

**AGENDA FOR THE REGULAR MEETING  
DUNSMUIR CITY COUNCIL**

**March 21<sup>st</sup>, 2024**

**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. Proclamation Against Child Abuse**
  - B. PlanWest Partners Status of 2023-2031 Housing Element Update and Next Steps**
- 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 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Meetings that take place on dates other than the 1<sup>st</sup> and 3<sup>rd</sup> 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 –**
  - A. Joint Meeting of 2/22/24 with Dunsmuir Recreation & Park Board**
  - B. 3/7/24 City Council Meeting**
- 8. CONSENT AGENDA: A. Check Register : 3/2-3/15/2024**
- 9. PUBLIC HEARING: NONE**
- 10. OLD BUSINESS – A. Amendment to Sheriff's Contract**
- 11. NEW BUSINESS**
  - A. General Plan and Housing Element Annual Progress Report  
Resolution 2024-02 Receive and File 2023 General Plan and  
Housing Element Annual Progress Reports and Authorize the Transmittal to the**

Office of Planning and Research and the California Department of Housing and Community Development.

- B. Collection System Project – Consideration to Award Construction Bid**
- C. Public Works Shop Relocation Budget Amendment**

## **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.**

- **Historic Commission Reformation and/or Review**
- **Cannabis Ordinance**
- **Land Acknowledgement**
- **Special Event Ordinance**
- **Snow Removal Policy**
- **RFP for Planning**
- **Public Works Building Bid Documents**
- **RFP for Third Party HR consultant**
- **Library – (County is no longer funding the Library much)**
- **QR codes and Landing Page for Downtown WiFi**
- **Plan for Special Historic District**

## **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.**

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Wendy Perkins, Deputy City Clerk

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Date



## April 2024: The Siskiyou Child Abuse Prevention Council Collaborative Proclamation

Whereas, to become healthy adults, all children deserve to live in safe, stable and nurturing homes and communities;

Whereas, children are vital to Siskiyou County's prosperity and future success;

Whereas, the people of Siskiyou County believe in the celebration of life, inclusion, and hope through our children, and deplore and condemn acts of violence committed upon the children of our communities;

Whereas, the lives of children--who have been hurt or lost to child abuse--are honored by studying their stories in order to prevent future abuse and protect the innocence, health and lives of all our county's children;

Whereas, child abuse, rape, sexual assault and sexual harassment impact our society;

Whereas, child abuse, neglect and sexual assault prevention is a community responsibility affecting both the current and future generations;

Whereas, research has shown the enormous impact that positive parenting practices have on a child's social, emotional, and intellectual development and future success:

Whereas, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

Whereas, effective child abuse and sexual assault prevention succeed because of partnerships among citizens and all sectors of the county;

Whereas, April is the month to focus public attention on the needs of all children, and prevention of sexual assault;

Whereas, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

Therefore, we hereby proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month--as well as April 6th--12th, 2024 as Week of the Young Child. We call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live.

\_\_\_\_\_  
Michael Clarno  
Mayor, City of Dunsmuir, CA

\_\_\_\_\_  
Date

## **Minutes of 2/22/24 Joint Meeting of Dunsmuir City Council & Recreation and Park Board.**

Pledge of Allegiance

Roll Call: All Present

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

District Board members - McArron, Newman, Sutcliffe, O'Grady ( Boardmember White arrived after Roll Call)

**Public Comment:** See attached letter from Library\* Karen O'Quinn - Dunsmuir Library: Karen provided an overview of leak issues in the library bldg. - concerns it could lead to interruption of library services - also noted repairs needed in the restrooms - doors - light fixtures. Karen was encouraging City assistance. Dennis D. acknowledged the repairs needed.

**Councilmember Lucchesi** - commented on possible grant research to assist with library facility maintenance & upgrades - noted the library falls under County jurisdiction - mentioned a MOU with the County may be necessary to give the City the authority to seek grants on behalf of the library.

### **Council / Board Comments / Staff -**

**Boardmembers Sutcliffe and O'Grady** voiced agreement with **Councilmember Deutsch's** support for the continuing operation of the Community Pool (i.e. expansion of use, aquatic programming) - O'Grady commented on the longtime operation of the pool and value to the community - noted pool would "turn 100" in 2027

**DA Rodriguez** - acknowledged District's focus to maintain facilities for the betterment of the community and noted discussions between the District & City to address the District's current need for assistance with maintenance tasks.

### **New Business Item**

#### **Item 11A: Library Mosaic Grant –**

**City Manager Rief** Presented the Item and passed off to Susan Keeler for further explanation of the project.

Details of the proposed grant-funded project were reviewed - Susan Keeler provided an example of the mosaic design *Rainforest Art Project*- grant cycle timeline noted

**Council Member Keisler** provided supportive comments

Public Comment from Karen O'Quinn (library) supports the grant and recommended seeking grant on wall repairs.

**Motion by Lucchesi to approve, 2<sup>nd</sup> by Deutsch, roll call vote 5-0**

**Item 11B: Parks and Rec Discussion or relationship between City and Parks and Rec -** lease/agreements, SWOT, short/long term plans

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**Councilmember Lucchesi** - commented on possible grant research to assist with library facility maintenance & upgrades - noted the library falls under County jurisdiction - mentioned a MOU with the County may be necessary to give the City the authority to seek grants on behalf of the library. *I'm not clear re: the relationship the City has with the library, so I assume you understand the logistics for the possible MOU*

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lease/agreements, SWOT, short/long term plans

**City Manager Rief:** Opened Discussion Dustin re-capped recent conversations re: District challenges for recruitment to fill open maintenance position - options were discussed

1) contracting with City; 2) District recruitment to hire part-time, seasonal employee; 3) City assistance

Multiple considerations discussed: District budget restrictions dictating employment structure (PT, seasonal wages, no benefits) vs City employment capabilities; outlook for maintenance and management of parks; possible partnership with City; overview of tasks to address sooner than later. Discussion heard concerning the District's ownership of Community Pool, continued management, use

**Mayor Clarno** - noted City's staffing ability to provide higher level of maintenance efficiency and equipment

**Councilmember Bryan** - options to consider re: more City involvement, continued District involvement; possible more City-level management.

**Mayor Clarno** - use of Disaster Relief grant \$\$ to facilitate Community Building repairs

**Councilmember Keisler** - City "owes it to community" to maintain ballfield.

**Ray Keller, DHS** - noted improvements & local investment of \$\$\$ - ballfield & conc. stand for softball tournaments; plans for continued volunteer work groups; encourage local youth participation in sports programs-maintain quality facilities; plans to refurbish little league field for girls softball

**Councilmember Deutsch** - tone is "work together", continue conversations City & District - focus on maintenance

**Boardmember Newman** - supports City's capability to accomplish tasks & retain employees of Prop 68-Per Capita funds for required pool repairs & upgrades prior to 2024 season.

Discussed the public works yard project & planning for the new office building. Location of new public works yard deemed beneficial in proximity to park.

**Councilmember Lucchesi** provided clarity re: District's position in community as governmental entity regardless of lease outcome.

**Lucchesi** - opinion needed on how to move forward with retaining current operations with District under a modified lease agreement -define tasks, define time-line for transition of operations

**District Administrator Rodriguez:** Discussed rentals and events

**Council Member Deutsch:** Asked if there is any need for specialized training?

**District Administrator Rodriguez:** Responds with Certified Pool Operator is the only specialized training

**Council Member Bryan:** Asked on Prop 68 funding for parks

**Rodriguez:** The Parks and Rec District is revising to do pool updates that are required/needed

**District Administrative Assistant Cindy Smith:** Discussed funding of the pool

**Council Member Bryan:** Would like to see the City take on all Parks and Rec District responsibilities including pool under new contract

**Council Member Keisler:** provides comments that we owe it to the community

**Ray Keller:** discussed importance of facilities and historic nature (Babe Ruth). And importance for youth

**Council Member Deutsch:** discussed funding

**Board Member Newman:** noted city's economy of scale/minimum wage/ personnel as seasonal part time

**Mayor Clarno:** notated location and proximity of city facilities

**Public Comment: Matteo Romano** offered assistance and recommended a work day offer pizza/t-shirt, he noted he is a CalFire fire fighter with focus on forestry and on the trail crew

**Tim Pierce** notes Park and Rec has no shop

Council member Lucchesi: **Motion by Lucchesi 2<sup>nd</sup> by Keisler to draft lease for programming and transition services split in costs negotiations**

Council Member Bryan discussed funding

Cindy smith expressed immediate needs

CM Rief acknowledged those needs

Council Member Deutsch expressed need for Master Plan

**Council member Lucchesi retracted previous motion and offered a revised motion to provide for immediate service needs**

**2<sup>nd</sup> by Council member Bryan**

Vote 5-0

**CM Lucchesi made motion to authorize the City Manager to enter into a contract for programming and administration.**

**2<sup>nd</sup> by Council member Deutsch**

A 60-day window was recommended to develop and finalize the new agreements for CC & District approval.

The Mayor deferred to Chairperson O'Grady to entertain Board action to address the action taken by Council.

**Motion Boardmember Newman** - Board Member Newman made motion to authorize negotiations of new contract 2<sup>nd</sup> McArron and to direct the District Administrator of the Dunsmuir Recreation & Parks District to discuss and negotiate the contract between the District and the City in regards to the City assuming maintenance of the City Park facilities and the District managing programs.

**Vote 5-0 by Park and Rec Board**

Request of Staff to provide a flow chart of the planned transition

Future Agenda Items for Joint meeting update, Longterm flow chart/Graphs/Timelines Short & long term planning

**Proposed Future Meeting date of April 25<sup>th</sup>**

Adjourned - 6:50pm



**CITY OF DUNSMUIR**  
**CITY COUNCIL MEETING MINUTES**  
**March 7th, 2024**

**CALL TO ORDER AND FLAG SALUTE:**

Meeting was called to order @ 6 pm by Mayor Clarno

**ROLL CALL:**

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

Absent: None

City staff present: City Manager Rief, Deputy City Clerk Perkins, Finance Director Michaelson

**SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

**A. Owen Cabo Dal Molin** – Grant Funding Opportunities for Emergency Services **CAL OES** makes the presentation. Partnered with Dept. Forestry to provide defensible space to homeowners. Dunsmuir high severity rating enables us to qualify for resources. Grant Funds will be focused on the area. Rick Dean, Sherry Lawson, Brian Schenone will be helping out with the program. Siskiyou OES is identifying high priority areas in Dunsmuir. Home hardening programs. Would like to serve socially vulnerable. Would like to seek support of the council.

**PUBLIC COMMENT**

Open at 6:06 p.m.

**Karen O’Quinn** would let council know the lighting project is now complete. Lighting is much improved. Urinal issue is being repaired soon. Bill Meisse event is going to have an encore presentation March 16<sup>th</sup> at 2 p.m. Overcrowded at prior showings. For folks that couldn’t hear or see at last event.

Any date yet for roof repair or replacement? Still having leak issues. Would be nice to have a date of expected repair. Would hope to incorporate library in next city budget.

**Peter Arth** - Would like to address future agenda items. Would like to address the Historic District reformation and review. Why is this still a future agenda item? No action, it does no good.

Oversight committee worked perfectly well.....or there are atleast 4 different district options, historic, BID, etc. Hopes within the next 30 days the pc and cc will meet.

**COUNCIL AND STAFF COMMENTS**

**Ortiz** – Nothing of note to report. Barely anything happening in March. Anticipate more winter weather ahead, get vehicles off road when snow conditions exist. Structure fires occur during winter months. Important to keep streets open for safety purposes.

**CM Rief provides some updates. Bid opening for sewer project is tomorrow.**

**Deutsch - Ford Family Foundation** helps support all small communities that used to have wood mills in town like we do. April 20<sup>th</sup>, 9 to 2:30 there will be a meeting.

Wants to train every school age child to swim and support future life guards for the pool.

Discusses future bus system for the county.

### **Keisler**

Discusses vacant and distressed building maintenance. Is concerned about the cost of putting signs up in the Historic District. Rotary Back Pack Program is getting going again with the event of Tee Time at the Shastina Resort. \$50 for a Tee sign to promote their business.

**Lucchesi** – It's Grant Season. Wants to keep ATP plan going for safe routes, sidewalk repairs, traffic calming measures. New hat shop opening in the place where Old Thyme Tattoo was. It's called "The Golden Stitch."

Wanted future agenda item around library. It's a county library not a city library. Council consideration in April. State library grants just dropped. Planning RFP that might come back to council quickly. Request for updates to our cannabis ordinance for planning commission consideration.

Muni Ad Hoc committee should be meeting in next 2 weeks. Will be going over ordinances that will result in less than perfect situations. Look at some of the codes most people are frustrated with campers, set back, RV's etc.

**Bryan** Nothing

**Clarno** - Rigatonis dinner Saturday at 6 p.m. at the Parish Hall.

### **COMMITTEE REPORTS**

**FC met.** Bryan gives an update. They discussed revamping community promotion funding.

Wanting a fair streamlined program and allows for more people to get involved. Need to have a strong mission statement of what grant money should be used for.

### **APPROVAL OF MINUTES** of February 15th, 2024

Motion by Keisler 2<sup>nd</sup> by Lucchesi

Voice Vote:

AYES: Lucchesi, Keisler, Deutsch, Bryan, Clarno

NOES: None

ABSENT: None  
ABSTAIN: None

Joint Meeting Minutes of 2/22/24

Motion to table approval of Joint Meeting Minutes of 2/22/24 by Keisler 2<sup>nd</sup> by Deutsch

**CONSENT AGENDA**

A. Check Register: 2/10-3/1/2024

Motion to adopt consent agenda by Keisler , 2<sup>nd</sup> by Lucchesi

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

**PUBLIC HEARINGS: NONE**

**OLD BUSINESS:**

A. Kosmont – Downtown Revitalization Project– Resolve to Accept Plan

Kosmont makes presentation. This is a step in the process.

(Presentation is over around 7:08 p.m.)

Council Comments:

Deutsch wants laundromat services available to Pacific Crest Trail folks.

How can the public interact with this firm?

They are flexible, they are the city’s consultants. This will be part of a continued conversation.

Public Comment open at 7:11 p.m.

**PFANNER BILL** Wants printed copies to be available.

Wants a good balanced plan. Is happy with the consultants strategies. Happy to hear the consultant to say they will be available for the next step and not just leave the strategies in Dunsmuir’s hands to handle on their own. Look forward to next step in the process.

**Peter Arth** - Would like to compliment you on the fine job Kosmont report. Staff reports are titled Downtown Revitalization Plan. Downtown isn’t Mossbrae Falls, The Airport, RailRoad Park Resort, Hedge Creek Falls, House of Glass, etc. Are they missing the opportunities right downtown. Is disappointed in the staff report. We have 5 strategies, 9 action items, 6 next steps for implementing. When will any of these be done? City must concentrate on the work Kosmont has done.

**City Manager Rief** - This is the communities report. CM Rief wants to take this back to the community and establish a plan. How will we address that? CM did not bring any recommendations forward because he wants everyone in the community to participate

**Jeanne Rogers** – Mentions a job shadowing program at the High School, not sure it pertains to this report.

**Cartright, Helen** – Isn't sure how much they will be around to help (Kosmont). We need people to implement this. City staff is small and overworked, can't imagine any of them dialing into this, maybe some amateur volunteers. Funding....what kind of help can Kosmont give to help with funding.

**Kosmont** - Agreement with City calls for them to play a role in implementation.

**Malanga, Bobby** – Are there any emergency ordinances we can implement that can prevent business from closing down?

**Lucchesi** - City's role is not to keep a business open. Having an emergency ordinance is not going to solve a business closing.

**Rief** - \$3000 fee to get a new sign in historic district is one thing to review. It's expensive. Need to streamline solutions. Some of the things like that he wants to bring forth to the Ad Hoc Code Review committee. Historic District Review fees are exorbitant.

**Keisler** – We should help business survive and prosper instead of hindering them.

**Kosmont** – Permitting Costs, timing, entitlement timing. Business friendliness. High Cost of doing business is something cities want to take a close look at. Want to explore incentives. Make it easy to get a permit, make it business friendly, make a fee credit, fee deferrals, etc. Have business, landlord, market condition for consumer in city, etc.

**Wasson, Ernie** – At the mixer next month at the Chamber will discuss welcoming PCT hikers. Wants copies of presentation available at city hall or library. 49% of visitors are from bay area and sacramento. Wants a further breakdown by metro area.

**Spagnolo** - There used to be revitalization program around 35 years ago. Did they look into the history of railroad days attendance? Why are the businesses failing? Do they have any data on why they've failed?

**Kosmont** - Examples and case studies presented by other cities, there are descriptions of what didn't work. The recognize that if railroad days isn't bringing the people in anymore, if it isn't what a millennial wants, perhaps it needs to be adjusted. Dunsmuir needs to pivot from some of their older strategies. Nature is a good attraction, nothing can take that away.

**Lucchesi** Motions to direct staff to have two copies of the study 2<sup>nd</sup> by Deutsch

Motion by Lucchesi 2<sup>nd</sup> by Deutsch to bring this item back for further discussion in the April meeting of council.

**Bryan** would like to have more of a town hall format to discuss this item further.  
1st meeting in May? Town Hall?

Lucchesi – Needs to have deadline for Council decision. 1<sup>st</sup> meeting in May?  
Will continue to a future meeting.

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

**NEW BUSINESS: None**

**FUTURE AGENDA ITEMS**

RFP for Third Party HR consultant  
Library – County is no longer funding the Library much  
QR codes and Landing Page for Downtown WiFi  
Plan for Special Historic District

**ADJOURNMENT @ 7:45**

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**Mayor Clarno**

**ATTEST:**

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**Deputy City Clerk Perkins**



# Check Register Report

3.21.23 council meeting

Date: 03/14/2024

Time: 11:49 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
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**Total Payments: 49**

**Bank Total (excluding void checks): 125,741.15**

**Total Payments: 49**

**Grand Total (excluding void checks): 125,741.15**



STAFF REPORT	
<b>RE:</b> Sheriff Contract extension/amendment	<b>MEETING DATE:</b> 3/21/24
<b>SUBMITTED BY:</b> Blake Michaelson, Finance Director	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL:**

Amend current Sheriff contract to extend by 1 year

**BACKGROUND/DISCUSSION:**

Sheriff's office delegates and City Council sub-committee have been in discussions. Council sub-committee has provided verbal updates at previous council meetings.

**OPTIONS:**

Amend contract to extend by 1 year, or provide other 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 Fund  Sewer Fund  Other:

**Comments:**

**SUGGESTED MOTIONS:**

Motion to amend Sheriff contract and authorize mayor and city manager to execute amendment

**Attachments:** Amendment to contract



**2ND ADDENDUM TO THE MEMORANDUM OF UNDERSTANDING & AGREEMENT TO  
PROVIDE LAW ENFORCEMENT SERVICES**

THIS SECOND ADDENDUM is to that Memorandum of Understanding (MOU) entered into on June 18<sup>th</sup>, 2019 and amended on October 4<sup>th</sup>, 2022 by and between the County of Siskiyou, Office of the Sheriff (“County”) and City of Dunsmuir (“City”) and is entered into on the date when it has been both approved by the Board and signed by all other parties to it.

**WHEREAS**, the MOU expired on June 30<sup>th</sup>, 2023 and services continued to be required after that date; and

**WHEREAS**, the parties desire to extend the term of the MOU;

**WHEREAS**, the cost of services to be provided under the MOU is expected to exceed the amount provided in the MOU; and

**WHEREAS**, the parties desire to increase the amount of compensation payable under the MOU.

**WHEREAS**, the County contacts listed in Section 1 and Section 2 of the MOU needs to be updated;

**NOW THEREFORE**, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Section 4.A., page 2 of the MOU, shall be amended to extend the term of the Contract through **June 30<sup>th</sup>, 2024**.
2. Exhibit A-1, Section 3, page 1, shall be amended to add fiscal year 2023-2024.
3. Exhibit B, Section 1, page 1, add an additional total of Four Hundred Sixteen Thousand Dollars and No Cents (\$416,000.00), increasing the total compensation payable under the MOU to an amount not to exceed Two Million and Eighty Thousand Dollars and No Cents (\$2,080,000.00)
4. Designated County representative within Section 1, page 1 of the MOU:  
Jeremiah LaRue, Sheriff-Coroner (530) 842-8300
5. County contacts for Notices within Section 2, page 1 of the MOU:  
Courtney Greenley, Administrative Services Manager: Contracts (530) 842-8326  
Elizabeth Johnson, Fiscal Technician: Billings (530) 842-8315

All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, County and City have executed this **second** addendum to the MOU on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

COUNTY OF SISKIYOU

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

\_\_\_\_\_  
ED VALENZUELA, CHAIR  
Board of Supervisors  
County of Siskiyou  
State of California

ATTEST:  
LAURA BYNUM  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy

CITY: City of Dunsmuir

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

\_\_\_\_\_  
Michael Clarno, Mayor

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

\_\_\_\_\_  
Dustin Rief, City Manager

License No.: \_\_\_\_\_

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. (on file)

ACCOUNTING:

Fund	Organization	Account	Activity Code (if applicable)
<b>1002</b>	<b>202010</b>	<b>551400</b>	

Encumbrance number (if applicable):

If not to exceed, include amount not to exceed: \$2,080,000.00

*If needed for multi-year contracts, please include separate sheet with financial information for each fiscal year.*



<b>STAFF REPORT</b>	
<b>RE:</b> General Plan and Housing Element Annual Progress Reports (APRs)	<b>MEETING DATE:</b> March 21, 2024
<b>SUBMITTED BY:</b> Dustin J. Rief, City Manager	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL:**

To receive and file the 2023 General Plan Annual Progress Report and the 2023 Housing Element Annual Progress Report; and to authorize its transmittal to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development.

**BACKGROUND/DISCUSSION:**

2023 General Plan APR

Government Code Section 65400 and 65700 mandates that all cities and counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor’s Office of Planning and Research (OPR) and the Housing and Community Development (HCD) every April.

The General Plan Annual Progress Report (Progress Report) provides local legislative bodies and the public with information regarding the implementation of the General Plan for their city or county. Progress Reports also inform the public of the progress in meeting the community’s goals. Progress Reports must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. Progress Reports should explain how land use decisions relate to adopted goals, policies, and implementation measures of the General Plan. The Progress Reports should provide enough information to identify necessary "course adjustments" or modifications to the General Plan and means to improve local implementation. The 2023 General Plan Annual Progress Report is included as **Attachment 1**.

2023 Housing Element APR

Similar to the General Plan, Government Code Section 65400 requires that an annual report be prepared on the status and progress of implementation of the Housing Element and submitted to their legislative bodies, the Governor’s Office of Planning and Research (OPR) and Housing and Community Development (HCD) every April.

The Housing Element APR must be prepared in accordance with the provisions set forth by HCD and on the forms provided by HCD. The APR includes reporting on housing production since the start of the planning period for the 2023 calendar year including, but not limited to:

- Housing Development Applications Submitted
- Annual Building Activity for New Construction
- Regional Housing Needs Allocation (RHNA) Progress

- Housing Element implementation Status Progress

In 2023, Dunsmuir received one Housing Development Application and continued ongoing implementation of 15 Housing Element programs.

The 2023 Housing Element Annual Progress Report is included as **Attachment 2**.

**OPTIONS:**

1. Adopt Resolution 2024-02
2. Table the item for a future date

**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:

**SUGGESTED MOTIONS:**

I move that we adopt Resolution 2024-02 to receive and file the 2023 General Plan Annual Progress Report and the 2023 Housing Element Annual Progress Report; and authorize the transmittal of the reports to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development.

**Attachments**

1. City of Dunsmuir 2023 General Plan Annual Progress Report
2. City of Dunsmuir 2023 Housing Element Annual Progress Report
3. Draft Resolution 2024-02

**ATTACHMENT 1**

**City of Dunsmuir 2023 General Plan Annual Progress Report**

**City of Dunsmuir**  
**2023 General Plan Annual Progress Report**

**Contact Information**

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**Agency Information**

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Name of Planning Director of Equivalent: Dustin Rief  
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## Section 1: Introduction

Pursuant to California Government Code Section 65400, this report has been prepared as an update to the City of Dunsmuir City Council regarding:

1. The status of the General Plan and the progress in its implementation;
2. The progress in meeting the City's share of regional housing needs determined by the California Department of Housing and Community Development (HCD) including the need for extremely low income households, and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing;
3. The number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year;
4. The degree to which the General Plan complies with the State of California General Plan Guidelines and the date of the last revision to the General Plan;
5. A listing of sites rezoned to accommodate that portion of the City's share of the regional housing need for each income level that could not be accommodated in the City's Vacant Land Inventory;
6. The number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and
7. The number of density bonus applications received and approved, including data from all projects approved to receive a density bonus from the city including the percentage of density bonus received, the percentage of affordable units in the project, the number of other incentives or concessions granted to the project, and any waiver or reduction of parking standards for the project.
8. Planning Activities initiated and General Plan Amendments

### Purpose of the Annual report

Pursuant to Government Code Section 65400 and 65700 mandates that all cities and counties submit an annual report on the status of the General Plan and progress in its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD) every April.

The General Plan Annual Progress Report (Progress Report) provides local legislative bodies and the public with information regarding the implementation of the General Plan for their city or county. Progress Reports also inform the public of the progress in meeting the community's goals. Progress Reports must be presented to the local legislative body for its review and acceptance, usually as a consent or discussion item on a regular meeting agenda. Progress Reports should explain how land use decisions relate to adopted goals, policies, and implementation measures of the General Plan. The Progress Reports should provide enough

information to identify necessary "course adjustments" or modifications to the General Plan and means to improve local implementation.

### Purpose of the General Plan

The General Plan, simply described, is the City's "constitution" for development. It is an effort by the City to consider and respond to the needs and expectations of its residents concerning future development. This "constitution" is formatted within the legal framework established by the State at the time of adoption and is based on knowledge of existing potentials and limitations concerning the City of Dunsmuir at that time. The General Plan was developed through establishing basic goals and implementation measures to resolve and/or direct significant community issues.

In addition to the City referring to this document when dealing with matters affecting the physical, economic, and social development of the community, the General Plan is also referred to by individuals or businesses contemplating potential development activity within the community. Goals in the General Plan also aid the Council in seeking grants and other funding to address local issues and needs.

### Status of the General Plan

The City of Dunsmuir General Plan is comprised of seven state-mandated elements and one optional element that individually address specific topics of community importance. The seven state-mandated elements are Land Use, Circulation, Open Space, Conservation, Noise, Safety, and Housing, with the City opting to include a Historic Preservation element as well. In Dunsmuir, the Open Space and Conservation elements have also been combined into one. Aside from the Housing Element, which was most recently updated in May 2016, the City of Dunsmuir General Plan was adopted in December 2006. At the General Plan was adopted in 2006, it was found to be consistent with State General Plan Guidelines. However, since that time, the State has continued to pass new laws governing general plans, and it has updated its General Plan Guidelines to now offer cities and counties over 400 pages of guidance.

As a result, a number of revisions to the General Plan have been identified as being needed to comply with the new Guidelines, particularly as it relates to needed changes to the Safety Element to address potential flood, fire, and climate change hazards. In general, the amendments needed to comply are relatively minor and when implemented will better safeguard the community from natural hazards and will better promote environmental justice. **Exhibit A** provides a discussion of state-mandated revisions and General Plan Updated needs and requirements.

Additionally, the Housing Element must be updated to incorporate changes in state law requirements for Affirmatively Furthering Fair Housing, low barrier navigation centers, supportive housing developments, etc. The housing element was due for adoption on or before February 15, 2023. Although the City was unable to meet the adoption deadline due to an initial lack of consultant interest and delays in working with the State to rescope the project, the project got underway in October 2022 after the City selected Planwest Partners to prepare the update. The Housing Element update is currently underway and scheduled for adoption by the City in April 2024, followed by certification by the State prior to the end of June/July 2024.

Since the General Plan affects current and future generations, State law requires the Plan to take a long-term perspective, typically 10 to 20 years into the future. According to the General Plan, it "addresses planning for Dunsmuir through the year 2025." It is worth noting that there have been no significant changes in the City since adoption of the various elements of the General Plan that



would make a comprehensive revision to the Plan necessary. While the City periodically receives development requests that require a minor amendment to the General Plan to move forward, no developer-initiated amendments were needed to facilitate development projects during the calendar year (i.e. 2023).

The last general plan amendment proposed and approved was in June 2023 in association with the Zoning Code Update. An amendment of the City of Dunsmuir General Plan Land Use Element was considered and adopted under Resolution No. 2023-08 to ensure the City's proposed zoning ordinance would be consistent with the General Plan. There were no amendments to the goals, policies, and implementation measures contained in the General Plan as part of this effort. A Matrix of General Plan Goals, Policies, and Implementation Measures is included as **Exhibit B**. Prior to this effort, the General Plan was last amended in August 2020 with a minor amendment of the Safety Element to incorporate the Local Hazard Mitigation Plan.

Nevertheless, because 2025 is quickly approaching, and because the City is aware that a general plan update is needed to address changes in State law, the City applied for and received approval of a SB 2 planning grant and an extension from the Department of Housing and Community Development (HCD) to update the Housing Element prior to April 30, 2024, and a LEAP grant to update the other elements of the General Plan prior to the end of 2024.

## Summary of Activity of 2023 Calendar Year

### Review of the City's Annual Housing Element Progress Report

Pursuant to Government Code Section 65584, HCD developed a Regional Housing Needs Plan (RHNP) for Siskiyou County, which was published by HCD on October 21, 2021. The current RHNP covers the planning period of February 15, 2023 to February 15, 2031, also referred to as the 6<sup>th</sup> cycle. For the 6<sup>th</sup> cycle planning period, HCD allocated each city and the County two housing units. HCD's RHNP reflects a "decline in projected population and households results in a negative housing need determination for the Siskiyou County region."<sup>1</sup> Each city's two units of housing are further allocated by affordability: one low income unit and one very low income unit. In accordance with State housing law, the City's draft 2023-2031 Housing Element allocates the one very low income unit to the extremely low income category.

**Table 2**  
**Dunsmuir's Regional Housing Needs Allocation: 2023-2031**

<b>Income Category</b>	<b>Housing Unit Need</b>
Extremely Low Income	1
Very Low Income	0
Low Income	1
Moderate Income	0
Above Moderate Income	0
<b>TOTAL:</b>	<b>2</b>

HCD's housing needs determination of two units is a floor, and during the update of the City's Housing Element both residents and City officials recognize that the community's housing needs are significantly greater than two housing units.

While the City has limited control over the physical construction of dwelling units on private property to satisfy the City's share of regional housing needs, the City is required to have sufficient land that is properly zoned to accommodate its share of housing needs at all times during the housing element cycle. Had the draft 2023-2031 Housing Element found the City did not have sufficient vacant land to accommodate its share of regional housing needs, the City would be required to adopt and implement a program to rezone sufficient land to meet the projected shortfall in order to have a state-certified housing element. Fortunately, the City has adequate vacant land that is properly zoned to meet its 6<sup>th</sup> cycle regional housing needs. Therefore, the City is not required to adopt such a program. Nonetheless, throughout the housing element cycle the City must monitor its residential inventory to ensure a shortfall does not occur at any time. The draft Housing Element has several programs that commit the City to regularly monitoring of its supply residential sites.

A locality's progress towards meeting its housing needs is measured by the issuance of building permits. Although building permit issuance does not assure that a unit is constructed in the same year that the building permit is issued. To capture units that are constructed, the housing element annual progress report form provides for localities to report issued certificates of occupancy or

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<sup>1</sup> Final Regional Housing Need Determination, Attachment 2, October 21, 2012; <https://www.hcd.ca.gov/sites/default/files/docs/planning-and-community/rhna/siskiyou-county-regional-housing-need-determination-plan-sixth-he-update.pdf>.

finals.<sup>2</sup> For the purpose of assessing the progress that has been made to satisfy projected housing needs for each income category identified in **Table 2**, new housing opportunities are evaluated annually based upon an analysis of the number of dwellings entitled, building permits issued, and building permits finalized during the prior calendar year. For units assessed to affordable to moderate and lower income households without financial assistance or deed restrictions, affordability must be demonstrated by proposed sales price or rents. To determine the number of new housing units that are affordable to each income level, the estimated rent or property value, as determined by building permit and assessor data (if owner occupied) or sale price (if sold), is compared with the maximum monthly housing affordability or maximum affordable purchase price shown in **Table 3** below.

**Table 3**  
**2023 State Income Limits and Home Affordability by Income**

<b>Economic Group</b>	<b>Maximum Annual Income</b> 1,2	<b>Maximum Monthly Housing Affordability</b> <sup>3,4</sup>	<b>Maximum Affordable Purchase Price</b> <sup>5</sup>
<b>Extremely Low Income</b>	\$30,000	\$225	\$35,000
<b>Very Low Income</b>	\$41,250	\$516	\$65,000
<b>Low Income</b>	\$65,950	\$1,154	\$107,735
<b>Moderate Income</b>	\$110,560	\$3,547	\$216,700

<sup>1</sup> Area Median Income = \$83,800 for a 4-person household per HCD  
 Extremely Low Income = 30% of AMI  
 Very Low Income = 50% of AMI  
 Low Income = 80% of AMI  
 Moderate Income = 120% of AMI

<sup>2</sup> Adjusted per HUD's FY 2023 income limits briefing materials

<sup>3</sup> Extremely Low Income =  $\$30,000 \times 0.30 \times 0.30/12$   
 Very Low Income =  $\$41,250 \times 0.30 \times 0.50/12$   
 Low Income =  $\$65,950 \times 0.30 \times 0.7/12$   
 Moderate Income =  $\$110,560 \times 0.35 \times 1.1/12$

The formulas used to ascertain the maximum monthly housing affordability were determined using the criteria outlined in Sections 50052.5 and 50093 of the California Health and Safety Code.

The maximum affordable purchase price was determined using the affordability calculator published by the Department of Housing and Community Development, which assumes that buyers could qualify for a 30-year, 7.79 percent fixed-rate mortgage with a 3.5% down payment in 2023.

For the 2023 reporting year, the first year of Dunsmuir's 6<sup>th</sup> cycle, one (1) new owner-occupied, housing unit configured as a single family detached, was issued a building permit and was assessed to be affordable to an above income household based on available information. As of

<sup>2</sup> It is possible to have the same housing unit reported over multiple years: one year for the building permit issuance and another year for when the certificate of occupancy is issued.

March 8, 2024, a certificate of occupancy or final has not been issued, indicating the unit has not been completed.

State housing law requires cities and counties to also remove regulatory constraints that may impede housing production, and this is the purpose of Table D of the HCD form.<sup>3</sup> The June 2023 City Council adoption of the comprehensive update of the Dunsmuir Zoning Code made significant progress towards removing regulatory barriers by adding State-mandated provisions for certain types of housing, the increasing flexibility to allow a variety of housing typologies and greater densities in many residential zones and mix use zones. The draft 2023-2031 Housing Element contemplates further amendments and initiatives to address the community's housing needs.

During the previous planning period (also referred to as the 5<sup>th</sup> cycle) six new housing units added to the City's housing stock. Five of the added units were single-family dwellings, and a single-family residence that was converted to a duplex in 2020. Additionally, although the City will not get credit for the creation of new units until recordation of the final map, the City approved a tentative subdivision map in 2020 to convert the historic Travelers Hotel, which sat vacant and unfit for occupancy for years, into a mixed-use condominium project. When complete, the project will include 30 new dwelling units in the City's historic downtown. No affordability restrictions were adopted as part of the project, however, affordability of the units has been discussed with the developer. Based on unit sizes, it is anticipated that the project will ultimately accommodate a range of income groups. There were no applications for new housing development received during 2022, and no building permits for new dwelling units were denied. With no affordable housing proposed during the current planning period. With regard to the City's housing rehabilitation program, no dwelling units have been conserved during the current planning period.

Based on the data and formulas in **Table 3** above, one of the six new housing units added during the 5<sup>th</sup> cycle was considered to be affordable to individuals with a low household income, one unit considered to be affordable to individuals with a moderate household income, and four of the units considered to be affordable to persons with above moderate household incomes.

The 2023 Housing Element Annual Progress Report is included as **Exhibit C**.

### General Plan Amendments

#### *Land Use Element:*

The last update to the General Plan was on June 15, 2023 through Resolution 2023-08. The General Plan Amendment was initiated through the City's Zoning Ordinance Update to ensure consistency between the Zoning Ordinance and General Plan. This General Plan Amendment introduced the Mixed Use (MU) land use designation. The MU designation replaced the Service Commercial (SC) and General Commercial (GC) land use designations in their entirety as well as incorporated those properties previously designated High Density Residential (HDR) which were zoned Multiple Residential and Professional (R-4). In addition to introducing the Mixed Use land use designation, additional amendments to land use designations were adopted to better protect

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<sup>3</sup> HCD was consulted for the preparation of Table D of the 2023 Housing Element Annual Progress Report: should the programs of the City's adopted housing element be inserted into Table D? Or the programs of the draft housing element? By email on February 5, 2024, Tom Brinkhuis, HCD, advised to insert the programs of Dunsmuir's adopted housing element.

airport operations and public safety surrounding the airport, reflect existing land uses to remedy or reduce nonconformities, better ensure compatibility with surrounding land uses and land use designations, and correct map errors. No changes to general plan policies were proposed.

### **General Plan Implementation – Ongoing**

In addition, with this being an annual report, it is worth noting at least a few of the activities undertaken by the City in the past year that were consistent with and in furtherance of the General Plan.

In 2023, the City continued efforts towards adopting its Active Transportation Plan through ongoing outreach regarding goals, visioning, and a draft plan. The City also kicked off the Dunsmuir Downtown Revitalization Plan in April 2023 to facilitate the retail recruitment strategy and implementation of its downtown core. The City continue efforts in certifying its 6<sup>th</sup> Cycle Housing Element for the 2023-2031 planning period. Finally, the City has continued to draw interest in solicitating consultants to assist with the preparation of the General Plan Update with existing LEAP funds.

### **Priorities for Land Use Decision Making**

At this time, the City of Dunsmuir does not have any active or pending broad land use decision making (i.e. passage of moratoria or emergency ordinances).

### **General Plan Compliance**

As noted above, the Dunsmuir General Plan was in compliance with State Law at the time of its adoption in 2006. As State Law has changed and mandated several revisions to general plans, the next General Plan Update will need to address these changes to be in compliance with state law and OPR’s General Plan Guidelines. Recommendations for the General Plan Update are identified in **Exhibit A**. These changes pertain to changes the Safety Element, Land Use Element, Conservation Element, and adoption of an Environmental Justice Element.

### **Conclusion**

The City makes progress toward implementing the General Plan in the regular administration of City business, on a project-by-project basis, and in the decisions of the Planning Commission and City Council. Further, on an ongoing basis since May 2016 when the Housing Element was updated, the City has implemented many of the programs contained within the Housing Element. Details of needed updates to the General Plan are provided in **Exhibit A** and the City’s 2023 Housing Element Annual Progress Report is provided in **Exhibit C**.

Due to the time that has elapsed since the City’s General Plan was last updated and the need to amend the General Plan consistent with state law, the City Council applied for and received SB 2 and LEAP grant funding from the California Department of Housing and Community Development (HCD) to update the General Plan.

### **Attachments:**

1. Exhibit A – Recommendations for the General Plan Update
2. Exhibit B – General Plan Goals, Policies, and Implementation Measures Matrix
3. Exhibit C – 2023 Housing Element Annual Progress Report

**EXHIBIT A**  
**TO ATTACHMENT 1**  
**Recommendations for the General Plan Update**

Recommendations for the General Plan Update for compliance with OPR's General Plan Guidelines and State Law.

*Amend Conservation and Safety Elements to Address Flooding Pursuant to Government Code § 65302(d)(3) and 65302(g)(2)*

To comply with state law, the Conservation Element must be reviewed and updated as needed to identify rivers, creeks, streams, flood corridors, riparian habitats, and land that can accommodate floodwater for purposes of groundwater recharge and stormwater management. In addition, the Safety Element must be updated pursuant to Government Code Sec. 65302(g)(2) to identify information regarding flood hazards, including:

- Flood hazard zones;
- NFIP maps published by FEMA;
- Information about flood hazards available from USACE;
- Designated floodway maps;
- Dam failure inundation maps;
- Floodplain Mapping Program maps and 200-year flood plain maps from DWR, if available;
- Maps of levee protection zones;
- Areas subject to inundation in the event of the failure of levees or floodwalls;
- Historical data on flooding, including locally prepared maps of areas that are subject to flooding, areas that are vulnerable to flooding after wildfires, and sites that have been repeatedly damaged by flooding;
- Existing and planned development in flood hazard zones, including structures, roads, utilities, and essential public facilities; and
- Local, state, and federal agencies with responsibility for flood protection, including special districts and local offices of emergency services.

Based on the information identified above, the goals, policies, objectives, and implementation measures of the Safety Element will need to be updated to protect the community from unreasonable risks of flooding and accomplish the following:

1. Avoid or minimize the risks of flooding to new development;
2. Evaluate whether new development should be located in flood hazard zones and identify construction methods or other methods to minimize damage if new development is located in flood hazard zones;
3. Maintain the structural and operational integrity of essential public facilities during flooding;
4. Locate, when feasible, new essential public facilities outside of flood hazard zones; and

5. Establish cooperative working relationships among public agencies with responsibility for flood protection.

While some of these items are presently included in the Safety Element, most are not and will need to be incorporated.

*Task 2: Amend Safety Element to Address Fire Hazards Pursuant to Government Code § 65302(g)(3)*

To comply with state law, the Safety Element will need to be reviewed and updated as necessary to address fire risks associated with lands designated as State Responsibility Areas and Very High Fire Hazard Severity Zones. As required by state law, this review will need to consider advice included in the Office of Planning and Research's "Fire Hazard Planning, General Plan Technical Advice Series" as well as the following information:

- Fire hazard severity zone maps available from Cal Fire;
- Historical data on wildfires available from local agencies or a reference to where the data can be found;
- Information about wildfire hazard areas from the United States Geological Survey;
- General location and distribution of existing and planned uses of land in very high fire hazard severity zones and in state responsibility areas, including structures, roads, utilities, and essential public facilities; and
- Local, state, and federal agencies with responsibility for fire protection, including special districts and local offices of emergency services.

Based on the information identified above, the Safety Element will need to be reviewed and updated as appropriate with goals, policies, objectives, and implementation measures for the protection of the community from the unreasonable risks of wildfire and to accomplish the following:

1. Avoid or minimize the wildfire hazards associated with new uses of land;
2. Locate, when feasible, new essential public facilities outside of high fire risk areas or identify construction methods or other methods to minimize damage if these facilities are located in a state responsibility area or very high fire hazard severity zone;
3. Design adequate infrastructure if a new development is located in a state responsibility area or in a very high fire hazard severity zone, including safe access for emergency response vehicles, visible street signs, and water supplies for structural fire suppression; and
4. Work cooperatively with public agencies with responsibility for fire protection.

*Task 3: Amend Safety Element to Address Fire Hazards Pursuant to Government Code § 65302(g)(1)*



- To comply with state law, the Safety Element will also need to be reviewed and updated as necessary to address:
  - Evacuation routes;
  - Peak load water supply requirements; and
  - Minimum road widths and clearances around structures as those items relate to identified fire and geological hazards. All of these items are currently lacking from the Safety Element and will need to be incorporated accordingly.

*Task 4: Amend Land Use Element to Address Disadvantaged Unincorporated Communities Pursuant to Government Code § 65302.1*

To comply with state law, the Land Use Element must be reviewed and updated as necessary to address any disadvantaged unincorporated communities (DUCs) located within or adjacent to city limits, including an analysis of water, wastewater, stormwater drainage, and structural fire protection needs or deficiencies for any such communities. DUCs are defined as “an area of inhabited territory located within an unincorporated area of a County in which the annual median household income is less than 80 percent of the statewide median household income.” State law considers an area with 12 or more registered voters to be an inhabited territory. The effect of DUCs on the City is of importance when amending the Sphere of Influence and when annexing territory into the City.

*Task 5: Amend Safety Element to Address Climate Adaptation and Resiliency Pursuant to Government Code § 65302(g)(4)*

State law requires that upon the next revision of the local hazard mitigation plan, which the City recently incorporated into the General Plan Safety Element, the City is required to review and update the Safety Element as necessary to address climate adaptation and resiliency strategies applicable to the City. This includes developing a vulnerability assessment that identifies the risks that climate change poses to the city and the geographic areas at risk from climate change impacts. This work will be completed over the next year as part of a Local Early Action Planning (LEAP) grant obtained by the City.

*Task 6: Amend Various Elements of the General Plan to Address Environmental Justice Considerations Pursuant to Government Code § 65302(h)(2)*

Because the City will be amending multiple elements of the General Plan concurrently in order to bring the General Plan into conformity with state law, state law requires that the City adopt an environmental justice element or integrate environmental justice goals, policies, objectives, and implementation measures in other elements of the General Plan to accomplish the following:

- Reduce the unique or compounded health risks in disadvantaged communities by means that include the reduction of pollution exposure and improvement of

air quality and that promote public facilities, food access, safe and sanitary homes, and physical activity;

- Promote civil engagement in the public decision-making process; and
- Prioritize improvements and programs that address the needs of disadvantaged communities.
- Similar to integration of climate change information, environmental justice concerns will be integrated into the General Plan over the next year as part of a LEAP grant obtained by the City.

**EXHIBIT B**  
**TO ATTACHMENT 1**  
**General Plan Goals, Policies, and Implementation Measures Matrix**

Land Use Element
<b>GOAL LU.1: - A City which attracts tourists and accommodates their needs.</b>
<p><b>Objective:</b> Being located on Interstate 5 and lacking lands for normal job-related industries, the City of Dunsmuir intends to improve the local business environment through the attraction of tourists. The scenic river canyon, river parks, waterfalls, Castle Crags State Park, Historic District and the nearness to Mt. Shasta and forest recreational activities all add to the attractiveness of Dunsmuir as a tourist destination. Protection and enhancement of these qualities will help to further establish Dunsmuir as a desirable place to reside and visit. The City wishes to protect scenic resources and encourage tourist-related services in order to achieve a healthy economy.</p>
<p><b>Policy LU-1.1:</b> The City shall protect and enhance the scenic and natural qualities of Dunsmuir, its watershed and the Sacramento River.</p>
<p><b>Implementation Measure LU-1.1.1:</b> The City will support implementation of the implementation measures described in Section 3.0, Open Space and Conservation.</p>
<p style="text-align: center;"><b>Policy LU-1.2:</b> The City shall continue to improve, enhance and expand parks and increase public access.</p>
<p><b>Implementation Measure LU-1.2.1:</b> The City will support implementation of implementation measures OC-2.1.1 through 2.1.3 in Section 3.0, Open Space and Conservation.</p>
<p style="text-align: center;"><b>Policy LU-1.3:</b> The City shall provide ample zoning to accommodate tourist support services.</p>
<p><b>Implementation Measure LU-1.3.1:</b> The City shall review zoning along thoroughfares to ensure that there is adequate zoning for tourist support services. If there is inadequate zoning to support tourist services, the City shall consider additional parcels for commercial zoning.</p>
<p style="text-align: center;"><b>Policy LU-1.4:</b> The City shall encourage tourism within the Dunsmuir area.</p>
<p><b>Implementation Measure LU-1.4.1:</b> The City shall work with the California Department of Transportation to secure and/or maintain all possible signing reflecting tourist services, historic qualities, historic Highway 99, etc.</p>

<p><b>Implementation Measure LU-1.4.2:</b> The City will support implementation measures described in Section 7.0, Historic Preservation.</p>
<p><b>GOAL LU.2: - A sufficient mix and quantity of land uses to serve the needs of the community.</b></p>
<p><b>Objective:</b> The City wishes to ensure that a sufficient variety of land uses are available to meet the housing, employment, service and social needs of the existing and future population.</p>
<p><b>Policy LU-2.1:</b> The City shall provide for a compatible mix and quantity of land uses that will serve the needs of the community.</p>
<p><b>Implementation Measure LU-2.1.1:</b> The City shall adopt the General Plan Land Use Map, Figures 2.1a and 2.1b, as the official Land Use Map for Dunsmuir.</p>
<p><b>Implementation Measure LU-2.1.2:</b> The City shall implement the goals, objectives and programs of the Housing Element related to residential development.</p>
<p><b>Implementation Measure LU-2.1.3:</b> The City shall allow for the development of commercial and industrial areas where suitable land exists with good access, adequate infrastructure and where such uses will have a minimum of conflict with current and future adjacent land uses.</p>
<p><b>Implementation Measure LU-2.1.4:</b> The City shall amend its Zoning Ordinance to develop zoning districts that are consistent with and help implement the intent of the Open Space, Public Agency and Resource Lands land use designations.</p>
<p><b>Implementation Measure LU-2.1.5:</b> The City shall maintain flexibility in the Zoning Ordinance by allowing opportunities for the development of appropriate uses not listed in particular districts through the Conditional Use Permit process.</p>
<p><b>Policy LU-2.2:</b> As available housing becomes limited, the City will consider the annexation and development of suitable land adjacent to the City in the sphere of influence which can be readily served with water and sewer services.</p>
<p><b>Implementation Measure LU-2.2.1:</b> When appropriate, the City should work with owners of property between the airport and the north Dunsmuir Avenue interchange to establish necessary land use and infrastructure plans and financing to open this area for community expansion and development.</p>
<p><b>Implementation Measure LU-2.2.2:</b> In response to annexation proposals, lands within the sphere of influence should be pre-zoned in accordance with the General Plan Land Use Plan as a means to maintain a variety of land uses as may be needed as the community grows.</p>

**GOAL LU.3: - Responsible development on hillside areas that minimize significant impacts.**

**Objective:** There are very few areas in Dunsmuir that are both undeveloped and reasonably level. A few areas in the sphere of influence have modest grades, but nearly all of the vacant land within the City and the sphere of influence are located on hillsides. For the City to expand, it must anticipate development to occur on these hillside areas. It is the objective of the City to allow for well-planned hillside development, but such development must only occur when it is safe for future occupants and fire-fighting personnel, and when development can occur without significant damage to the environment or impacts to the viewshed.

**Policy LU-3.1:** The City shall control development on hillsides to avoid or minimize significant environmental impacts and support public safety.

**Implementation Measure LU-3.1.1:** The City shall establish hillside development standards to be applied to all development projects in areas where cross slopes are 10 percent or greater. These standards should include:

- Minimum lot sizes that increase proportionately with the slope of the land. (i.e., 10 percent slopes require 10,000 minimum square foot lots, 11 percent slopes requires 11,000 minimum square foot lot, etc.);
- Significantly limit development on lots with slopes of 30 percent or greater with no more than one dwelling unit per twenty acres;
- Require a minimum of 25 percent of each lot to be left forested, with a larger area required depending on the percent slope of the lot. (For example, a lot with a 20 percent cross slope would be required to leave 45 percent forested, i.e., 25 percent minimum, plus 20 percent for the cross slope equals 45 percent.)
  - Limitations on the height of cut and fill slopes;
  - Erosion control and revegetation on all cut and fill slopes; and
  - Application of fire safe and accessibility standards.

**Implementation Measure LU-3.1.2:** The City shall amend its zoning and development ordinances to apply hillside standards similar to those outlined in Implementation Measure LU-3.1.1 above.

**Implementation Measure LU-3.1.3:** To support public safety, the City shall coordinate approval of all development projects in hillside areas with the recommendations of the California Department of Forestry and Fire Protection.

**Implementation Measure LU-3.1.4:** The City shall require the identification of building pads and non-development areas on all lots in hillside areas.

<b>GOAL LU.4: - Existing neighborhoods protected and the sense of community enhanced.</b>										
<b>Objective:</b> As a means to protect neighborhoods from added noise, traffic, light and other characteristics that may lower property values and adversely affect those neighborhoods, the City wishes to ensure that new development is compatible with adjacent land uses.										
<b>Policy LU-4.1:</b> The City shall ensure that approval of all proposed land uses consider and support compatibility with existing uses.										
<b>Implementation Measure LU-4.1.2:</b> Standards shall be provided in the Zoning Ordinance to provide necessary separation, buffering, landscaping and/or other provisions as needed to ensure compatibility between normally incompatible land uses and vulnerable natural features.										
<b>Implementation Measure LU-4.1.3:</b> Upon review of discretionary permits by the City, conditions shall be added to the project approval, when warranted, to support neighborhood land use compatibility.										
<b>Implementation Measure LU-4.1.4:</b> Land use designations and zoning shall be applied in a manner that is consistent with the prominent existing development, taking care not to encroach upon an established neighborhood with potentially incompatible uses.										
<b>Implementation Measure LU-4.1.5:</b> The City shall establish, as a high priority, the conservation of existing residential and commercial structures through preservation and rehabilitation, and will support appropriate grant applications when they are used to aid this effort.										
<b>Implementation Measure LU-4.1.6:</b> Land uses not conforming to the Land Use Plan may continue, provided that the use is not substantially expanded and, upon termination of the non-conforming use, the use shall only be in accordance with the Land Use Element designation.										
<b>Implementation Measure LU-4.1.7:</b> Provisions for protecting and enhancing the neighborhood in Dunsmuir’s Historic District are addressed in the Historic Preservation Element of this General Plan.										

**GOAL LU-5: – A high-quality municipal airport with compatible development in the vicinity of the airport, including development of the City’s adjacent property.**

**Objective:** The City wishes to maintain and enhance the airport and supports productive use of land adjacent to the airport, provided that all development respects and adequately resolves development constraints.

**Policy LU-5.1:** The City shall require that development of land at and near the airport will provide adequate water and wastewater services with access that is appropriate for the project location.

**Policy LU-5.2:** In considering proposed land uses in the vicinity of the airport, the City’s priority shall be to protect the safe, continued operation of the airport.

**Implementation Measure LU-5.1.1:** The City shall zone lands surrounding the airport consistent with the General Plan Land Use Element.

**Implementation Measure LU-5.1.2:** The City shall ensure that all development within the vicinity of Mott Airport is consistent with the Siskiyou County Airport Land Use Compatibility Plan.

**Implementation Measure LU-5.1.3:** Prior to the development of the City-owned airport property, the City shall require a special development plan or specific plan to determine the most appropriate use of the area.

**Implementation Measure LU-5.1.4:** Prior to the approval of project proposals or the sale or development of any properties in the vicinity of the airport, the City should ensure that assurances made to the FAA can continue to be met.




**Open Space Element**

**GOAL OC-1: - A healthy, forested viewshed protected from significant environmental and visual impacts.**

**Objective:** The forested slopes of the Upper Sacramento River Canyon are highly visible throughout the community and add to the City's value as a place of recreation and tourism. It is the desire of the City to protect this forested vista for current and future generations.

**Policy OC-1.1:** The City shall work with public agencies and private landholders to promote forest health and prevent unsightly impacts to Dunsmuir's viewshed.

**Implementation Measure OC-1.1.1:** The City shall take an active role in promoting forestry practices and other activities within the City's viewshed with the California Department of Forestry and Fire Protection, the U.S. Forest Service and private landholders, such as Roseburg Lumber Company and Sierra Pacific Industries, to ensure that clearcuts do not occur.

**Implementation Measure OC-1.1.2:** The City should work with the California Department of Forestry and Fire Protection, the U.S. Forest Service and private landholders, such as Roseburg Lumber Company and Sierra Pacific Industries, to promote periodic thinning and prescribed burns within the City's viewshed in order reduce the potential for a catastrophic wildfire.

**Implementation Measure OC-1.1.3:** The City shall develop and adopt a tree preservation ordinance in order to safeguard that portion of the viewshed located within City limits. Typically tree ordinances apply to native trees with a diameter at breast height of greater than six inches.

**Policy OC-1.2:** The City shall protect natural resources and regulate land uses on steep hillsides by designating commercial timberlands and areas with slopes having grades of 30 percent or greater as Resource Lands or Open Space, and by adopting related development standards.

**Implementation Measure OC-1.2.1:** The City shall establish zone districts to correspond with the Open Space and Resource Land land use categories. These zone districts shall provide for resource management and conservation and will restrict development and ground-disturbing uses.

<b>GOAL OC-2: – Ample and accessible open space resources within the City and its sphere of influence.</b>										
<p><b>Objective:</b> Accessibility to public open spaces should be improved to increase use and the ability of citizens to enjoy and appreciate the resource. Additionally, adding more open space within the community, usually in the form of small parks, will aid in maintaining the open feeling of the City and at the same time provide space for added recreation.</p>										
<p><b>Policy OC-2.1:</b> The City, in cooperation with other agencies and non-profit organizations, shall continue to enhance and increase open space resources in the City, as well as improve accessibility to existing resources.</p>										
<p><b>Implementation Measure OC-2.1.1:</b> Where practical, the City shall acquire additional lands to expand the City Park, as well as develop a wooded park in the downtown area.</p>										
<p><b>Implementation Measure OC-2.1.2:</b> Where practical, the City shall improve City-owned open space with designated access points, parking, picnic areas and trails.</p>										
<p><b>Implementation Measure OC-2.1.3:</b> The City will explore the possibility of supporting construction of a hillside trail system, overlooking and paralleling the City on either side of the canyon.</p>										
<p><b>Implementation Measure OC-2.1.4:</b> Maintain a ratio of not less than five acres of community park land per one thousand City population.</p>										
<p><b>Implementation Measure OC-2.1.5:</b> The City shall adopt an ordinance to collect park capital improvement and acquisition fees from new residential development pursuant to the Quimby Act.</p>										

<p><b>Implementation Measure OC-2.1.6:</b> Utilize the provisions of the Subdivision Map Act and the City Municipal Code to collect park capital improvement and acquisition fees from new residential development pursuant to the Quimby Act.</p>
<p><b>Implementation Measure OC-2.1.7:</b> The City shall encourage the County to require that new residential development projects outside the city limits but within the Dunsmuir Recreation and Parks District provide a “fair share” contribution (similar to the City’s Quimby Act requirements) to help support the provision of district recreation facilities.</p>
<p style="text-align: center;"><b>GOAL OC-3: – Protection of the City’s water resources.</b></p>
<p><b>Objective:</b> The City's water supply and the Sacramento River running through the City are vital to the community. The City must protect the watershed in order to maintain the quality and quantity of the municipal water supply, as well as sustain fishing, recreation and scenic benefits related to water resources.</p>
<p><b>Policy OC-3.1:</b> Work with public agencies and private landholders to protect the watershed and the City’s municipal water supply.</p>
<p><b>Implementation Measure OC 3.1.1:</b> The City shall continue to monitor the quality of water at Mossbrae Springs and will monitor all future sources of water in the City’s system.</p>
<p><b>Implementation Measure OC 3.1.2:</b> The City shall work with property owners and Siskiyou County to control uses of land in the watershed that may threaten the quality of the City’s water resources.</p>
<p><b>Implementation Measure OC 3.1.3:</b> The City shall help protect the quality of water in the Sacramento River and tributary streams by applying “best management practices” on all projects in and around water bodies in the City, such as storm drainage maintenance, thereby reducing erosion and sediment into the river.</p>
<p><b>Implementation Measure OC 3.1.4:</b> The City shall work with state and federal agencies and private landholders involved in forestry-related activities within its watershed to encourage management practices that will protect water quality.</p>

**Implementation Measure OC 3.1.5:** To encourage protection of water resources, the City shall work with the owners of the railroad (currently Union Pacific), non-profit organizations (such as the River Exchange and California Trout) and state and federal governments to improve rail safety in the Upper Sacramento River Canyon.

**Circulation Element**

**GOAL C-1: – Safe and easy access to and from all land uses, existing or projected, in the Land Use Element.**

**Objective:** An adequate street system is the backbone of the community, permitting safe and convenient transportation from home to schools, work, recreation, shopping, and to all other community services. Adequate and safe walkways, bikeways and trails for non-motorized transportation is also important. It is the objective of the City to ensure that all transportation routes within the City, motorized and non-motorized, are appropriately designed, constructed and maintained.

**Policy C-1.1:** Figure 4-1, Circulation Map, shall serve as the City’s General Plan Circulation Map.

**Policy C-1.2:** The City shall review existing and proposed roadways, bikeways and walkways to ensure that they meet general safety standards. If it is found that any routes are not safe, the City should make the necessary improvements to ensure that the routes are improved to appropriate safety standards.

**Implementation Measure C-1.2.1:** The City shall work with the Siskiyou County Local Transportation Commission to coordinate, as appropriate, the incorporation of the City’s Circulation Element provisions into the County’s Regional Transportation Plan, and will use the regional planning process to help improve the City’s transportation network.

**Implementation Measure C-1.2.2:** The City will seek resources to develop a non-motorized circulation plan to provide more specific direction for appropriate bikeway and pathway routes and recommendations to accomplish the development of those routes.

**Policy C-1.3:** The City supports the provision and improvement of sidewalks and trails to provide for the safety of pedestrians, bicyclists and other non-motorized transportation.

<p><b>Implementation Measure C-1.3.1:</b> The City should provide or require sidewalks and/or bike lanes on major streets, when appropriate, as a means to accommodate a variety of transportation modes.</p>
<p><b>Implementation Measure C-1.3.2:</b> The City should prioritize the provision of sidewalks in the vicinity of schools on major streets that are used by school-bound pedestrian traffic.</p>
<p><b>Implementation Measure C-1.3.3:</b> The City should work with Caltrans to develop a carpooling lot to encourage and support regional commuting.</p>
<p><b>Implementation Measure C-1.3.4:</b> The City shall encourage the inclusion of bike and pedestrian paths in subdivision design.</p>
<p><b>GOAL C-2: - Streets that facilitate evacuation and emergency response in the event of an emergency.</b></p>
<p><b>Objective:</b> Some of the streets in Dunsmuir are narrow, steep, and have limited area for vehicles to turn around. Such streets are difficult to access safely with emergency equipment and may make it difficult for residents to escape in the event of an emergency. It is the objective of the City that such streets be improved, when possible, and that future streets will meet adequate standards.</p>
<p><b>Policy C-2.1:</b> Within the next 10 years, when practicable, the City shall upgrade streets that do not meet standard fire safe regulations as specified in Title 14 of the California Code of Regulations.</p>
<p><b>Implementation Measure C-2.1.1:</b> The Fire Department should identify those streets that currently do not meet the fire safe requirements of Title 14 of the California Code of Regulations and create a priority list of needed improvements.</p>

**Implementation Measure C-2.1.2:** The City should establish a budget to improve all deficient streets as noted above with the goal of bringing such identified streets as near as possible into conformance with Title 14 standards within 10 years.

**GOAL C-3: - Adequate off-street parking for residents and businesses.**

**Objective:** Where inadequate off-street parking occurs, the efficiency of the use of the street for moving traffic deteriorates. Narrow streets become narrower and there is no place to store snow plowed from streets and driveways. With many families owning two or more vehicles, streets can become overcrowded with parked vehicles. Lack of adequate parking in commercial and industrial areas frequently moves parking onto residential streets and reduces the parking convenience for customers. It is the City's desire to improve off-street parking for residents and businesses alike.

**Policy C-3.1:** Whenever practical, off-street parking shall be provided as a means to minimize the impact on public streets (especially narrow streets), maintain an area for snow removal, and to adequately accommodate the intended land use.

**Implementation Measure C-3.1.1:** The Zoning Ordinance standards should be evaluated for adequacy. For example, the current standard of one off-street parking space for a single-family residential unit, including units in multifamily dwellings, should be evaluated for adequacy.

**Implementation Measure C-3.1.2:** In order to provide additional parking in downtown Dunsmuir to serve the commercial, professional, government and tourist needs, the City, in conjunction with downtown businesses, should provide additional parking through a parking district or some other financial partnership.

**Implementation Measure C-3.1.3:** The Municipal Code should be amended to require the construction of off-street parking, when possible, whenever substantial improvements are made to existing residential or commercial development, when the amount of parking is nonconforming.

**GOAL C-4: - An attractive view of the City and surrounding environment along primary transportation routes.**

<p><b>Objective:</b> The landscape and townscape of Dunsmuir includes valuable scenic as well as historic qualities. The City wishes to protect and enhance the scenic qualities of the community in order to sustain its attractiveness as a place in which to live, support efforts to attract new businesses, and expand the community's appeal to visitors and tourists.</p>
<p><b>Policy C-4.1:</b> Maintain the attractiveness of Dunsmuir by protecting and, when practicable, enhancing the scenic qualities of the community along primary transportation routes, especially Interstate 5, Dunsmuir Avenue, and designated bikeways.</p>
<p><b>Implementation Measure C-4.1.1:</b> The City shall review highway and pathway routes that warrant protection of scenic as well as historic qualities and will consider appropriate measures for protection of those resources. Measures may include designation of scenic routes, zoning provisions to require special review of proposed architectural and landscape design, and other administrative actions to support the goal.</p>
<p><b>Implementation Measure C-4.1.2:</b> In reviewing project proposals, the City will consider potential project impacts on scenic qualities and will determine if conditions of approval or mitigation measures are needed to protect and enhance scenic resources.</p>
<p><b>Safety Element</b></p>
<p><b>GOAL S-1: - A city prepared for necessary action, including evacuation if needed, due to disasters including volcanic or seismic action, wildfires, or failure of Box Canyon Dam.</b></p>
<p><b>Objective:</b> Major disasters are usually beyond the ability of the City to prevent, yet it is important to be prepared to respond when emergencies occur. It is the City's objective to be well prepared for emergencies and, where possible, control the exposure of people to hazards in known hazardous areas.</p>
<p><b>Policy S-1.1:</b> The City shall take measures to minimize impacts to the City and its citizens should a natural disaster strike.</p>

**Implementation Measure S-1.1.1:** The City shall periodically review, and update as necessary, emergency plans that advise City staff, emergency services and residents on actions that should be taken in response to an emergency. These plans should be readily available for public distribution. Where practical, these plans should also be written to satisfy the requirements of a Local Hazard Mitigation Plan as mandated by the Governor’s Office of Emergency Services.

**Implementation Measure S-1.1.2:** If located within an area identified as subject to a specific hazard, the City shall not approve applications for uses that will house infirmed, non-ambulatory persons, seniors or children without adequate provisions to mitigate known hazards.

**GOAL S-2: - A city that has minimized, to the maximum extent feasible, potential impacts to structures as a result of flooding.**

**Objective:** Flooding occurs on a fairly regular basis on the Sacramento River and local tributary streams. It is the City’s objective to ensure that all development in flood prone areas is done in a manner that minimizes the potential for damage as a result of flooding.

**Policy S-2.1:** Development within identified flood-plains shall be controlled to reduce potential damage from floods.

**Implementation Measure S-2.1.1:** When relevant, the City shall deny proposed development that would have unacceptable exposure to flood hazards.

**Implementation Measure S-2.1.2:** The City will continue to apply the City’s Floodplain Management Ordinance to development of properties within the FEMA identified flood plain.

**Implementation Measure S-2.1.3:** The City will encourage residents within the floodplain to take all practical steps to flood-proof their dwellings, including the use of low interest loans and grants if such are available for this purpose.



**GOAL S-3: - A community protected from landslides.**

**Objective:** Due to steep hillsides and soil types in the Dunsmuir area, the potential for landslides exists. It is the City’s objective to protect its citizens from the potential impacts of landslides.

**Policy S-3.1:** Areas known to have slopes or soils that are prone to sliding should only be developed when all necessary steps are taken to protect life and property.

**Implementation Measure S-3.1.1:** Large hillside areas known to have soils prone to sliding should be protected with an open space or resource zone district having a development density of not greater than one dwelling unit per 20 acres.

**Implementation Measure S-3.1.2:** The City should review landslide prone areas in and around the City in order to update the landslide information that was referenced in the 1985 General Plan.

**Implementation Measure S-3.1.3:** The City should review the sites referenced in the 1985 General Plan, as well as any recently noted landslide-prone areas, and determine if these areas should and can be stabilized through plantings or other soil stabilization techniques.

**GOAL S-4: - A community protected from the hazards of wildfire.**

**Objective:** Areas within and adjacent to Dunsmuir are identified as wildfire hazard areas and are subject to potentially devastating fires. It is the City’s objective to reduce both the likelihood of wildfires and the impact of fires on the community should they occur.

**Policy S-4.1:** The City shall support programs to prevent and prepare for wildfires and will consider fire-related hazards in review of all project proposals.

**Implementation Measure S-4.1.1:** The City shall adopt and enforce standards similar to the “Fire Safe Regulations” outlined in Title 14 of the California Code of Regulations for all new development within the City.

<p><b>Implementation Measure S-4.1.2:</b> Where practical, emergency access to dwellings that are isolated due to steep, narrow dead-end roads should be improved. Development on vacant lots in such areas should be limited until basic safety standards have been satisfied.</p>
<p><b>Implementation Measure S-4.1.3:</b> The City shall not approve development proposals without ensuring adequate water storage and capacity for fire protection.</p>
<p><b>Implementation Measure S-4.1.4:</b> When appropriate, steps should be taken to provide a secondary fire station with basic equipment at or near the airport to serve both the airport and this most-northern area of the City.</p>
<p><b>Implementation Measure S-4.1.5:</b> The City shall take appropriate measures to support a well-trained, equipped and staffed volunteer fire department.</p>
<p style="text-align: center;"><b>GOAL S-5: - A city protected from potential hazardous material spills.</b></p>
<p><b>Objective:</b> With two major transportation routes and the daily transport of hazardous material through the City, it is likely that a hazardous material spill will affect the City at some point in its future. It is the City's objective to minimize both the potential for a hazardous materials spill and the resulting impacts should one occur.</p>
<p><b>Policy S-5.1:</b> In order to diminish the likelihood of future hazardous materials spills in the Upper Sacramento River Canyon, the City shall advocate its concerns with regard to rail and highway safety.</p>
<p><b>Implementation Measure S-5.1.1:</b> The City shall advocate for stricter laws governing rail safety in the Upper Sacramento River Canyon, especially in the Cantara Loop area. This may entail maintaining lines of communication with appropriate members of Congress and with regulatory agencies in an effort to amend the Federal Railroad Safety Act.</p>
<p><b>Implementation Measure S-5.1.2:</b> The City shall maintain an open dialogue with Caltrans and the California Highway Patrol to ensure that the City's concerns with regard to the transport of hazardous materials along Interstate 5 are adequately addressed by those agencies.</p>

<p><b>Policy S-5.2:</b> The City shall take all necessary steps to prepare for a hazardous materials spill, as well as protect its residents should one occur.</p>
<p><b>Implementation Measure S-5.2.1:</b> The City will identify the proper emergency contacts to notify in the case of hazardous materials spill and make this information readily available to City staff and emergency services personnel in order to facilitate a rapid response should the need arise.</p>
<p><b>Implementation Measure S-5.2.2:</b> The City will identify necessary steps to be taken in order to protect residents in the case of a hazardous materials spill, as well as be prepared to quickly implement these measures in the event of an accident.</p>
<p><b>Implementation Measure S-5.2.3:</b> The City shall work with the owner of the railroad, currently Union Pacific, and the California Highway Patrol to ensure that rapid notification of residents occurs in the event of a spill.</p>
<p><b>Implementation Measure S-5.2.4:</b> The City will continue to promote the training of, and the provision of appropriate protection gear for, local “first responders” who would respond to hazardous material spills in the Dunsmuir area.</p>
<p><b>Noise Element</b></p>
<p><b>GOAL N-1: - Citizens protected from unhealthy noise levels.</b></p>
<p><b>Objective:</b> Based on available data, most of Dunsmuir is affected by noise levels that exceed 65 Noise at this level is considered to be unhealthy. It is the City's desire to limit noise within existing developed areas as well as in areas that may accommodate future development.</p>
<p><b>Policy N-1.1:</b> The City shall take measures within its authority to protect residents and noise-sensitive land uses from high noise levels that would be detrimental to public health and comfort.</p>
<p><b>Implementation Measure N-1.1.1:</b> To the extent practical, new residential development and development of structures housing other sensitive receptors should take necessary steps to reduce the impact of existing and projected vehicular noise upon future occupants. This action should occur during City review of parcel maps, subdivisions, conditional use permits and other discretionary actions. Such development should meet the standards of Table 6-1.</p>

<p><b>Implementation Measure N-1.1.2:</b> The City shall adopt an ordinance that requires the implementation of noise reduction techniques on ministerial permits adjacent to sensitive receptors. The techniques used to reduce noise levels to 60 dB could include dual pane windows, air conditioning, increased insulation, solid fencing, earth berms, etc. The standards of Table 6-2 should apply.</p>
<p><b>Implementation Measure N-1.1.3:</b> The City should develop a noise monitoring program to identify areas in the community having the greatest noise impacts from Interstate 5, and to monitor changes in noise levels over a period of time.</p>
<p><b>Implementation Measure N-1.1.4:</b> The City should work with Caltrans to construct noise reduction barriers along Interstate 5 where traffic noise levels have the greatest impacts on residents of the City.</p>
<p><b>Implementation Measure N-1.1.5:</b> During project review of non-vehicular noise generating uses, the City shall require a reduction of noise to standards noted in Table 6-2 at the property line when adjacent uses may be sensitive receptors.</p>
<p><b>Implementation Measure N-1.1.6:</b> The City shall consider the potential effects of noise in consideration of all proposed general plan amendments or rezoning actions, with the intent to allow only those uses, when practical, that can meet the standards noted in Table 6-1 and Table 6-2.</p>
<p><b>Implementation Measure N-1.1.7:</b> All housing receiving CDBG grants for rehabilitation should include improvements to reduce noise to acceptable levels.</p>
<p><b>Implementation Measure N-1.1.8:</b> The City will continue to work with the Union Pacific Railroad to seek development of mitigation measures to reduce noise impacts through operational modifications or other measures, where possible.</p>
<p><b>Implementation Measure N-1.1.9:</b> Land use proposals in the vicinity of Mott Airport shall include consideration of noise impacts from the airport. Residential and other sensitive uses shall not be located in areas where noise levels exceed 60 dB.</p>
<p><b>Historic Preservation Element</b></p>
<p><b>GOAL HP-1: - A city rich with historic character and charm.</b></p>
<p><b>Objective:</b> It is the City's desire to preserve and enhance the historic character of Dunsmuir.</p>

<p><b>Policy HP-1.1:</b> The City shall designate, protect and enhance those historic structures, districts, neighborhoods and features that contribute most to the cultural heritage and architectural charm of Dunsmuir.</p>
<p><b>Implementation Measure HP-1.1.1:</b> The City will continue to enforce the general provisions of Municipal Code Chapter 17.28, Historic Preservation.</p>
<p><b>Implementation Measure HP-1.1.2:</b> The City shall consider the nomination and designation of additional buildings, sites and features for historic status.</p>
<p><b>Implementation Measure HP-1.1.3:</b> The City shall, when possible, utilize returns on Housing Rehabilitation loans to restore facades of buildings in the Historic District.</p>
<p><b>Policy HP-1.2:</b> In order to protect the historic character of the community, the City shall encourage the design of new structures in the</p>
<p><b>Implementation Measure HP-1.2.1:</b> The City will develop design guidelines for the exterior of new buildings in the vicinity of the Historic District to encourage respect for and architectural compatibility with the historic character of the community.</p>
<p><b>Policy HP-1.3:</b> The City shall develop strategic plans and seek funding opportunities to expand resources for the support of historic preservation.</p>
<p><b>Implementation Measure HP-1.3.1:</b> The City shall pursue grant funding to support its goals and policies for historic preservation.</p>
<p><b>Implementation Measure HP-1.3.2:</b> As funding becomes available, the City shall prepare historic preservation plans and design guidelines.</p>
<p><b>Implementation Measure HP-1.3.3:</b> To the extent that it is feasible, the City should develop incentives for private preservation activities, especially the restoration of historic building facades.</p>

**EXHIBIT C**  
**TO ATTACHMENT 1**  
**2023 Housing Element Annual Progress Report**  
**(See ATTACHMENT 2)**

**ATTACHMENT 2**  
**2023 Housing Element Annual Progress Report**

## 2023 DUNSMUIR Housing Element Annual Progress Report

### General Information

<b>First Name</b>	Blake	<b>Street Address</b>	5915 Dunsmuir Avenue	<b>Phone</b>	5302354822
<b>Last Name</b>	Michaelsen	<b>City</b>	Dunsmuir	<b>Email</b>	bmichaelsen@ci.dunsmuir.ca.us
<b>Title</b>	Finance Director	<b>Zip Code</b>	96025		

Comments: Include any additional information or explanation for the information provided in the following tables.



## 2023 DUNSMUIR Housing Element Annual Progress Report

**TABLE A - Housing Development Applications Submitted**

**Unit Information**

Project Identifier		Proposed Units Affordability by Household Incomes									
Current APN	Street Address	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Proposed Units by Project	Total Approved Units by Project	Total Disapproved Units by Project
059-050-550	Lot #3 Timber Dr.	0	0	0	0	0	0	1	1	1	0
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>

**Project Information**

Project Identifier					Unit Types				Density Bonus Applications			
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Date Application Submitted	Was Application Submitted Pursuant to SB 35 Streamlining?	Was a Density Bonus requested for this housing development?	Was a Density Bonus approved for this housing development?	Please indicate the status of the application	Notes
	059-050-550	Lot #3 Timber Dr.		n/a	SFD	Owner	06/01/2023	NONE	No	No	Approved	Approved 7/24/2023

## 2023 DUNSMUIR Housing Element Annual Progress Report

**TABLE A2 - Annual Building Activity Report Summary - New Construction**

**Entitlements**

Project Identifier			Affordability by Household Income - Entitlements								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units Issued Entitlements
059-050-550	Lot #3 Timber Dr.	n/a	0	0	0	0	0	0	0		0
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

**Building Permits**

Project Identifier			Affordability by Household Income - Building Permits								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
059-050-550	Lot #3 Timber Dr.	n/a	0	0	0	0	0	0	1	07/24/2023	1
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>		<b>1</b>

**Certificate of Occupancy**

Project Identifier			Affordability by Household Income - Certificate of Occupancy								
Current APN	Street Address	Local Jurisdiction Tracking ID	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness Date Issued	# of Units Issued Certificates of Occupancy or other forms of readiness
059-050-550	Lot #3 Timber Dr.	n/a	0	0	0	0	0	0	0		0
<b>Totals</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

Project Information																	
Project Identifier					Unit Types						Housing with Financial Assistance and/or Deed Restrictions		Demolished/Destroyed Units				
Prior APN	Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category	Tenure	Extremely Low Income Units	Was Project Approved using SB 35 Streamlining?	Infill Units?	Assistance Programs for each Development	Deed Restriction Type	Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Number of Demolished/Destroyed Units	Demolished or Destroyed Units?	Demolished or Destroyed Units Owner or Renter	Notes
	059-050-550	Lot #3 Timber Dr.		n/a	SFD	Owner	0	NONE	Y					0			

### Density Bonus

Project Identifier				Density Bonus			
Current APN	Street Address	Local Jurisdiction Tracking ID	Deed Restriction Type	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)

## 2023 DUNSMUIR Housing Element Annual Progress Report

**TABLE B - Regional Housing Needs Allocation Progress**

**Permitted Units Issued by Affordability**

Income Level	RHNA Allocation	Restrictions	Projection Period	Year 1 - 2023	Year 2 - 2024	Year 3 - 2025	Year 4 - 2026	Year 5 - 2027	Year 6 - 2028	Year 7 - 2029	Year 8 - 2030	Year 9 - 2031	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Very Low*	0	Deed restricted	0	0	0	0	0	0	0	0	0	0	0	0
		Non-Restricted	0	0	0	0	0	0	0	0	0	0		
Low	0	Deed restricted	0	0	0	0	0	0	0	0	0	0	1	0
		Non-Restricted	1	0	0	0	0	0	0	0	0	0		
Moderate	0	Deed restricted	0	0	0	0	0	0	0	0	0	0	0	0
		Non-Restricted	0	0	0	0	0	0	0	0	0	0		
Above Moderate	0		0	1	0	0	0	0	0	0	0	0	1	0
<b>Total Units</b>			<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	
<b>Total RHNA</b>	<b>0</b>	<b>Total Remaining Need for RHNA Period</b>											<b>0</b>	

**Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1)**

	Extremely Low-Income Need	Year 1 - 2023	Year 2 - 2024	Year 3 - 2025	Year 4 - 2026	Year 5 - 2027	Year 6 - 2028	Year 7 - 2029	Year 8 - 2030	Year 9 - 2031	Total Units to Date	Total Remaining ELI Need
Extremely Low-Income Units**	0	0	0	0	0	0	0	0	0	0	0	0

For the last year of the 5th cycle planning period, Table B will only include units that were permitted before the end date of the 5th cycle planning period.

For the first year of the 6th cycle planning period, Table B will only include units that were permitted since the start date of the 6th cycle planning period.

Projection Period units are included in a separate column.

\*Units serving extremely low-income households must be included in the very low-income permitted totals in order to be credited toward the RHNA.

\*\*Extremely low-income units determined pursuant to Government Code 65583(a)(1). Default value is half of the very low-income RHNA. May be overwritten.

**2023 DUNSMUIR Housing Element Annual Progress Report**

**TABLE C - Sites Identified or Rezoned to Accommodate Shortfall Housing Need**

**No Data Available**

## 2023 DUNSMUIR Housing Element Annual Progress Report

**TABLE D - Program Implementation Status**

Housing Programs Progress Report - Government Code Section 65583			
Program Description			
Name of Housing Element Program	Objective	Timeframe in H.E.	Status of Program Implementation
HE 1.1.1	As developers inquire locally about potential residential development projects, they will be advised of the need for affordable housing in the City, especially in the form of multifamily housing and innovative reuse of existing structures. At this initial inquiry, developers will be provided information on vacant land, underutilized properties, zoning, development standards, density bonuses, sewer and water availability, and the City's willingness to support applications to nonprofit housing sponsors for funding.	Ongoing	When developers inquire about housing projects, they are informed of the need for affordable housing, particularly multifamily housing. Unfortunately, inquiries are infrequent. This has been an issue throughout Siskiyou County where development costs typically do not provide for an adequate return on investment. Nevertheless, the City was able to attract one housing project in 2020. This was a tentative subdivision map to convert the historic Travelers Hotel, which sat vacant and unfit for occupancy for years, into a mixed use condominium project. When complete, the project will include 30 new dwelling units in the City's downtown. No affordability restrictions were adopted, however, affordability of the units has been encouraged and discussed with the developer. The 14 one-bedroom units will range in size from 596 to 839 square feet and the 16 two-bedroom units will range in size from 778 to 1,118 square feet. The variety of unit sizes suggests the project will ultimately accommodate a range of income groups.
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 possible, for affordable housing projects.	Evaluate fees annually; ongoing	The City did not raise its development impact fees in 2023.

HE 1.1.3	Upon submittal of residential development plans, the City will encourage and support those plans which include lower income housing in areas appropriate to the needs and desires of the population it would serve. "Encourage and support" as used herein means: Give priority to processing of affordable housing projects, taking them out of submittal sequence if necessary to receive an early hearing date; Consider spreading development fee costs over a 3-5 year payment period to help reduce initial impact, at time of project review; Provide density bonus or other concessions in accordance with Government Code Section 65915; Allow phasing of infrastructure whenever possible at time of project review; and Any other practical actions on the part of the City that will help keep development costs low and protect housing affordability.	Ongoing	The City remains supportive of affordable housing projects. Aside from the Travelers project, there have been no new residential development projects proposed or approved during the current planning period. As such, the City has not had an opportunity to encourage and support the development of affordable housing projects as much as it would liked. Permit streamlining and expedited processing remain available.
HE 1.1.4	In order to solicit assistance and support for lower-income housing, the City will contact nonprofit housing sponsors and governmental agencies that are capable of subsidizing lower-income housing.	Annually or as appropriate	There are no nonprofit housing sponsors that regularly operate in Siskiyou County. The nearest nonprofit housing sponsor is the Community Housing Improvement Program in Chico, but CHIP's projects are currently limited to Butte, Glenn, Tehama, Shasta, Sutter, Yuba and Colusa counties.
HE 1.2.1	Amend the Zoning Ordinance to provide individuals with disabilities reasonable accommodation in rules, land use and development policies, practices, and procedures that may be necessary to ensure equal access to housing. The City will also make information available about requesting reasonable accommodation with respect to zoning, land use, permit processing, fees or building codes.	Within six months of Housing Element adoption	The City was awarded a SB 2 Planning Grant to prepare a comprehensive zoning code update that includes reasonable accommodation procedures. On June 29, 2023, the Dunsmuir City Council adopted Ordinance 575, a comprehensive zoning code update that includes modern reasonable accommodation procedures codified in Chapter 17.124.
HE 1.2.2	In order to help meet the needs of extremely low-income persons and households, the City will prioritize funding and/or offer financial incentives or regulatory concessions to encourage the development of single-room occupancy units and/or other units affordable to the extremely low-income, such as supportive and multi-family units.	January 2016, apply for grant funding two times during the planning period	It is not clear whether grant funding was sought prior to 2019. No single-room occupancy units or other units affordable to extremely low-income households were created in 2023 or earlier in the planning period.



HE 1.2.3	The City will work with housing providers to ensure that special housing needs are addressed for extremely low-income households, seniors, large families, female-headed households, female-headed households with children, persons with disabilities and developmental disabilities, and homeless individuals and families. The City will seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. The City will promote market-rate and affordable housing sites, housing programs, and financial assistance available from the city, county, state, and federal governments. In addition, the City will seek funding under state and federal programs designated specifically for special needs groups such as seniors, persons with disabilities, and persons at risk for homelessness.	Seek funding at least two times during the planning period; all program components are ongoing	Again, it is not clear whether grant funding was sought prior to 2019. Since then, the City has continued to apply for grant funding as NOFAs are released. Nevertheless, the City has very limited staffing capacity with which to implement a program of this nature. In 2022 the City of Dunsmuir entered into an agreement with the County of Siskiyou to permanently delegate Dunsmuir's formula allocation of Permanent Local Housing Allocation funding to Siskiyou County. Siskiyou County allocated PLHA funding to construct a navigation center that is located in Yreka.
HE 1.3.1	Coinciding with the annual General Plan progress report, the City will update and review the inventory of vacant residential land in the city and amend zoning and land use designations, as necessary, to ensure an adequate supply of vacant land to accommodate the City's share of regional housing needs.	Annually	With only six new units developed during the current planning period, there have been few changes to the City's inventory of vacant land since adoption of the 5th cycle Housing Element. The City remains capable of accommodating its share of regional housing needs for the 2014-2022 planning period.
HE 2.1.1	Continue to review the effectiveness of the Zoning Ordinance and make revisions if it is found that provisions of the ordinance are creating unusual constraints on the affordability and availability of housing.	Every two years	The Zoning Ordinance was reviewed by planning staff with the finding that it does not pose a constraint on the affordability of housing, but that a comprehensive Zoning Ordinance update should be prepared to remove constraints on the development of housing. Accordingly, the City applied for and was awarded a SB 2 Planning Grant to update the Zoning Ordinance.
HE 2.1.2	The City, in its review of development proposals, should allow exceptions or revisions to City ordinances related to zoning, density, services, or other incentives based on the merits of the project, when it is the intent of the developer to provide affordable housing for local residents. This could include the use of CDBG funds to assist in the cost of public improvements.	As appropriate and ongoing	Variances and other exceptions will be considered whenever appropriate, but no development proposals for affordable housing have been received consistent with this program.

HE 3.1.1	Continue to inform residents of their rights under fair housing law by posting and maintaining notices at City Hall, in the hallway outside of the Council Chambers, and at the Dunsmuir Branch Library regarding the availability of a fair housing information and referral contact at City Hall. The notice will include the name and phone number of the contact person (i.e., the City Manager) and any other information deemed relevant by the City Council.	Ongoing	Notices are posted and maintained consistent with HE 3.1.1. There were no instances of housing discrimination reported to the City in 2023.
HE 4.1.1	With a goal of assisting seven households over the next five years, the City will continue to apply for Community Development Block Grant (CDBG) funding and apply for funding from Home Investment Partnerships Program (HOME) and CalHome programs. The Housing Rehabilitation Program shall be publicized through the development of informational material made available at City Hall, and the library.	2014–2019; apply for a new grant every two years	Again, it is not clear whether grant funding was sought prior to 2019. Since then, the City has continued to apply for grant funding as NOFAs are released. Information regarding the housing rehabilitation program is readily available at City Hall. Unfortunately, no homes were assisted in 2023 and it does not appear that any were assisted earlier in the planning period.
HE 4.1.2	Continue to require and support abatement of unsafe residential structures, giving property owners reasonable opportunities to correct deficiencies and offering incentives (such as financial assistance under the housing rehabilitation program) when available to support rehabilitation of unsafe structures.	As funding becomes available; continuous upon evidence of a hazard	The Fire Chief and Building Inspector review structures in need of abatement as appropriate. Where grant funding is available to assist with needed rehabilitation, the property owner is directed to the information available at City Hall.
HE 5.1.1	Provide information on currently available weatherization and energy conservation programs to residents of the city. The City will have information available for the public at the front counter of City Hall and will distribute information through an annual mailing.	Mailings annually; ongoing	The City makes this information readily available to the public at City Hall.
HE 5.1.2	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.	Ongoing	The City continues to enforce state requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects.

**2023 DUNSMUIR Housing Element Annual Progress Report**

**TABLE E - Commercial Development Bonus Approved pursuant to GC Section 65915.7**

**No Data Available**

## 2023 DUNSMUIR Housing Element Annual Progress Report

**TABLE F - Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(2)**

Affordability by Household Incomes (Units that <b>DO NOT</b> count towards RHNA)					
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
<b>Total Units by Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Affordability by Household Incomes (Units that <b>DO</b> count towards RHNA)					
Activity Type	Extremely Low-Income	Very Low-Income	Low-Income	Total Units	Description of Activity
Rehabilitation Activity	0	0	0	0	
Preservation of Units At-Risk	0	0	0	0	
Acquisition of Units	0	0	0	0	
Mobilehome Park Preservation	0	0	0	0	
<b>Total Units by Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**2023 DUNSMUIR Housing Element Annual Progress Report**

**TABLE G - Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of (CCR Title 25 6202)**

**No Data Available**

**2023 DUNSMUIR Housing Element Annual Progress Report**

**TABLE H - Locally Owned Surplus Sites (CCR Title 25 6202)**

**No Data Available**

## 2023 DUNSMUIR Housing Element Annual Progress Report

### LEAP Reporting (CCR Title 25 6202)

Total Award Amount	65,000.00				
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Public Outreach and Tribal Engagement	2,500.00	.00	Other (Please Specify in Notes)	None	Not yet started
Draft General Plan Update	46,500.00	.00	Other (Please Specify in Notes)	None	Not yet started
Draft Final General Plan	2,500.00	.00	Other (Please Specify in Notes)	None	Not yet started
Environmental Review	13,500.00	.00	Other (Please Specify in Notes)	None	Not yet started

**ATTACHMENT 3**  
**Draft Resolution 2024-02**



**RESOLUTION 2024-02**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR**  
**ACCEPTING THE 2023 GENERAL PLAN ANNUAL PROGRESS REPORT AND THE 2023**  
**HOUSING ELEMENT ANNUAL PROGRESS REPORT**  
**AND APPROVING TRANSMITTAL OF THE REPORTS TO**  
**THE GOVERNOR’S OFFICE OF PLANNING AND RESEARCH AND**  
**THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**WHEREAS**, California Government Code Section 65400 requires that all cities and counties annually report to their decision-making bodies regarding the status of the general plan and the progress in its implementation; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the progress in meeting the jurisdiction’s share of regional housing needs determined pursuant to Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3); and

**WHEREAS**, California Government Code Section 65400 further requires that the housing element portion of the annual report be prepared through the use of standards, forms, and definitions adopted by the California Department of Housing and Community Development; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the degree to which the general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a listing of sites rezoned to accommodate that portion of the city’s or county’s share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by Government Code Section 65583(c)(1) and Section 65584.09, as well as any additional sites that may have been required to be identified by Government Code Section 6586; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and

**WHEREAS**, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of applications submitted pursuant to Government Code Section 65913.4(a), the location and the total number of developments approved pursuant to Government Code Section 65913.4(b), the total number of building permits issued pursuant to Government Code Section 65913.4(b), and the total number of units including both rental housing

and for-sale housing by area median income category constructed using the process provided for in Government Code Section 65913.4(b); and

**WHEREAS**, the City Council of the City of Dunsmuir has received and reviewed such a report for 2023 that was prepared by planning staff; and

**WHEREAS**, the report must be accepted by the City Council prior to submission to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development on or before April 1 of each year; and

**WHEREAS**, the report was presented to the City Council on March 21, 2024.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council hereby accepts the 2023 General Plan Annual Progress Report and approves transmittal of the report to the Governor’s Office of Planning and Research and the California Department of Housing and Community Development.

**IT IS HEREBY CERTIFIED** that the foregoing Resolution 2024-02 was duly adopted on a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ at a regular meeting of the City of Dunsmuir City Council held on the 21<sup>st</sup> day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF DUNSMUIR CITY COUNCIL

\_\_\_\_\_  
Michael Clarno, Mayor

WITNESS, my hand and seal this 21st day of March 2024

\_\_\_\_\_  
Wendy Perkins, Deputy City Clerk



STAFF REPORT	
<b>RE:</b> Collection System project, award construction bid	<b>MEETING DATE:</b> 3/21/24
<b>SUBMITTED BY:</b> Blake Michaelsen, Finance Director	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL:**

Award construction contract and authorize city manager to execute documents needed for the Collection System project.

**BACKGROUND/DISCUSSION:**

The City has been working on a Collection System Improvement project and is receiving grant funding for this project. See letter from Pace for more details, but in short, bid came in over grant amount so city will go back to granting agency to ask to match the bid amount or remove aspects of the project. Bids were opened on 3/15/24. Cox & Cox is the lowest qualified bidder.

**OPTIONS:**

Award contract to winning bid, or provide other 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 Fund  Sewer Fund  Other:

**Comments:**

**SUGGESTED MOTIONS:**

Motion to award bid to Cox & Cox and authorize City Manager to execute documents

- Attachments:** Recommendation of award
- Bid summary sheet
- Notice of award for City to sign



March 12, 2024

204.73

Dustin Rief  
City Manager  
City of Dunsmuir  
5915 Dunsmuir Avenue  
Dunsmuir, CA 96025  
drief@ci.dunsmuir.ca.us

Dear Dustin,

Subject: RECOMMENDATION OF AWARD  
COLLECTION SYSTEM IMPROVEMENT PROJECT

The bid opening for the subject project was held on March 8, 2024. PACE Engineering, Inc. (PACE) has reviewed the Bids received, and enclosed is the Bid Summary.

The low bidder on this project is Cox and Cox Construction, Inc., Redding, California, with a total bid of \$8,006,915. Our records indicate the lowest bid is outside the CWSRF grant amount of \$6,154,000. Since this project has been in the CWSRF planning and construction funding process since 2016, the project manager with CWSRF has indicated a potential increase to the construction grant amount to cover the inflationary cost increases. While there is no guarantee of additional funding, we recommend requesting the additional funds. If no or only a partial increase in funding is approved, the bid documents have four deductive items included as part of the \$8,006,915 bid that can be removed or adjusted to meet the approved funding level. PACE has examined the low bidder's Proposal and find it to be correct and acceptable. Therefore, it is recommended the City of Dunsmuir award the Contract to Cox and Cox Construction, Inc., contingent upon the CWSRF approval letter with increased construction funding.

Once the CWSRF approval letter is received, please sign and date the attached Notice of Award and scan and email to PACE. We will convey the Notice of Award to the Contractor, together with the Contract, the Agreement, and Bond forms. Instructions will be included for the Contractor to sign and complete the necessary documents and return them to PACE for review. PACE will then forward them to the City of Dunsmuir for signature, which will constitute execution of the Contract.

Sincerely,

Keith P. Krantz  
Project Manager

**Enclosures**

M:\Jobs\0204\0204.73 CWSRF Collection Construction Project\15 Bidding-Award\07 Award\Recommendation of Award - Ltr.docx



PACE Engineering, Inc.  
5155 Venture Parkway  
Redding, CA 96002

## CITY OF DUNSMUIR COLLECTION SYSTEM IMPROVEMENT PROJECT

3/8/2024  
Job No: 204.73

Collection System Improvement Project				Cox & Cox	Site Work Solutions	Timberworks/Shasta Services Inc.	RTA Construction, Inc.	SnL Group
Item No.	Item Description	Quantity	Unit	Bid Amount	Bid Amount	Bid Amount	Bid Amount	Bid Amount
1	Trench Sheeting, Shoring, and Bracing, complete	1	LS	\$340,185.00	\$47,282.47	\$73,750.00	\$180,000.00	\$75,000.00
2	Materials on Hand (not including any deductive items)	1	LS	\$0.00	\$623,000.00	\$869,000.00	\$500,000.00	\$890,000.00
3	Sheets P1.0 through P1.4, complete	1	LS	\$1,248,382.00	\$1,151,901.11	\$1,956,000.00	\$1,700,000.00	\$1,570,500.00
4	Sheets P2.0, P2.0A, and P2.1, complete	1	LS	\$608,454.00	\$480,156.82	\$657,646.00	\$1,100,000.00	\$1,210,300.00
5	Sheets P3.0 through P3.5, complete	1	LS	\$1,909,669.00	\$1,363,511.33	\$2,000,325.00	\$2,300,000.00	\$1,430,000.00
6	Sheets P4.0, P4.1, and P4.2, complete	1	LS	\$703,220.00	\$584,855.46	\$737,940.00	\$900,000.00	\$695,500.00
7	Sheets K1 through K5, complete	1	LS	\$804,935.00	\$843,020.68	\$601,415.00	\$1,100,000.00	\$800,000.00
8	Sheets R1.0 through R4.1 (replacement of identified SS mains, installation of cleanouts, rehab or replacement of manholes, and identification of spot repairs), complete	1	LS	\$487,271.00	\$677,354.88	\$1,194,280.00	\$1,000,000.00	\$1,460,500.00
<b>TOTAL BASE BID (ITEMS 1-8):</b>				<b>\$6,102,116.00</b>	<b>\$5,771,082.75</b>	<b>\$8,090,356.00</b>	<b>\$8,780,000.00</b>	<b>\$8,131,800.00</b>
<b>DEDUCTIVE ITEMS</b>				\$6,101,576.00	Contractor Math Error, Correct Total Above			
9	Sheets E1.0 through E5.0 and I1.0 through I4.0, complete	1	LS	\$125,000.00	\$117,084.88	\$106,420.00	\$125,000.00	\$105,000.00
10	Sheets R5.0 - All CIPP lining and rodhole installation, complete	1	LS	\$651,706.00	\$1,228,259.30	\$577,406.00	\$650,000.00	\$858,000.00
11	Sheets R1.0 through R4.1 (SS lateral replacement only), complete	1	LS	\$605,293.00	\$787,938.34	\$624,825.00	\$250,000.00	\$1,192,200.00
12	Sheets R1.0 through R4.1 (CIPP lining the SS mains), complete	1	LS	\$522,800.00	\$557,853.90	\$578,184.00	\$550,000.00	\$641,000.00
<b>TOTAL BASE BID PLUS DEDUCTIVE ITEMS (Total of Bid Items 1-12):</b>				<b>\$8,006,915.00</b>	<b>\$8,462,219.17</b>	<b>\$9,977,191.00</b>	<b>\$10,355,000.00</b>	<b>\$10,928,000.00</b>
Contractor's Sum, Correct Value Above				\$8,006,375.00				

**NOTICE OF AWARD**

Owner:	City of Dunsmuir	Owner's Project No.:	N/A
Engineer:	PACE Engineering, Inc.	Engineer's Project No.:	204.73
Project:	Collection System Improvement Project		
Contract Name:	Collection System Improvement Project		
Bidder:	Cox and Cox Construction, Inc.		
Bidder's Address:	8837 Airport Rd., Ste A, Redding, CA 96002		

You are notified that Owner has accepted your Bid dated **March 8, 2024** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

City of Dunsmuir Collection System Improvement Project

The Contract Price of the awarded Contract is **\$8,006,915**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Three unexecuted counterparts of the Agreement accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner three counterparts of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. California Air Resources Board (CARB) In-Use Off-Road Diesel-Fueled Fleets Regulation valid Certificate of Reported Compliance for all vehicles, including subcontractor vehicles, selected for this project that is subject to this regulation.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: City of Dunsmuir

By *(signature)*: \_\_\_\_\_

Name *(printed)*: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Copy: Engineer



<b>STAFF REPORT</b>	
<b>RE:</b> Public Works Shop relocation budget amendment	<b>MEETING DATE:</b> 3/21/2024
<b>SUBMITTED BY:</b> Blake Michaelsen, Finance Director	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

**WHAT IS BEING ASKED OF THE CITY COUNCIL:**

Approve the budget amendment increasing the budget for the public works shop relocation up by \$30,000. From \$175,000 to \$205,000

**BACKGROUND/DISCUSSION:**

The City is building a new public works shop. The original budget allocated \$100,000. At the 7/20/23 city council meeting, council approved a Pace Engineering task order for \$156,600 for design and surveying services. This budget amendment will amend the budget to cover the Pace task and provide \$18,400 additional for further 23.24 expenditures. This amendment (3.21.24) will cover engineering work to get building plans and bid documents prepared in preparation to find financing for the project. Staff has met with multiple financing entities and is preparing to move forward.

**OPTIONS:**

Approve, modify, or decide not to proceed with budget amendment

**FISCAL IMPACT:**

None  Yes Budgeted Item?  Yes  No

Budget Adjustment Needed?  Yes  No If yes, amount of appropriation increase: \$30,000

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

**Comments:** 10-514-8250.01

**SUGGESTED MOTIONS:** Motion to amend budget line item 10-514-8250.01 to \$205,000

**Attachments:**