible to people who speak other languages. Concern that at other meetings we often hear about housing issues, but few members of the public are here to tell us what they would like to see.
4. Concern with a goal, policy or program that involves developing a future program.
5. There is not enough focus on the housing issues of veterans.
6. The document should be more tailored to local housing issues.

RESPONSES TO COUNCIL MEMBER COMMENTS

This part of the staff report provides responses to each topic area of the Council's deliberations summarized above.

Council Comment 1: *There should be policies and programs to address “secondary homeowners,” short-term rentals, discouraging conversions, correcting data. Can only get grants for this if they’re in housing element.*

Response to Comment 1:

“Secondary Homeowners,” Short-term rentals, Discouraging Conversions

Concern with the city’s high housing vacancy rates due to the recreational use of housing by secondary homeowners and short-term rentals (STR’s), and the conversion of long-term rental housing to STR’s is a source of robust discussion in the community. For instance, STR’s was one of the topics raised at the Planning Commission Meeting and Public Workshop on the Housing Element held on December 14, 2022 (see page 1-4 of the Housing Element).

The impact on housing affordability of both the recreational use of housing by secondary homeowners and STR’s is central to the discussion in the community. This is revealed in public responses to the community survey to solicit public input on housing needs and concerns for the Housing Element which ran from December 2022 until March 5, 2023, and is described on Page 1-6 of the Housing Element. The top two common responses to the survey question asking, “Are there any additional thoughts you would like to add as your city considers drafting Goals, Policies, and Programs for the Housing Element

Update?” were 1) the lack of adequate, available, and affordable housing, and 2) concerns about the number of short-term/vacation rentals. Concerns about vacant second homes was another common response lower down on the list. In response to these concerns the draft Housing Element AFFH Action Plan Program D commits the City to developing and adopting a strategy to reduce the vacancy of existing housing units that includes conducting surveys, public workshops, and preparing options and recommendations.

In addition, Section 3.4 of Appendix B beginning on page B-17 describes the City’s Short-Term Rental Ordinance enacted in August 2021, and discusses the emerging impacts of the Ordinance on the industry and the overall housing market. It documents the Dunsmuir Planning Commission’s initial review of the ordinance at a public hearing on May 10, 2023 and, due to pandemic considerations and the ongoing Federal interest rate increases, the Planning Commission committed to further review of short-term rentals and their potential impact on the housing supply in November 2023. The Planning Commission is continuing to evaluate and discuss short-term rentals; see the November 8, 2023 Planning Commission Staff Report for additional information.

The Planning Commission is continuing its review of the ordinance and can provide a report to the City Council with its findings and recommendations, and these could be the basis for future changes to the STR Ordinance and/or Housing Element. It is recommended that the Council consider Planning Commission recommendations related to short-term rental housing.

Correcting Data

Another related topic brought up at the City Council meeting is that some of the state housing data, particularly the number of multifamily units in the city, does not seem accurate, so there was a comment made about potentially adding a program to verify and correct the data. Accurate data on the mixture of housing types is important at a policy level to better target the city’s efforts to address the housing needs of the community. For instance, if limits on STR’s to address the shortage of long-term rental units is the direction the city council decides to take, it would be helpful to have accurate data on the mixture of housing types to support the decision whether to place limits on STR’s in single family units, multifamily units or both.

At the City Council’s discretion, a program could be added to the Housing Element to perform regular local housing censuses to address the potential deficiencies in the state data. The decision to add such a program is only recommended if the City Council finds the benefits of the local housing censuses justify the costs to administer the census, tabulate the results and its impacts on staff resources because the City has limited staff resources and they may need to be diverted from other programs already in the works to implement this additional program. Accordingly, further consultation with the City Manager is recommended to clarify the funding source and impacts to other city programs if the City Council would like to see a data correction program added to the Housing Element.

Council Comment 2: *Would like to see minimum densities in zoning districts, missing middle housing types in zoning code, allow diversity of housing types in R-1 district, inclusionary housing ordinance, discussion on universal design and ADA compliant housing, homeless shelters, “homeless programming,” and alleviating cost burden.*

Response to Comment 2:

Minimum Densities

Minimum densities for housing are used by jurisdictions to ensure what gets developed on a property is consistent with the intent of the General Plan. For example, in some jurisdictions areas intended to be used for multifamily housing apply a minimum density in their General Plan to discourage single family use of those properties – because single family uses can’t meet the minimum density requirements, the use is not allowed.

The current Dunsmuir General Plan (updated in 2020) takes an inclusive approach in expressing the intended uses for multifamily areas. As shown in Housing Element Appendix B Table B-1 (page B-1), the Residential Medium Density and Residential High Density General Plan designations allow single family homes on an equal footing with duplexes and other multifamily structures.

To maintain internal consistency across the General Plan chapters, adding a program to the Housing Element establishing minimum densities would trigger amendments to the Land Use Element to discourage single family residential uses in the Residential Medium Density and Residential High Density General Plan designations. The City will be updating the General Plan in the relative near future, and changes to the Land Use Element to establish minimum densities can continue to be considered and discussed at that time.

Missing Middle Housing Types in Zoning Code, Allow Diversity of Housing Types in R-1 District

The “missing middle” type of housing commonly refers to accessory units, duplexes, fourplexes, and other multifamily uses of a scale that is compatible with single-family residential neighborhoods. Housing Element Appendix B Table B-2 (page B-2) identifies the current range of housing types allowed in the Zone Districts where housing is principally permitted with just a building permit, where no conditional use permit or other discretionary permit is required. It shows the Residential Mixed Use (MU-1), Central Mixed Use (MU-3) and High Density Residential (R-3) zones all allow the missing middle housing types.

Housing Element Appendix C Table C-1 (page C-2) shows there are 14 properties zoned MU-1, MU-3 and R-3 that have a development potential of 69 units. Table B-2 also lists some of the missing middle housing types as already principally permitted in the R-1 and R-2 zones, including Accessory Dwelling Units (ADUs), and Junior ADUs (JADUs). Section 2.6 of the Housing Element beginning on page B-6 describes how under certain conditions both an ADU and JADU can be developed as principally permitted uses on parcels with an existing single family home, providing an allowance for three housing units on a property zoned R-1 or R-2.

However, at its discretion the City Council can increase opportunities for missing middle housing. If this is the direction of the City Council, this could be achieved through supplementing the inventory of developable MU-1, MU-3 and R-3 zoned properties by adding a program to the Housing Element to evaluate rezoning additional developable properties accordingly. Another option available to the City Council is to insert a program to develop missing middle housing on vacant property owned by the City where infrastructure can be made available during the timeframe of a housing element, such as on the 11-acre property the City owns in the southern part of the City.

Inclusionary Zoning and Alleviating Cost Burden

Inclusionary housing refers to a General Plan policy or ordinance that requires or incentivizes developers to produce affordable housing or to pay a fee that generates revenue for affordable housing when new development occurs. The City’s Zoning Ordinance includes such a voluntary incentive program in Chapter 17.128 Residential Density Bonuses as required by state law. The purpose of this program is to facilitate the development of affordable housing by providing incentives for the development of housing for very low-, low-, and moderate-income, special needs, and senior households.

In exchange for voluntary commitments by the applicant to develop all or a portion of the new housing for the targeted population, the Ordinance stipulates the concessions or incentives the City will provide to make the project economically feasible. For example, if a developer agrees to making at least 10% of the new housing in a development of five units or more affordable to lower-income households for a period of 55 years or more, the City is required by the ordinance to provide incentives such as the waiver of development standards, improvement requirements, and fees to enable the project to pencil out for the developer.

Page A-34 of Appendix A describes how the Program HE.2.2.1 commits the City to amending this Chapter to be consistent with new requirements of state law and to preparing information for property

owners and housing developments about the density bonus program and publishing this content on its website, and providing density bonuses and development incentives to qualifying housing developments. To make this program more effective, the City Council could at its discretion amend this Chapter of the Zoning Ordinance to be more aggressive in incentivizing developers to include affordable housing in new developments. If this is the direction of City Council, staff recommends further consultation with the City Manager and Planning staff to assess the financial and service impacts of specific additional concessions identified by the program.

Alternatively, the City Council could supplement this incentive-based program with a program that would add a new chapter to the Zoning Ordinance requiring all new development over a certain threshold size to either construct affordable housing within the development or pay a fee that generates revenue the City would then use for affordable housing development. These types of programs can be effective in producing affordable housing in developing areas with substantial growth potential, typically larger urban areas. However, given the City's low housing production over the previous planning period (only four new housing units were developed between 2014 and 2019 – see Appendix B page B-1), adding an inclusionary zoning requirement would increase development costs which may not achieve the intended result of producing new affordable housing. Further, the City has not received any applications for density bonus. If there's no demand for density bonus, it's unknown if there would be demand for inclusionary housing. Another consideration with this approach is the limited staff capacity and costs of administration of such a program.

Inclusionary zoning programs are one way to alleviate the cost burden of housing for lower income households. The Housing Element includes a discussion of other factors affecting housing costs. The constraints to housing discussed in Appendix B beginning on page B-1 inventory those factors, which include on- and off-site improvement requirements (Section 2.3 – page B-5), development and processing fees (Section 2.13 – page B-11), and land costs (Section 3.1 page B-14).

The Action Plan in Appendix A, includes Program B, a two prong strategy that commits the City to improving access and the supply of long term rental housing. The first prong commits the City to continuing collaboration with local and regional housing authorities to increase the number of tenant based vouchers by at least five percent by 2031. This includes publishing information about vouchers on the City's website and at public counters to increase awareness for renter households and landlords. The second prong is a commitment to develop a program, or partner with a qualifying organization, to connect lower-income households and individuals, including extremely low-income residents, with affordable rental and homeownership opportunities in the City. While this is a new program for the City, the need to improve access and the availability of long term affordable rental housing is a common issue facing cities in the Siskiyou county regional, and it is likely the program would be most effective if implemented regionally.

Many of the programs in the Housing Element are designed to provide pathways for the City to help reduce the cost burden of housing for lower income households in alignment with the City's current budget and staffing levels. At its discretion, the City Council can modify the suite of programs or add others to better fit the community's needs in consideration of impacts to the budget and staff resources.

Universal Design and ADA Compliant Housing

Universal Design generally refers to housing that is developed to accommodate the housing needs of both persons with and without disabilities. This is an important issue for the community – Table 1-1 of the Housing Element reports that in the December 2022 - March 5, 2023 online survey soliciting input on housing needs and concerns, 66% of the respondents identified the need for housing for persons with disabilities.

The Housing Element responds to this housing need in a series of goals, policies and programs beginning on page 2-9 under Goal HE.4 - Facilitate the Provision of Housing Suited to Persons with Special Needs and under Goal HE.7 - Promote Equal and Fair Housing Opportunities for All People beginning on page

2-15. Also there is considerable discussion of specific challenges and opportunities for addressing the housing needs of persons with disabilities in Section 5.2 of Appendix A beginning on page A-19 of the Element. Recent changes to the Zoning Ordinance to identify the procedures for handling Reasonable Accommodation requests by persons with disabilities also responds to the community concerns.

At the discretion of the City Council, the City's Building Code requirements could be expanded to identify specific Universal Design requirements for all new housing construction and/or substantial remodels of existing homes and a program reflecting these code changes could be added to the Housing Element. However, adding new Universal Design building code requirements could add substantial costs to home construction and in some cases, where the new or remodeled homes are occupied by persons without disabilities, there would be little or no public value from those additional requirements.

Homeless Shelters, "Homeless Programming,"

The Housing Element includes a discussion of the existing homeless population in the City and programs which address their housing needs (Section 5.6 of Appendix A beginning on page A-23). An analysis of vacant land available where emergency shelters may be principally permitted is in Section 3.0 of Appendix C beginning on page C-16. In addition to those vacant parcels, Table B-6 on page B-10 of Appendix B identifies all the parcels zoned to allow emergency shelters to be developed by right. Based on the analysis, the Element concludes on page C-18 that the City has adequate sites to meet the local need for emergency shelters, and these sites are located near transit and outlets for individuals to obtain necessities and services that are available in the community.

The Housing Element programs addressing the needs of the homeless population are provided under Goal HE.4 Facilitate the Provision of Housing Suited to Persons with Special Needs beginning on page 2-9. At its discretion, the City Council can modify or add to these programs to better fit the needs of the city's homeless population considering impacts to the budget and staff resources.

Council Comment 3: *There was not enough community outreach. The public participation effort should have included techniques to better meet people where they are because they can't attend meetings. These materials are not accessible to people who speak other languages. Concern that at other meetings we often hear about housing issues, but few members of the public are here to tell us what they would like to see.*

Response to Comment 3: The public participation effort for the Housing Element update is described in Chapter 1, Section 3.0 beginning on page 1-3. In particular, the effort involved a Planning Commission Meeting and Public Workshop on December 14, 2022 which was advertised on the City's website, email notification to interested parties was sent out, and flyers, in English and Spanish, were distributed online with print copies posted at City Hall.

Also, an online community survey was taken from December 2022 until March 5, 2023 online in both English and Spanish. Paper copies of the survey were also available at City Hall. The City published regular reminders on their website and at City Hall to encourage community participation. Seventy-six (76) surveys were completed by Dunsmuir residents. All economic segments of the community, including lower income households, participated in the community survey with 27.5% indicating their household income was under \$30,000. The input from the community from these public engagement efforts was used when developing the proposed suite of housing goals, policies, and programs. A notice of availability of the draft Housing Element and public comment period was prepared in both English and Spanish and posted on the City's website and on <https://www.siskiyou-housing.com/dunsmuir/> on September 19, 2023. The Planning Commission held a noticed public hearing to discuss the draft Housing Element on October 11, 2023. A public hearing notice for the November 2, 2023 City Council meeting was also posted.

While the outreach conducted was consistent with the approved scope of work for the project, we recognize that more public input would add value to the process and final work product. Accordingly, staff

recommends conducting a public workshop in December to get further public input on the draft Housing Element including the draft policies and programs. Staff reached out to the State Department of Housing and Community Development to find out whether or not it is possible to continue to use grant funds for this effort. A more robust public engagement effort extending into the future could also be directed by the City Council and conducted as part of the broader general plan update.

Council Comment 4: Concern with a goal, policy or program that involves developing a future program.

Response to Comment 4: While nearly all of the Housing Programs in the Element are written to provide as much direction as possible to guide its future implementation, more language to clarify the program's intent could be added at the Council's discretion.

Council Comment 5: There is not enough focus on the housing issues of veterans.

Response to Comment 5: The 2021 American Community Survey (ACS) provides current information about the Veteran population in Dunsmuir. It states there are approximately 86 Veterans living in the city, which is approximately 6.3% of the total population. This is substantially lower than the 2010 population documented by the ACS, which was 210 Veterans or 14% of the total population.

In many ways the programs that support the housing needs of the general population and special populations described in the Housing Element also apply to Veterans. For example, supportive housing established for the care of Veterans is allowed by the Zoning Ordinance the same as other types of supportive housing as shown in Table B-2 of Appendix B on page B-2. And the governmental constraints to new housing development discussed in Appendix B apply to housing for Veterans just as other groups.

There are unique sources of funding to support housing for Veterans listed in the Housing Element. For example the Veterans Housing and Homeless Prevention Program is described on page D-4 of Appendix D. Additional language to better describe the unique housing needs and programs for Veterans could be added at the discretion of the City Council.

Council Comment 6: The document should be more tailored to local housing issues.

Response to Comment 6: The Housing Element is intended to address both, local housing issues identified through public outreach and that the Planning Commission and City Council believe should be included; and state required topics. It would be helpful to have direction from the City Council on what local housing issues are missing from the Housing Element or could be expanded on and improved with new or revised programs. For example, the discussion of short-term rentals described earlier in the staff report is an important local housing issue that is addressed in the Housing Element, however additional programs or discussion could be added at the Council's discretion.

ENVIRONMENTAL REVIEW

It is staff's opinion that the draft 2023-2031 Housing Element Update is exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA Guidelines, which states "The activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." The recommended housing element programs The housing

Therefore, prior to adoption of the 2023-2031 Housing Element Update, the City should make the finding that "it can be seen with certainty that there is no possibility that adoption of the Housing Element Update may have a significant effect on the environment".

In support of this finding, staff would suggest that even though the 2023-2031 Housing Element Update establishes goals, policies, and programs that are intended to facilitate the development of housing in the city, there are no goals, policies, or programs that would result in increased residential densities, allow residential development to occur in areas not already designated and zoned for such, or diminish environmental oversight of future projects. Therefore, potential environmental impacts under the proposed 2023-2031 Housing Element Update are no greater than potential environmental impacts under existing zoning and land use designations.

NEXT STEPS

Based on Council direction, the City will conduct an additional public workshop in December. The City is currently working toward a deadline of December 2023 to submit the Housing Element to HCD for an initial 90-day review cycle. As noted in this staff report, the draft housing element was funded by the City's SB2 grant from HCD. The grant deliverable is the adopted housing element with final invoices due to HCD December 2023. Following receipt of HCD's comments, it is anticipated that the City will need to modify the 2023-2031 Housing Element Update to address HCD's comment as this is a fairly typical outcome of HCD's review. This review would extend into early 2024.

CITY COUNCIL OPTIONS FOR PROCEEDING

Staff recommends that the City Council consider the totality of the record before it, including all comments presented at the public hearings and that the City Council choose one of the following options:

Option 1:

- Make the finding that the project, as proposed does not have the potential to result in a significant impact on the environment; and
- Adopt draft Resolution 2023-14, A Resolution of the Dunsmuir City Council Adopting the 2023-2031 Housing Element Update authorizing submittal to HCD and provide staff direction regarding additional public outreach and revisions to be conducted during HCD's 90-day review.

Option 2:

- Authorize staff to submit the draft 2023-2031 Housing Element Update to HCD and provide staff direction regarding additional public outreach and revisions to be conducted during HCD's 90-day review.

Option 3:

- Provide staff direction regarding additional public outreach and revisions to be conducted prior to Housing Element submittal to HCD.

ATTACHMENTS

- A. Draft Resolution 2023-14, A Resolution of the Dunsmuir City Council Adopting the 2023-2031 Housing Element Update
- B. The Draft 2023-2031 Housing Element Update can be read in full and downloaded at and <https://www.siskiyou-housing.com/dunsmuir/>.
A paper copy of the Draft 2023-2031 Housing Element is available for review at Dunsmuir City Hall, located at 5915 Dunsmuir Ave., Dunsmuir, during regular business hours.
- C. Chapter 2 – Goals, Policies and Housing Programs and the City of Dunsmuir’s AFFH Housing Action Plan (Table A-38) excerpted from Appendix A, section 7.0.
- D. Draft California Environmental Quality Act – Notice of Exemption

ATTACHMENT A
RESOLUTION 2023-14

RESOLUTION 2023-14
A RESOLUTION OF THE DUNSMUIR CITY COUNCIL ADOPTING THE
2023-2031 HOUSING ELEMENT UPDATE

WHEREAS, the current City of Dunsmuir General Plan Housing Element for the 5th cycle planning period was adopted in 2016; and

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

WHEREAS, Chapter 1 of the 6th cycle draft 2023-2031 Housing Element Update (“draft Housing Element”) describes the public participation effort undertaken to update the housing element; and

WHEREAS, in accordance with Government Code Section 65585(b), on September 18, 2023, the City posted the draft Housing Element and requested public comment for a 30-day review period, and extended the public review period to October 20, 2023, and

WHEREAS, on October 11, 2023, the Planning Commission of the City of Dunsmuir held a duly noticed public hearing as prescribed by law to consider the draft 2023-2031 Housing Element Update; and

WHEREAS, after consideration of the staff report, all public testimony, and evidence presented at the public hearing, by unanimous votes the Planning Commission found the draft 2023-2031 Housing Element Update to be exempt from the CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, and adopted Resolution PC-2023-04, A Resolution of the Planning Commission of the City of Dunsmuir Recommending the City Council Adopt the 2023-2031 Housing Element Update; and

WHEREAS, on November 2 and continued to November 16, 2023, the City of Dunsmuir City Council held a duly noticed public hearing as prescribed law to consider the draft 2023-2031 Housing Element Update; and

WHEREAS, the City Council determined the draft Housing Element 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 draft Housing Element will not result in any direct or indirect physical changes to the environment; the draft 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 draft 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 Dunsmuir to comply with State housing law; and

WHEREAS, the City Council has found the draft 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 has found that the draft 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 draft 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 has found that the draft Housing Element is consistent with a comprehensive view of the Dunsmuir General Plan, and

NOW, THEREFORE, BE IT RESOLVED that the City Council:

1. Held a public hearing in the manner prescribed by law; and
2. Find the draft Housing Element is exempt from the CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines; and
3. Adopt the draft 2023-2031 Housing Element Update; and
4. Authorize the City's Housing Element Consultant, Planwest Partners, Inc., in consultation with the Contract City Planner to consider and incorporate written public comments, as appropriate, received by 5:00 pm, November 3, 2023; and
5. Authorize the City's Housing Element Consultant, Planwest Partners, Inc., in consultation with the Contract City Planner to transmit the adopted Housing Element to HCD for review upon completion of the ten-business 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 2023-14 was duly adopted on a motion by Council Member _____ and seconded by Council Member _____ at a regular meeting of the City of Dunsmuir City Council held on the 16th day of November 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF DUNSMUIR CITY COUNCIL

Juliana Lucchesi, Mayor

WITNESS, my hand and seal this 16th day of November 2023

Wendy Perkins, Deputy City Clerk

ATTACHMENT B

**CITY OF DUNSMUIR DRAFT
2023-2031 HOUSING ELEMENT UPDATE**

The draft 2023-2031 Housing Element Update
for the City of Dunsmuir is available online
for reading and download at
<http://www.ci.dunsmuir.ca.us/news> and
<https://www.siskiyou-housing.com/dunsmuir/>.

Additionally, a paper copy is available for review at Dunsmuir
City Hall, located at 5915 Dunsmuir Ave., Dunsmuir, CA,
Monday through Fridays between the hours of
9:00 am to 4:30 pm.

ATTACHMENT C

GOALS, POLICIES, AND PROGRAMS AND THE AFFH HOUSING ACTION PLAN (EXCERPT FROM DRAFT 2023-2031 HOUSING ELEMENT UPDATE)

Corrections/Errata to the Chapter 2 and the AFFH Housing Action Plan:

- Generally adjusted spacing to condense the document overall.
- Chapter 2, Page 2-7, Program HE.3.1.1(2): change the goal from assisting 7 households to assisting 3 households during the next eight years. The value of 3 aligns with the Quantified Objective, Table 2-2, for rehabilitation.
- Page A-42: Correction of typos, and deletion of a sentence fragment
- Page A-44: Deletion of “education attainment” and “ high unemployment”. These were incorrectly carried over from the template. Dunsmuir’s reported unemployment rate in 2020 was lower than the region’s rate for the same period; see section 2.5 of Appendix A for further discussion. See Section 7.1.3 of Attachment A for further discussion of Dunsmuir residents educational attainment. Generally, Dunsmuir residents have a similar rate of education attainment as the region.

Chapter 2 – Goals, Policies, and Housing Programs

This chapter of the Housing Element contains the City’s housing goals and policies, as well as proposed strategies (or programs) to implement these goals and policies.

According to the State General Plan Guidelines (2017), a goal is an ideal future end related to the public health, safety, or general welfare. Because goals are general expressions of a community’s vision for itself, goals may be abstract in nature, and as a result, they are generally not quantifiable or time dependent. Therefore, to aid in reaching the goals, specific statements (i.e., policies) are adopted to guide decision-making and through the implementation of programs that commit the City to specific courses of action.

The objective of the Housing Element goals, policies, and programs is to address those housing needs, constraints to housing production, and contributing factors to fair housing identified in Appendix A. Available funding resources for housing are discussed in Appendix C and are integrated into programs as applicable. Each program contains a description of the intended action, identification of the responsible agency, possible funding sources (if available), the timeline for implementation, and anticipated results. Whenever possible, anticipated results are expressed in quantified terms.

Required Program Components

To address the housing needs of all income levels in compliance with State housing element law, a jurisdiction must, at a minimum, identify a suite of 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. The goals of Dunsmuir’s 2023-2031 Housing Element are itemized below. Within each goal there are associated policies and programs. Implementation of the policies and programs will facilitate achieving the Goal.

GOAL HE.1 - Provide Adequate Sites

GOAL HE.2 - Ensure the Availability of a Variety of Housing Types

GOAL HE.3 - Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.

GOAL HE.4 - Facilitate the Provision of Housing Suited to Persons with Special Needs

GOAL HE.5 - Encourage and Support the Development of Affordable Housing

GOAL HE.6 - Encourage Sustainable Housing Development and Energy Conservation

GOAL HE.7 - Promote Equal and Fair Housing Opportunities for All People



Use of the California icon  below denotes Dunsmuir’s programs that fulfill a specific State housing law requirement. Table 2-1 below, lists the 12 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			
HE-1.3.1	HE-2.1.1	HE-2.3.1	HE-4.2.2
HE-1.3.2	HE-2.2.1	HE-3.2.1	HE-7.1.1
HE-1.3.3	HE-2.2.2	HE-4.2.1	HE-7.1.2

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 Dunsmuir’s fair housing issues and the contributing factors.

Contributing factors are prioritized in Table A-38 in Appendix A. Dunsmuir’s action plan that will address the identified contributing factors to overcome identified patterns of segregation and affirmatively further fair housing is also found in Appendix A, Section 7.1. Dunsmuir’s housing programs to affirmatively further housing are not confined to section x of Appendix A alone as Chapter 2 also includes programs that affirmatively address fair housing issues. Programs that further fair housing are identified by the fair housing icon: 

In June 2023, the City of Dunsmuir adopted a comprehensive update of the Dunsmuir Municipal Code, Title 17, Zoning. One objective of this update was to eliminate constraints to the maintenance, improvement, and

development of housing pursuant to Government Code Section 65583(c)(3). The zoning code update addresses most of the previous barriers and constraints to housing, and inconsistencies with State housing law.

Goal HE.1 – Provide Adequate Sites

The City of Dunsmuir 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 HE.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 Dunsmuir’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 2-2
Quantified Objectives, 2023-2031**

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	2	2	2	1	0	7
Rehabilitation	1	1	1	0	0	3
Totals	3	3	3	1	0	10

Policy HE.1.2

Ensure Dunsmuir 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 HE.1.3

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 HE.1.3.1



To ensure at all times during the planning period the City has an adequate inventory to accommodate its designated regional housing need 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 HE.1.3.2  (was Program HE-1.3.1)

Every year, as part of the annual Housing Element review, the City shall review the vacant land inventory with the objective of ensuring the City can accommodate a variety of housing types for all income levels. 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.

Policy HE.1.4

It shall be the policy of the city of Dunsmuir to 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, at all times for the duration of the 2023-2031 housing element planning period.

Program HE.1.4.1 

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: Department of Public Works and City Manager

Funding: General Fund

Timing: Within one year from adoption of the Housing Element.

Policy HE.1.5

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

Program HE.1.5.1

Subject to availability of funding, the City shall work with developers of housing outside of existing sewer and/or water service areas, and 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 HE.2 – Ensure the Availability of a Variety of Housing Types

Dunsmuir 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 Dunsmuir during the 2023-2031 Housing Element planning period.

Policy HE.2.1

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

Program HE.2.1.1



The City will improve community awareness and support for the City’s 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, reasonable accommodation procedures, and housing affordability requirements. The City shall also encourage development of Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) by publishing information about ADUs and JADUs on the City’s website. 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 developers and property owners) to improve the dissemination of information about the City’s housing programs including affordable housing programs.

Administration: City Manager and Planning Department

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 HE.2.2

The City shall ensure that its 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 housing development applications. The City will encourage the development of affordable housing, in particular extremely low-income housing units, by maintaining low fee requirements and to ensure that City fees are not a constraint to the development of affordable housing.

Program HE.2.2.1



Should the California Department of Housing and Community (HCD) issue written findings concerning the City Dunsmuir’s regulations for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUS) pursuant to Government Code Section 65852.2(h)(1), the City of Dunsmuir shall amend the Dunsmuir Municipal Code to address inconsistencies with State law and written findings issued by HCD.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: 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 HE.2.2.2 (was Program HE 1.1.2)

Encourage the development of affordable housing (in particular extremely low-income housing units) by maintaining low fee requirements. When fee increases are deemed necessary, lower fees will be maintained, whenever feasible, to encourage housing projects with units affordable to extremely- and low-income households.

Administration: Building Department, Planning Department, and City Manager

Funding: General Fund

Timing: Prior to adoption of new ordinances and resolutions for residential development standards and fees.

Program HE.2.2.3 (was Program HE 1.2.2)

In order to help meet the needs of extremely low-income persons and households, prioritize incentives for housing developments with units that are affordable to lower income households.

Administration: Planning Department, City Manager

Funding: Grants, General Fund

Timing: For the duration of the 2023-2031 planning period, coordinate with housing organizations and developers of prospective projects, and apply annually as NOFAs are released for the duration of the 2023-2031 housing element planning period, and as qualifying prospective projects are submitted.

Policy HE.2.3

The City will facilitate the development of workforce and affordable housing through supporting funding applications, expedited permit review, approval of requests for density bonuses or development incentives, the availability of ministerial streamlining for qualifying projects, and other incentives. The City will work with market rate and nonprofit housing developers, and community organizations to facilitate the development of workforce and affordable housing.

Program HE.2.3.1

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) To ensure ongoing compliance with State Density Bonus Law, the City shall continue to monitor for amendments to Government Codes Sections 65915 et seq., and amend Title 17, Zoning, as necessary.

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 17, of the Dunsmuir 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 HE.2.3.2

The City shall amend Chapter 17.116 of the Dunsmuir Zoning Code to expressly allow accessory dwelling units and junior accessory dwelling units to be developed on the same parcel that is improved with an existing dwelling unit and an existing second dwelling unit.

Additionally, section 17.116.030 of the Dunsmuir Zoning Code shall be amended to prohibit a Second Dwelling Unit (as provided by Dunsmuir Zoning Code section 17.92.040) that is converted to an Accessory Dwelling Unit in accordance with Chapter 17.116 to revert to a Second Dwelling Unit.

Administration: Planning Department

Funding: General Fund

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

Goal HE.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 HE.3.1

The City shall support housing rehabilitation and encourage housing maintenance to conserve the inventory of housing, and to avoid future need for significant rehabilitation or replacement.

Program HE.3.1.1

- 1) The City shall continue to encourage the construction of new housing and/or the rehabilitation of existing housing for residents with special needs by granting these persons and/or households priority in the City's CDBG housing rehabilitation program.
- 2) Continue to apply for CDBG funds, and as other appropriate funding becomes available, to assist homeowners with low interest loans and/or grants through the City's Housing Rehabilitation Program. With a goal of assisting 73 households over the next eight years, strive to preserve low- and moderate-income housing through implementation of the Housing Rehabilitation Program. Rehabilitation, energy conservation, and weatherization program information will be periodically updated by staff and disseminated to the public through annual mailings and handouts made available at City Hall, and the City's website. In order to reduce energy consumption in the City, require units to be rehabilitated with CDBG funds to include energy conservation features, such as dual-pane windows, insulation, caulking, and weather stripping. (was Program HE.4.1.2)

Administration: City Manager

Funding: CDGB/Revolving Loan Fund

Timing: 1) For the duration of the 2023-2031 housing element period. 2) Apply annually as NOFAs are released for the duration of the 2023-2031 housing element planning period.

Program HE.3.1.2

- 1) The City shall relaunch its owner-occupied rehabilitation (OOR) program for income-qualified households, and apply for funding. If the City has available program income and OOR is an eligible use of program income per the grantor, the City will consider amendments to the program income reuse plan to include an OOR activity, and establish a suballocation of the program income for the OOR activity.
- 2) 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.
- 3) 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.
- 4) 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 its website, mailers with utility bills, and display of printed materials in City offices and the City library.
- 5) The City shall continue to perform proactive code enforcement and abatement of substandard residential structures in order to conserve the inventory of housing. Property owners will be allowed reasonable opportunities to correct deficiencies and offer incentives (such as financial assistance under the housing rehabilitation program for qualifying property owners) when available to encourage rehabilitation of substandard structures.
- 6) the City will implement affirmative marketing of the OOR and other housing programs. An affirmative marketing program will include:
 - Advertising the availability of programs in multiple languages, and advertise in various media outlets, such as newspapers, magazines, radio, or online platforms, that reach a wide and varied audience.
 - Provide information about the program to potential applicants in multiple languages
 - Offering reasonable accommodations to persons with disabilities to ensure equal opportunity to apply. This measure includes placing information relating to requests for reasonable accommodations at the main counter at City Hall and on meeting agendas
 - Creating materials that feature images and messages that appeal to a diverse range of potential applicants, including classes protected under fair housing laws.

Administration: City Manager, and Planning and Building Departments

Funding: General Fund

Timing:

- 1) No less than annually the City will review state funding calendars to identify programs that allow OOR as an eligible activity. As state and federal funding becomes available, the City will apply for funding for an owner-occupied program.
- 2) & 6) No less than annually
- 3) 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.

- 4) The City shall contact agencies and non-profit organizations no less than annually about planned activities, and coordinate participation.
- 5) Transactionally during the planning period, and as substandard housing conditions are verified by the Building Department.

Policy HE.3.2

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

Program HE.3.2.1

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

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

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

Administration: Planning Department and City Manager

Funding: General Fund

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

Goal HE.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 HE.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 HE.4.2

The City shall amend Title 17, Dunsmuir Municipal Code, to ensure the Zoning Regulations comply with state law and are implemented consistent with state law. Specifically:

- Government Code Section 65582, subparagraphs (g) and (i) for the definitions of supportive housing and target population.
- Government Code Sections 65650-65656 for supportive housing developments. The amendments shall permit supportive housing developments by-right in zones that permit multifamily and mixed uses including nonresidential zones permitting multifamily uses when the statutory requirements are met.
- Government Code Sections 65660-65668 for low barrier navigation centers, a type of emergency shelter. The amendments shall permit low barrier navigation centers by-right in the same zones that permit emergency shelters as well as areas zoned for mixed use and nonresidential zones permitting multifamily uses when the statutory requirements are met.

The adopted development and performance standards of the Zoning Code amendments shall be consistent with State law and be objective and shall not have the effect of precluding transitional and supportive housing, supportive housing developments, and low barrier navigation centers.

Program HE.4.2.1



- 1) For supportive housing developments that meet the requirements of Government Code Section 65650 et seq., the City shall amend the Dunsmuir Municipal Code 17.76.140 “Minimum off-street parking requirements” to be consistent with Government Code Section 65654.
- 2) Low barrier navigation centers are a type of emergency shelter and shall be permitted in the same zones that permit emergency shelters as well as any areas zoned for mixed use and nonresidential zones permitting multifamily uses. Consistent with Government Code 65583(c)(3), the City shall amend the MU-1, MU-2, MU-3, and T-C districts 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 for developments meeting the requirements of Government Code Section 65662.
- 3) Section 17.08.2200 Dunsmuir Municipal Code shall update the definition of supportive housing and the reference to target population as defined in subdivision (d) of Section 53260 of the CA Health and Safety Code that is embedded in the definition of supportive housing. The update shall reference the definition of target population contained Government Code Section 65582(i).
- 4) Large employee housing. Employee housing of permanent construction consisting of no more than 36 beds in a group quarters, or 12 units or spaces designed for use by a single family or household, and shall be allowed by-right in zones that permit multifamily residential and mix use zones that permit multifamily residential.

Administration: Planning Department and City Manager

Funding: General Fund

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

Program HE.4.2.2



The City shall amend Title 17 of the Dunsmuir Municipal Code for the following:

- 1) To avoid a constraint on housing choice for persons with disabilities, the City shall amend Title 17, sections 17.08.1960 and 17.08.1970, of the Dunsmuir Municipal Code to remove the requirement that residential care

homes (RCH) and residential care facilities (RCF) be in a single family residence. RCH and RCF shall be permitted in the same manner as other residential development in the same zone.

- 2) Residential care facilities (RCF) providing services to seven (7) or more persons and requiring State license shall be continue to be conditionally permitted in the R-2, R-3, MU-1, MU-2, and MU-3 districts, however, the conditional use permit application requirements shall be non-discriminatory, the conditional use permit findings shall be objective and provide for approval certainty.

The amendments to Title 17 of the Dunsmuir Municipal Code shall continue to define residential care homes (RCH) and residential care facilities (RCF) as housing that provides a supportive living environment shared and used by unrelated persons with disabilities; that both RCH and RCF may serve children, the elderly or chronically ill, individuals with developmental disabilities, or adults recovering from or being treated for alcohol or drug addiction; that both RCH and RCF operated by a single operator or service provider (whether licensed or unlicensed) can include residential care facilities, supportive housing, transitional housing and other similar communal housing facilities but do not include boardinghouses; and that the City shall apply the same general building, fire and other health and safety codes, including occupancy limits, that apply to other residences, subject to State health and safety code provisions specific to certain types of licensed residential facilities, such as those serving persons with limited mobility.

The amendments to the Zoning Ordinance shall continue to allow residential care homes (RCH) by-right in the R-1, R-2, R-3, MU-1, MU-2, MU-3, and T-C districts, and to define RCH as a group home that does not require state licensing or does require state licensing but serves six (6) or fewer persons, is a residential use and is subject to only those restrictions that apply to other residential uses of the same type in the same zone.

In preparing the amendments, the City shall consult the Department of Housing and Community Development (HCD) Group Home Technical Advisory published December 2022.

Administration: Planning Department

Funding: General Fund

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

Policy HE.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 HE.3.1.1, HE.3.1.2 HE.3.2.1, HE.4.2.1, HE.4.2.2, and HE.4.3.1, and identifying and applying for funding with qualified housing developers to develop needed housing in the City.

Program HE.4.3.1

- 1) The City will support 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.
- 3) The City shall support agencies and organizations providing services to those experiencing homelessness by annually updating referral information.
- 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 nonprofit organizations to 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), and extremely low-income residents, and identify funding sources to develop needed services in the City.
- 7) The City shall maintain a list of non-profit organizations interested in the construction of affordable housing in the City and region, and meet with and assist organizations desiring to maintain affordable housing in the City.

Administration: City Manager and Planning Department

Funding: General Fund

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

Goal HE.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 HE.5.1

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

Program HE.5.1.1 (was Program HE-1.1.3)

The City shall encourage and support development plans that include extremely low, very low, and low income housing in R-3, MU-1, MU-2, MU-3, and T-C districts when located within a quarter mile of a transit stop and/or when the development is located within a distance that a person can reasonably access services (e.g., no greater than a quarter mile). 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, such as 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 persons with disabilities, and the installation of bus stops at safe and convenient locations;
- Maintenance of relationships with funding and facilitating agencies and organizations; and
- Any other action on the part of the City that will reduce development costs.

Administration: City Manager, Planning Commission

Funding: General Fund

Timing: As residential project applications are considered.

Program HE.5.1.2

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.

Administration: City Manager

Funding: General Fund

Timing: Apply for funding annually to assist extremely low-income households.

Program HE.5.1.3

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

Administration: Planning and Building Department, City Manager

Funding: General Fund

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

Program HE.5.1.4



The City will support the formation and/or use of community land trusts and other non-traditional forms of 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.

Administration: City Manager and Planning Department

Funding: General Fund

Timing: For the duration of the 6th cycle planning period.

Goal HE.6 – Encourage Sustainable Housing Development and Energy Conservation

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

Policy HE.1.1

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 HE.6.1.1

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 2 homes per year during the 6th cycle planning period by publishing weatherization information on the City's website and at public counters.

Administration: City Manager and Building Department

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 HE.6.1.2

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

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 HE.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 HE.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 HE.7.1.1

- 1) The City shall support public and private fair housing and legal aid organizations 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 compliant 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 HE.2.1.1 herein, sharing information on the City's website, and by performing proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours.
- 4) Conduct at least bi-annual training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

Administration: City Manager

Funding: General fund

Timing:

1)–3) At all times during the 2023-2031 Housing Element cycle.

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

Program HE.7.1.2

Appendix A analyzes fair housing conditions in the City of Dunsmuir, and provides a regional comparison. Table A-38 of Appendix A enumerates the City's fair housing issues and contributing factors, and the contributing factors are prioritized.

The City's Affirmatively Furthering Fair Housing action plan is identified as Table A-38, section 7.0, Appendix A, and hereby incorporated by reference. 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 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 law.

Administration: City Council

Funding: General fund

Timing: At all times for the duration of the 2023-2031 Housing Element planning period. As part of the housing element annual progress report (APR) process the City will review progress made towards achieving the desired outcomes of its AFFH Action Plan, and to make adjustments as needed to increase goal obtainment. The first AFFH progress review will be conducted in 2025 for the calendar year 2024.

**Table A-38
City of Dunsmuir’s AFFH Housing Action Plan**

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<p>Fair Housing Outreach and Dissemination of Fair Housing Information (medium priority)</p>			
<p><u>Contributing Factors:</u></p>			
<p>Lack of housing information on City website</p>			
<p>Lack of variety in the media forms and venues where fair housing information can be found</p>			
<p>Action Plan Program A: Improve community awareness and knowledge about fair housing.</p>	<p>The City will make information on fair housing available to the public, through the posting of fair housing information in City Hall and in other public buildings, on the City’s website, distribution to existing and new apartment complexes, publishing information and materials on the City’s website, and inserting information in the City’s newsletter.</p>	<p>The City will update the website by December 2024.</p>	<p>Increase fair housing awareness by increasing inquiries by two inquiries annually.</p>
	<p>In the preparation and distribution of the City’s fair housing materials, the City will employ affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws.</p>	<p>Beginning in Q 4 2024 or Q1 2025, publish an announcement as part of the City’s current newsletter annually.</p>	
	<p>The City will provide fair housing materials, in both printed and electronic media, in prevalent spoken languages in the community.</p>		
	<p>Provide training for staff, elected officials, and appointees on issues of fair housing.</p>	<p>City Council meetings will include a fair housing presentation biennially beginning calendar year 2025.</p>	<p>Consistent implementation of Gov’t Code § 8899.50 for affirmatively furthering fair housing as part the City’s activities and programs relating to housing and community development.</p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<p>Improve access and the supply of ownership and long term rental housing (high priority)</p>			
<p><u>Contributing Factors:</u> Low median incomes Cost burdened households High vacancy rate of existing housing stock</p>			
<p>Action Plan Program B: Local Long Term Rental Housing Program</p>	<p>The City will meet with the housing authority of Shasta County and other established housing authorities at least twice per year to discuss Housing Choice Voucher needs, Project-Based Voucher opportunities, affirmative marketing and outreach activities, and methods of increasing the number of vouchers allocated to the City, emphasizing households who are at or below the Federal poverty line.</p> <p>The City shall publish information and resources about Housing Choice Vouchers on the City website and at public counters to increase awareness for renter households and landlords.</p>	<p>Convene first meeting within 12 months of adoption of housing element, and meet with organizations at least biannually thereafter during the 2023-2031 planning period.</p>	<p>Facilitate new construction, or conversion, of two housing units affordable to very low and extremely low income households.</p> <p>Increase the number of Dunsmuir applicants for vouchers by at least 5 percent by 2031.</p>
<p>Local Long Term Rental Housing Program</p>	<p>Develop a program administered by the City or by partnering with a qualified organization, to connect lower-income households and individuals, including extremely-income residents, with affordable rental and homeownership opportunities in the City. Features of the program would include:</p> <ul style="list-style-type: none"> • Landlord recruitment and mentoring, including fair housing training. • Develop and maintain a list of affordable housing units that are available for rent or purchase in the City. • A system for verifying the eligibility of applicants. • A system for matching eligible applicants with available units. • Employ affirmative marketing best practices. 	<p>Launch program by 2025</p>	<p>Assist with the placement of four lower income individuals or households in housing that is affordable by 2031.</p>
<p>Action Plan Program C: Increase Access to Housing and the Supply of Housing</p>	<p>Develop and launch a funding program and/or partnering with qualified non-profit organizations to provide bridge loans and other financial assistance to qualified households, or units assured to available to income qualified households, to increase access and afford private-market homes by for: <u>The City may.</u></p>	<p>Beginning in calendar year 2024, the City will apply annually for appropriate state and federal funding programs to capitalize the program.</p>	<p>Facilitate the purchase of a home for two households by 2031.</p> <p>Facilitate the construction or conversion of 2 J/ADUs by 2031.</p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
	<ul style="list-style-type: none"> • New construction or conversion for J/ADUs • First time homebuyer • Weatherization of existing housing units <p>The City will actively seek appropriate state and federal funding programs to capitalize the program, or utilize or reprogram program income as eligible.</p> <p>Program development and implementation will incorporate affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws.</p>	<p>Beginning with the housing element APR that is due April 1, 2025, the City will provide summaries progress of program to the City Council.</p>	<p>Facilitate the weatherization 4 homes by 2031</p>
	<p>Continue the City’s proactive code enforcement program coupled with a rehabilitation program, with program implementation resulting in repairs and retention of housing while mitigating displacement of affected residents. The rehabilitation program will provide financial assistance to reduce cost for income qualified property owners. The program will prioritize neighborhoods having concentrated rehabilitation needs as determined by the Dunsmuir building inspector.</p>	<p>Begin in calendar year 2025, and provide summaries to the City Council no less than annually as part of the HE APR.</p>	<p>Facilitate the conservation/rehabilitation of two housing units during the planning period of 2023 to 2031 with no net displacement of residents.</p>
<p>Action Plan Program D</p> <p>Develop a Strategy to Reduce the Vacancy of Existing Housing Units</p>	<p>Develop a strategy to decrease the vacancy rate of housing units that will include the following actions:</p> <p>1) The City shall conduct a survey and catalogue the number and types of housing units being used for STR and determine the number of second units, duplexes, and multifamily units being used for STRs. The City shall survey registered STRs. The survey shall include a point in time count of unregistered STRs indicated to be inside City limits. The unregistered STR point in time count shall be conducted during the tourism season.</p> <p>2) The City shall survey property owners with vacant housing units and housing units used for STR to understand why a property is held vacant, typical length of vacancy, and if there are possible incentives to make vacant housing available for long-term rent or purchase.</p> <p>3) Conduct at least one public workshop seeking community input on strategies to decrease the vacancy rate. The publicity of the workshop shall employ affirmative marketing best practices.</p>	<p>Complete 1) and 2) by December 2025.</p> <p>3) By December 2025</p>	<p>Adoption of a strategy to reduce the vacancy rate and increase the availability of existing housing for long-term rental and owner-occupy purchase.</p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
	4) Draft a strategy containing options and recommendations for decreasing the vacancy rate. Options may include a combination of regulatory and financial incentives to reduce the vacancy rate and increase the availability of existing units for long-term rental and purchase. 5) Hold public meetings/hearings on the draft, and take action on the draft strategy.	4) Release public review draft by June 2026. 5) Public meetings/hearings by December 2026	
<p>Improve opportunity by supporting economic development and education attainment (high priority)</p> <p><u>Contributing Factors:</u> Lack of economic development and high unemployment</p>			
Action Plan Program E: Local economic development for business and workforce development to improve economic opportunities.	<p>The City shall continue to collaborate and partner with local and regional economic development non-profit organizations and agencies to apply for economic development funding that improves the economic opportunities for residents through programs for workforce development; small business assistance and development; recruitment and/or retention of businesses that provide living-wage jobs.</p> <p>The City shall continue partnership and coalition building with other socio-economically similar rural cities and counties to work with state and federal legislators to recruit economic development opportunity and funding for residents and businesses in the City and region.</p>	<p>The City will continue to meet and collaborate with local and regional economic development agencies and organizations at least twice per year to discuss existing economic development projects and prospective projects that are available for residents in order to provide referrals.</p> <p>The City will refer two residents to the Siskiyou Economic Development Council, USDA Rural Development, or Small Business Development Center for services annually.</p>	<p>The City will provide letters of support for economic development grant applications that are consistent with this program.</p>

ATTACHMENT D

**DRAFT CALIFORNIA ENVIRONMENTAL QUALITY ACT
(CEQA) NOTICE OF EXEMPTION**

CALIFORNIA ENVIRONMENTAL QUALITY ACT – NOTICE OF EXEMPTION

To: Siskiyou County Clerk
311 Fourth Street Rm. 201
Yreka, CA 96097

From: City of Dunsmuir
5915 Dunsmuir Avenue
Dunsmuir, California 96025
(530) 235-4822

Project Title: City of Dunsmuir 6th Cycle Housing Element Update 2023-2031

Project Applicant: City of Dunsmuir

Project Location: The 2023-2031 Housing Element applies citywide.

Project Summary: The Project is an update to the City of Dunsmuir General Plan Housing Element that was previously adopted by the City in 2016. The Element is updated in eight-year cycles with the current update referred to as the 6th Cycle. State Housing Law (Government Code Section 65580 [et. seq.]) requires that local governments must adequately plan to meet the existing and projected housing needs of all economic segments of the community, including accommodating its assigned Regional Housing Needs Allocation (RHNA).

The Housing Element identifies the City's housing needs and conditions, and establishes goals, objectives and policies that form the basis of the City's vision and strategy for housing in the City. The Housing Element establishes goals, objectives, policies, and programs to: encourage residential development to be affordable to a range of household incomes; encourage residential development to accommodate special needs groups; support the maintenance and improvement of existing housing stock; mitigate governmental constraints to the development of housing as required by state law; identify available financial and organizational resources for housing; identify adequate sites to accommodate the City's housing needs; encourage energy-efficiency in residential developments, and affirmatively further fair housing to prevent discrimination in housing.

No General Plan land use changes or zoning changes were necessary to accommodate Dunsmuir's RHNA; future residential development is expected to occur in those areas already identified for residential uses. No areas have been identified for rezoning or upzoning. The Housing Element includes a number of new programs to address State housing law including future required updates to the Dunsmuir Municipal Code, new programs to support affirmatively furthering fair housing, and tracking and reporting requirements.

Exempt Status: Project is exempt under CEQA Guidelines Section 15061 (b)(3) known as the "common sense exemption".

Reasons why project is exempt: The 2023-2031 Housing Element would not result in any direct or indirect physical changes to the environment. The Housing Element update is strictly a policy document and does not provide entitlements to any specific land use projects. The Housing Element Update 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 proposed project does not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, but rather includes goals and policies to facilitate the development, preservation, and rehabilitation of housing consistent with existing and proposed uses identified in the General Plan and as mandated to be allowed under State law. All future housing development projects will be reviewed pursuant to the California Environmental

Quality Act. 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. Therefore, the Housing Element Update is exempt from the provisions of the California Environmental Quality Act (CEQA) as set forth in Section 15061(b)(3) of the State CEQA Guidelines.

Lead Agency Contact:

Dustin Rief, City Manager
5915 Dunsmuir Avenue
Dunsmuir, California 96025
(530) 235-4822, citymanager@ci.dunsmuir.ca.us

Signature: _____

Date: _____



STAFF REPORT	
RE: Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project	MEETING DATE: November 16, 2023
SUBMITTED BY: Dustin J. Rief, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL: To Adopt a resolution for the Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project accepting the grant, adopting a budget and authorizing signers.

BACKGROUND/DISCUSSION:

The City applied for Proposition 50 funds in August of 2022 to improve the disinfection system for the drinking water system for the City of Dunsmuir. The project proposed was to install Ultraviolet Disinfection of the water system. The disinfection system will be located at or near Hedge Creek Park and the Castle Rock Bottling Plant. This grant has no match requirements and will fund the entire project. The project has a budget of \$2,500,000.

OPTIONS: Approve the resolution accepting the grant funds, setting a budget, and authorizing signers.

Do not accept the grant funds

FISCAL IMPACT:

None Yes Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase:

Affected fund(s): General Fund Water OM Fund Sewer OM Fund Other:

Comments:

SUGGESTED MOTIONS: Motion to Adopt Resolution 2023-15 for the Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project accepting the grant, adopting a budget and authorizing signers.

Attachments:

- A. Dunsmuir Letter of Commitment Cover Letter
- B. Dunsmuir Letter of Commitment
- C. DWR P50 Funding Agreement Resolution

DEPARTMENT OF WATER RESOURCES

1416 NINTH STREET, P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



November 7, 2023

City of Dunsmuir
Attention: Mr. Dustin Rief
5915 Dunsmuir Avenue
Dunsmuir, California 96025

Dear Mr. Rief:

WATER SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH PROTECTION ACT OF 2002 WATER CODE, DIVISION 26.5 COMMENCING WITH SECTION 79500 (PROPOSITION 50) CHAPTER 6b – LETTER OF COMMITMENT TO FUND CITY OF DUNSMUIR - PROJECT P50-4710002-296

Your application for funding under Proposition 50, Safe Drinking Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002, has been reviewed by the Department of Water Resources (DWR) and the State Water Resources Control Board (State Water Board). DWR and State Water Board have determined that Project number P50-4710002-296, as proposed by City of Dunsmuir, is eligible for a grant in the amount of \$2,500,000.

Enclosed is the Proposition 50 Letter of Commitment (LOC) between City of Dunsmuir and the State of California. This LOC provides for a maximum grant of \$2,500,000, to fund a portion of preliminary and construction costs of the ozone disinfection component of the Water Treatment Plant in order to bring the City of Dunsmuir's water up to safe drinking water standards. Please sign the LOC and **return the signed LOC no later than thirty (30)** calendar days following the date of this letter.

Please mail the signed LOC to:

State of California
California Department of Water Resources
Division of Fiscal Services
Attention: Ilesha Williams
715 P Street, 6th Floor
Sacramento, CA 95814

Failure to comply with any of the terms and conditions or requirements listed in the LOC and/or Funding Agreement may result in DWR withdrawing the Funding Agreement.

Mr. Rief
November 7, 2023
Page 2

DWR commends City of Dunsmuir for taking steps to enhance the provision and protection of the drinking water supplied to its customers.

If you have any questions regarding this letter, please contact Iesha Williams at iesha.williams@water.ca.gov

Sincerely,

Jeremy Callihan

Jeremy Callihan, Manager
Asset Management Office
Division of Fiscal Services

Enclosures

cc: Curtis Paget, P.E., PACE Engineering
cpaget@paceengineering.us

Mally Vue, Water Resources Control Engineer, Office of Sustainable Solutions
mally.vue@waterboard.ca.gov

**Proposition 50
Chapter 6b
Letter of Commitment Attachment**

Application for funding under the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 has been reviewed by the Department of Water Resources (DWR) and the State Water Resources Control Board (State Water Board). The Water board has determined that Project number **P50-4710002-296**, as proposed by the Applicant, **City of Dunsmuir**, is eligible for a grant in the amount of **\$2,500,000**.

Funding is contingent upon compliance by **City of Dunsmuir**, with the following terms and conditions and the availability of funds. Compliance shall be determined at the sole discretion of DWR or its authorized representative. Items must be submitted to DWR as directed. **City of Dunsmuir** is encouraged to begin fulfilling the terms and conditions within this Letter of Commitment (LOC) immediately.

- I. Not later than December 7, 2023, unless otherwise specified in this letter, City of Dunsmuir shall complete all requirements of this Section I. All items under Section I must be submitted before a Funding Agreement will be issued for signature by City of Dunsmuir’s authorized representative.**
1. Submit a resolution, which has been reviewed and approved by DWR and by **City of Dunsmuir’s** governing body, designating (an) official(s) with legal authority to:
 - a. sign the Funding Agreement;
 - b. approve claims for reimbursement;
 - c. sign the Budget and Expenditure Summary form, copy enclosed;
 - d. sign the Final Release form, copy enclosed; and
 - e. sign a certification that the Project is complete and ready for final inspection.

Note: Person(s) signing the Budget and Expenditure Summary and Project completion certification must be a registered engineer(s) or person(s) approved by State Water Board.

City of Dunsmuir may submit a draft of the resolution(s) to DWR for review prior to taking it to **City of Dunsmuir** board or governing body for adoption or approval. DWR may then review the draft and make recommendations in advance, thus avoiding unnecessary delays in issuance of **City of Dunsmuir’s** Funding Agreement. DWR cannot accept a resolution that does not meet the program requirements. **City of Dunsmuir** is encouraged to commence satisfaction of the above DWR requirements immediately. Any concerns or comments should be directed to DWR.

2. Submit the completed "Designation of Grant Administrator" form, if not already submitted.
3. **City of Dunsmuir** shall submit one hundred percent (100%) final plans and specifications to the State Water Board District Office for review and approval.

II. Prior to final execution of the Funding Agreement by DWR, the following items must be provided:

1. Sign and return Funding Agreement documents to DWR within 30 calendar days of the receipt of the Funding Agreement package.

Failure to timely comply with DWR Requirements in Sections I and II may result in a withdrawal of this LOC. Should this occur, **City of Dunsmuir's** Project will be bypassed but will remain on the project priority list. **City of Dunsmuir** may submit a new application for future funding only after receiving another letter of invitation from the Water Board. If for any unforeseen reason **City of Dunsmuir** is unable to comply with any of the above requirements, **City of Dunsmuir** should contact DWR and the State Water Board as soon as possible.

III. Before any funds may be disbursed under terms of the Funding Agreement, the following items must be provided:

1. Evidence that a separate checking account or a separate ledger has been established to account for funds received from DWR.

Please indicate the name and address of the financial institution, exact name of account holder, and the account name and number. If this bank account is not used solely to account for funds received from DWR, **City of Dunsmuir** must establish a ledger within **City of Dunsmuir's** accounting system identifying the Project number and Proposition 50 Funding Agreement number.

2. Submit an initial Project budget of eligible Project costs approved by the State Water Board on a DWR Budget and Expenditure Summary form.

IV. General Requirements

1. If **City of Dunsmuir** is required to provide matching funds, with each disbursement claim submitted, **City of Dunsmuir** must submit acceptable documentation that an equal amount has been expended, from non-DWR sources for eligible Project costs.
2. If any materials submitted to satisfy the conditions of this LOC are deemed inadequate, **City of Dunsmuir** must submit additional information as specified, and within a timeframe designated by DWR.
3. **City of Dunsmuir** must commence the Project within 120 calendar days of execution of Funding Agreement by DWR.
4. **City of Dunsmuir** must complete Project within three (3) years of execution of Funding Agreement by DWR.
5. Subsequent to Funding Agreement execution, **City of Dunsmuir** may request a **one-time** increase in funding. Approval of **City of Dunsmuir's** request may be granted or denied at the sole discretion of DWR, and is subject to funding availability
6. This LOC is not an authorization to begin the Project. Unless prior written approval from DWR is received, initiation of the Project prior to the execution of a Proposition 50 Funding Agreement may affect DWR participation in reimbursement of eligible costs.
7. **City of Dunsmuir** may be reimbursed only for such eligible Project costs consisting of eligible construction expenses incurred on or after the date of this LOC, and eligible preliminary expenses incurred after June 27, 2023.
8. If **City of Dunsmuir** is required to provide matching funds; **City of Dunsmuir** may use only eligible Project costs incurred after June 27, 2023, to satisfy matching fund requirements.
9. Reimbursements will not occur until the Funding Agreement has been executed.
10. **City of Dunsmuir** shall comply with all the applicable provisions of Labor Code, Division 2, Part 7, Chapter 1, Article 2, commencing with Section 1770 and implementing regulations regarding labor compliance monitoring and prevailing wage requirements.

V. Special Conditions to be Included in the Funding Agreement

1. **City of Dunsmuir** may be reimbursed only for such eligible project costs consisting of eligible construction expenses incurred on or after the date of the Letter of Commitment, and eligible preliminary expenses incurred after June 27, 2023.
2. If the State or the State Water Resources Control Board (State Water Board) determines that facilities or components previously constructed are not eligible for funding, or that environmental compliance or labor compliance was incomplete, any change orders or costs associated with removing or modifying those facilities will not be considered eligible expenses.
3. Notwithstanding any other term or condition of this Agreement, **City of Dunsmuir** is not required to provide Matching Funds.
4. **City of Dunsmuir** shall conduct the study in such manner that the objectives and goals as stated in the submitted technical report and its subsequent revisions shall be achieved. Any changes or modifications to the approved study proposal must be submitted to the State and the State Water Board for review and comment.
5. **City of Dunsmuir** shall provide expeditiously status reports no less frequently than quarterly, starting with the execution of this Agreement. These reports must accompany any disbursement request and are a condition precedent to any disbursement. At a minimum the reports will contain the following information:
 - a) A summary of progress to date including a description of progress since the last report, percent construction complete, percent contractor invoiced, percent schedule elapsed;
 - b) Operation and maintenance costs analysis to date
 - c) Raw Water Data Analysis to date;
 - d) A listing of change orders including amount, description of work, and change in contract amount and schedule; and
 - e) Any problems encountered, proposed resolution, schedule for resolution, and status of previous problem resolutions.
6. **City of Dunsmuir** shall submit to the State and the State Water Board a summary of comments received from the Project Technical Advisory Committee members regarding the progress reports and the draft final report.
7. Notwithstanding any other provision of this Agreement, including but not limited to Article A-8, **City of Dunsmuir** shall not supply water from the Project facilities to the distribution system prior to receiving approval from the State Water Board.
8. **City of Dunsmuir** shall notify the State and the State Water Board at the completion of the Pilot Study.

9. **City of Dunsmuir** shall provide Design Services Memorandum to the State and the State Water Board for review and approval prior to commencing the Demonstration Study.
10. **City of Dunsmuir** shall notify the State and the State Water Board ten (10) days prior to the commencement of the Demonstration Study.
11. **City of Dunsmuir** shall notify the State and the State Water Board at the completion of the Demonstration Study.
12. **City of Dunsmuir** shall submit a 30% and 75% draft Final Report to the State and the State Water Board for review.
13. **City of Dunsmuir** shall submit a draft Final Report to the State and the State Water Board six (6) months prior to Project Completion Date, as specified in Article A-8 of the Funding Agreement.
14. **City of Dunsmuir** shall submit draft operation and maintenance manuals for each site to the State and the State Water Board four (4) months prior to the Project Completion Date for review and approval.
15. **City of Dunsmuir** shall submit the final operation and maintenance manual for the Project as part of the final project deliverables to the State and the State Water Board on or before the Project Completion Date, as specified in Article A-8 of the Funding Agreement.
16. **City of Dunsmuir** shall submit the final report to the State and the State Water Board on or before Project Completion Date, as specified in Article A-8 of the Funding Agreement. The final report must include all relevant materials and methodology, results, innovations, inventions, conclusions, and recommendations. Where possible, the final report shall also identify additional efforts that will be needed prior to the application of the research results.
17. **City of Dunsmuir** shall submit to the State and the State Water Board a detailed plan and schedule for public dissemination of results of the project 60 days prior to Project Completion Date, as specified in Article A-8 of the Funding Agreement.
18. During the Term of this Agreement, **City of Dunsmuir** shall request approval of any change(s) to the Scope of Work. Thereafter, the State Water Board shall notify **City of Dunsmuir** whether additional environmental review is necessary as result of the change(s).

Note: Pursuant to Government Code Section 8546.7, the contracting parties shall be subject to the examination and audit of the State or any agent thereof, and the State Auditor.

RESOLUTION NO. 2023-15

**RESOLUTION AUTHORIZING SIGNATURE OF A FUNDING AGREEMENT
AND RELATED DOCUMENTS FOR FUNDING UNDER THE WATER
SECURITY, CLEAN DRINKING WATER, COASTAL AND BEACH
PROTECTION ACT OF 2002 (PROPOSITION 50)**

WHEREAS, on August the 23rd, 2023 made application to the State of California for a \$2,008,800 **grant** under the Proposition 50 Program; and

WHEREAS, on November, 7, 2023, the State of California issued a Letter of Commitment to the City of Dunsmuir committing grant funds in the amount of \$2,500,000 under the Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection, subject to terms and conditions; and

WHEREAS, on November 16, 2023, said City Council of Dunsmuir adopted a project budget totaling \$2,500,000; and

WHEREAS, prior to the State of California issuing said Funding Agreement, said City Council of Dunsmuir is required to pass a resolution authorizing an officer to execute said Funding Agreement and amendments, designating a person to approve claims for reimbursement, designating a person (preferably a registered engineer) to sign the Budget and Expenditure Summary, designating a person (preferably a registered engineer) to sign Certification of Project Completion, and designating a person to sign the Final Release form.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the City Manager or Finance Director is hereby authorized to sign the Water Security, Clean Drinking Water, Coastal and Beach Protection Act of 2002 (Proposition 50) Funding Agreement and any amendments thereto, and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager or Finance Director, is hereby authorized to approve Claims for Reimbursement under the Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project; and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager or Finance Director, is hereby authorized to execute the Budget and Expenditure Summary under the Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project; and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager or Finance Director, is hereby authorized to sign the Final Release Form under the

Proposition 50 Program for Ozone Disinfection of the Water Treatment Plant via UV disinfection Project and

BE IT FURTHER RESOLVED AND ORDERED, that the City Manager or Finance Director, is hereby authorized to certify that the project is complete and ready for final inspection; and

Passed and adopted by the City Council of the City of Dunsmuir on **November 16th, 2023**, by the following vote:

AYES:	Counselors	_____
NOES:	Counselors	_____
ABSTAINING:	Counselors	_____
EXCUSED:	Counselors	_____

CITY OF DUNSMUIR CITY COUNCIL

Juliana Lucchesi, Mayor

ATTEST:

Wendy Perkins, Deputy City Clerk



STAFF REPORT	
RE: Accept Resignation of Rico Tinsman as the City’s Contract Planner	MEETING DATE: November 16, 2023
SUBMITTED BY: Dustin J. Rief, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL: Accept the resignation of Rico Tinsman as the City’s Contract Planner.

BACKGROUND/DISCUSSION: Rico has been the City’s Contract planner since October of 2019. He has tendered his resignation on November 9, 2023. In Accordance with his agreement there is a 10 day termination clause. Staff is asking for permission to enter into an agreement for interim planning services while an RFP process is conducted.

OPTIONS: Accept Resignation and authorize for interim services

Accept Resignation and provide staff direction

FISCAL IMPACT:

None Yes Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase:

Affected fund(s): General Fund Water OM Fund Sewer OM Fund Other:

Comments:

SUGGESTED MOTIONS: Motion to Accept Rico Tinsman’s resignation and Authorize the City Manager to enter into an agreement for Interim Planning Services

Attachments: