

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

**April 18th , 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**
- 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** – of April 4<sup>th</sup>, 2024
- 8. CONSENT AGENDA:**
  - A. Check Register: 3/30-4/12
- 9. PUBLIC HEARING:**
- 10. OLD BUSINESS –**
  - A. Housing Element Update Resolution 2024-04
  - B. Kosmont Downtown Revitalization Strategy
- 11. NEW BUSINESS**
  - A. Resolution 2024-05 Authorizing Placement of Outstanding Utility Accounts on County Tax Roll
- 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.**

### **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

**CITY OF DUNSMUIR**  
**CITY COUNCIL MEETING MINUTES**  
**April 4<sup>th</sup>, 2024**

**CALL TO ORDER AND FLAG SALUTE:**

Meeting was called to order @ 6 pm by Mayor Clarno

**ROLL CALL:**

Council members present: Lucchesi, Keisler, Clarno

Absent: Deutsch, Bryan

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

**SPECIAL PRESENTATIONS AND ANNOUNCEMENTS**

**PUBLIC COMMENT**

Open at 6:02 p.m.

Peter Arth wanted to talk about leadership and the agendas that we're likely to see in the next few months. Thinks leadership skills are important if you're a local elected official. Economic development needs strong leadership. Disappointed that downtown revitalization strategy isn't on the agenda. Wants mayor to put historic district oversight on agenda as requested. Where is the city's leadership on the development of the historic California theatre. Where's the city's leadership on development of affordable housing?

Bailey – Doesn't think something is fair here.

**COUNCIL AND STAFF COMMENTS**

**Rief – Door at city hall is ready for pick up. Ready next week. Library roof is scheduled for next week.** Dogwood trees are ready to plant (replacing those that need to be removed from UP property) UP has taken down the house that was located on the east side of Sacramento Street, as well as some old utility poles, refined estimate on public works shop. Working on progress of transition of services to Recreation and Park soon to be "Parks and Trails".

**Keisler –** Wants to clarify things about the check register, that it's available to the public and that's why it's in each agenda packet. Promotes his golf tournament end of April. Wants to put a plaque up at the park for Dale Faulkner who worked at the Recreation and Park district for 13 years, driving from McCloud.

**COMMITTEE REPORTS -None**

**APPROVAL OF MINUTES**

- A. Special Meeting Minutes of 3/5/24
- B. Regular Meeting Minutes of 3/21/24

Motion to approve special meeting minutes of 3/5 by Keisler , 2nd by Lucchesi

Motion to approve regular meeting minutes of 3/21 by Keisler 2<sup>nd</sup> by Lucchesi

All in favor

**CONSENT AGENDA**

Check Register 3/16-3/29/24

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

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

**PUBLIC HEARINGS: NONE**

**OLD BUSINESS:**

**A. RFP of On-Call Planning Services**

City Manager Rief goes over the staff report and recommends approval. Interim is doing a good job but wants to put it out to RFP to make it fair to all.

Council Discussion. Precision Civil out of Fresno is the current on-call Planning Services, PlanWest was just working the Housing Element portion.  
Public comment open at 6:17 p.m.

Motion by Lucchesi 2<sup>nd</sup> by Keisler to approve the RFP for publication for On-Call Planning Services

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

**NEW BUSINESS:**

**A. RFP for HR Consultant**

City Manager Rief goes over the item, this item was at the request of the council following the latest employee termination process.

Public comment open at 6:16 p.m.

Spagnolo – Ask some questions about the hiring of a human resource consultant and who this person is for?  
Bailey – We just went through a whole housing update that we’re giving to the state. Is concerned about the consulting services for human resources. Reminds that there are just two members of staff responsible for carrying out the housing element task, city manager and planner.

Staff comments:

Consultant may handle: Payroll , review of annual performance review process, handling tracking and reporting of employee performance issues, etc.

Motion by Lucchesi 2<sup>nd</sup> by Keisler to approve publication of Human Resources Consultant RFP

All in favor

AYES: Lucchesi, Keisler, Clarno

NOES: None

ABSENT: Deutsch, Bryan

ABSTAIN: None

**B. SB1 Road Maintenance and Rehabilitation Account Funding- Resolution #. 2024-03 to Adopt a Project list to Receive SB1 funding in FY 2024/2025.**

City Manager Rief introduces the item. Public Works Director has reviewed and approves of the project list shown in the resolution. He wants lighted flashing crosswalk signs for Florence Loop and Hedge Creek, these are projects we'd like to also complete with this money.

Public comment open at 6:32

Spagnolo. Has a compliment of Dennis Dellabona, thanks him for the replacement of the guard rail on Butterfly Ave.

Motion by Lucchesi 2<sup>nd</sup> by Keisler to adopt Resolution 2024-03 a project list to receive SB1 funding (Road Repair and Accountability Act) in FY 2024/2025.

Roll Call Vote :AYES: Lucchesi, Keisler, Clarno

NOES: None

ABSENT: Deutsch, Bryan

ABSTAIN: None

**FUTURE AGENDA ITEMS**

- **Fireworks Ordinance**
- **Historic Commission Reformation and/or Review**
- **Cannabis Ordinance**
- **Land Acknowledgement**
- **Special Event Ordinance**

- **Snow Removal Policy**
- **Public Works Building Bid Documents**
- **Library – (County is no longer funding the Library much)**
- **QR codes and Landing Page for Downtown WiFi**
- **Plan for Special Historic District**
- **Plaque for Dale Faulkner at City Park**

**ADJOURNMENT @ 6:36 p.m.**

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**Mayor Clarno**

**ATTEST:**

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**Deputy City Clerk Perkins**

# Check Register Report

Date: 04/10/2024

Time: 2:55 pm

Page: 1

City of Dunsmuir

BANK: U.S. BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>U.S. BANK Checks</b>								
58797	04/12/2024	Printed			514	ADVANCED INFOSYSTEMS	April 1st utility billing	947.85
58798	04/12/2024	Printed			9885	ANTHONY CATLETT	back hoe flat repair	114.30
58799	04/12/2024	Printed			1910	AT&T	Alarm phones for pump stations	176.17
58800	04/12/2024	Printed			10793	BIG VALLEY SANITATION	Amtrak porta potty March 2024	234.00
58801	04/12/2024	Printed			10360	C. PISTORIUS REFRIGERATION	Ice machine cleaning FD	350.00
58802	04/12/2024	Printed			99016	CALIFORNIA BLDG STANDARDS	Jan-March 2024	35.10
						COMM		
58803	04/12/2024	Printed			5325	REBECCA CATLETT	city cleaning March/April	132.00
58804	04/12/2024	Printed			9820	CITY OF DUNSMUIR	i-5 lift station water	566.28
58805	04/12/2024	Printed			6325	CLEMENS WASTE REMOVAL	weight dump fees March 2024	6,294.80
58806	04/12/2024	Printed			10866	DEAN LAW FIRM, INC	CTYDU-02 City Vs Lanier	180.64
58807	04/12/2024	Printed			10211	DEPARTMENT OF JUSTICE	fingerprint APPS, FBI	49.00
58808	04/12/2024	Printed			8600	DEPT OF CONSERVATION	SMITS Jan-Mar2024	101.63
58809	04/12/2024	Printed			10149	DIVISION OF THE STATE	Jan-March 2024 DSA 786	7.80
						ARCHITECT		
58810	04/12/2024	Printed			9850	DUNSMUIR TRUE VALUE	March Hardware 2024	412.16
58811	04/12/2024	Printed			12122	EMERGENCY MEDICAL PRODUCTS, INC	microflex supreno nitriel glove	165.08
58812	04/12/2024	Printed			9303	FASTENAL COMPANY	14" obsidian wall clock	610.35
58813	04/12/2024	Printed			5219	FERGUSON ENTERPRISES INC, 1423	8" MJ CAP, So. Francis street	30,267.17
58814	04/12/2024	Printed			10657	GRIMM, GREG	grade 3 wwtp operator March24	3,780.00
58815	04/12/2024	Printed			19730	HYDRAULIC CONTROLS	poly seal, environmental fees	588.38
58816	04/12/2024	Printed			25317	KENNY & NORINE	Appeal Hearing Wilson	4,152.30
58817	04/12/2024	Printed			31212	MANFREDI'S DEPOT	Fire Department Fuel March24	1,015.98
58818	04/12/2024	Printed			33130	MT SHASTA CITY	fingerprint roll Library vol.	25.00
58819	04/12/2024	Printed			47520	NAPA	napagold oil filter, fuel filt	94.30
58820	04/12/2024	Printed			10753	PACE ANALYTICAL SERVICES, LLC	ww weekly test 24C0720	4,713.78
58821	04/12/2024	Printed			39005	PACE ENGINEERING, INC.	New PW shop 0204.74	4,890.00
58822	04/12/2024	Printed			39015	PACIFIC POWER	63601721-001 5 City electric	10,095.28
58823	04/12/2024	Printed			10162	PETTY CASH	misc supply petty cash	65.73
58824	04/12/2024	Printed			10491	CHARLES W PILLON	audit YE6.30.23	6,650.00
58825	04/12/2024	Printed			10616	RENTAL GUYS	snowblower 84" attachment rent	2,369.80
58826	04/12/2024	Printed			24858	SHASTA COUNTY	CUPA ID45-000-001098	461.40
58827	04/12/2024	Printed			10074	SHASTA COUNTY AQMD	Permit Renewal 14-PO-01	20.00
58828	04/12/2024	Printed			10677	SHASTA VALLEY PEST CONTROL	pest control April 2024	200.00
58829	04/12/2024	Printed			47659	SISKIYOU COUNTY EDC	Oct-Dec 2023 TOT collection	12,770.23
58830	04/12/2024	Printed			47631	SISKIYOU FIRE EQUIPMENT	annual fire extinguisher servc	570.16
58831	04/12/2024	Printed			9918	SISKIYOU MEDIA COUNCIL	March 7th and 21st meetings	500.00
58832	04/12/2024	Printed			47669	SISKIYOU OPPORTUNITY CENTER	Blue bag program March 2024	594.60
58833	04/12/2024	Printed			47676	SMITH BUILDING SERVICES, LLC	Building services Feb 7th	4,081.07
58834	04/12/2024	Printed			57228	SOLANO'S CONTRACTOR	custom hinged door with glass	1,608.97
58835	04/12/2024	Printed			53806	USA BLUE BOOK, INC	north organic vapor acid gas	335.85
58836	04/12/2024	Printed			10731	VYVE	internet service WWTP	111.09
58837	04/12/2024	Printed			10731	VYVE	internet service city wide,	2,170.65
58838	04/12/2024	Printed			60005	YREKA TRANSFER COMPANY	dump and return PW dumpster	2,123.80

**Total Checks: 42**

**Checks Total (excluding void checks):**

**104,632.70**

**Total Payments: 42**

**Bank Total (excluding void checks):**

**104,632.70**

**Total Payments: 42**

**Grand Total (excluding void checks):**

**104,632.70**



**CITY OF DUNSMUIR**  
**STAFF REPORT TO CITY COUNCIL**  
Meeting of April 18, 2024

**HOUSING ELEMENT UPDATE**

**PROJECT SUMMARY:** The project is review and adoption of the revised draft 6th Cycle Housing Element (2023-2031), which was amended to respond to comments from the California Department of Housing and Community Development (HCD), comply with state housing law, and obtain state certification.

**STAFF RECOMMENDATION:**

1. Make the finding that the project would not have a significant effect on the environment and is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines; and
2. Approve Resolution 2024-04, A Resolution of the City Council of the City of Dunsmuir Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

**ENVIRONMENTAL:** Exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

**ATTACHMENTS:**

- A. Draft Resolution 2024-04, A Resolution of the City Council of the City of Dunsmuir Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments
- B. California Department of Housing and Community Development (HCD) findings letter dated March 4, 2024, and City Response Matrix
- C. Revised draft 6<sup>th</sup> Cycle Housing Element for the City of Dunsmuir – Available online at: <https://www.ci.dunsmuir.ca.us/planning-department> and at <https://www.siskiyou-housing.com/dunsmuir>
- D. Revised draft 6<sup>th</sup> Cycle Housing Element Chapter 2 – Goals, Policies and Housing Programs, and the revised draft AFFH Housing Action Plan (Table A-40) excerpted from Appendix A, section 7.0.

**PROJECT OVERVIEW**

This project consists of review and consideration of the revised draft 6<sup>th</sup> Cycle Housing Element (2023-2031). During the City Council’s regular meeting on November 16, 2023, the City Council authorized staff to submit the draft 2023-2031 Housing Element Update to California Department of Housing and Community Development (HCD) and provided staff direction regarding additional public outreach and revisions to be conducted during HCD’s 90-day review. Public hearings were conducted in October and November 2023, after which the City Council authorized the submission of the draft housing element to HCD. The Housing Element has been revised to respond to comments received from the California Department of Housing and Community Development (HCD) on March 4, 2024. Specifically, the City Council is being asked to review and consider the revised draft Housing Element and make findings that the amended Housing Element substantially complies with state housing element law, the proposed CEQA exemption pursuant to Section 15061(b)(3), and adopt the revised draft 6<sup>th</sup> Cycle Housing



Element. The City is currently working toward a deadline of April 30, 2024 to submit the adopted Housing Element to HCD for 60-day review, as required by state law.

### Housing Element Content

The Housing Element describes the community's housing needs and includes an analysis of constraints to housing production. The revised draft 2023-2031 Housing Element is available online and can be downloaded at <https://www.ci.dunsmuir.ca.us/planning-department> and at <https://www.siskiyou-housing.com/dunsmuir>. Printed copies of the document are available for review at Dunsmuir City Hall (located at 5902 Dunsmuir Ave., Dunsmuir).

The Housing Element is organized as indicated below. Housing element sections that were revised in response to HCD comment letter of March 4, 2024 are noted, with revisions shown in ~~strikeout~~ and underline. Additionally, **red text** indicates an addition or deletion and **green text** indicates that text was relocated from one location in the document to another. In the process of preparing the March 18, 2024 staff report, further edits to Appendix A, Appendix B, and Appendix C were made to add detail and supplement the analysis. These edits to Appendix A, Appendix B, and Appendix C are highlighted in **blue/turquoise**. None of the current programs in Chapter 2 of the draft Housing Element have been modified or deleted; nor have any new programs been added to Chapter 2.

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

- **Chapter 1, Introduction.** The Introduction summarizes the process of preparing the Housing Element, the State requirements relating to Housing Elements, public participation, General Plan consistency, previous Housing Element analysis, looking ahead and key definitions.

*Changes since last CC review: This chapter has been revised in response to HCD's comment to better explain how public comments were incorporated into the element. Additionally, local initiatives have been added based on public input. See below for further discussion.*

- **Chapter 2, Housing Goals, Policies and Programs.** This chapter contains the Goals, Policies and Implementation Programs necessary to measurably address housing needs, constraints to housing production, and contributing factors to fair housing.

*Changes since the last CC review: Programs in Chapter 2 have been revised in response to HCD's comments related to quantified objectives, housing needs, resources, and constraints, land use controls, and facilitating development of affordable housing, including for extremely low income households. Headers were added to programs to improve readability and navigation.*

- **Chapter 3, Previous Housing Element Analysis.** This chapter complies with California Government Code, Sec. 65588(a) requiring reporting on implementation and effectiveness of the previous Housing Element, particularly with respect to addressing housing demands of special needs populations.

*No changes since the last CC review.*

- **Appendix A, Assessment of Housing Needs and Fair Housing.** This appendix includes the Housing Element's assessment of the community's housing needs.

*Changes since last CC review: Appendix A has been revised in response to HCD comments regarding the need to incorporate local information and knowledge, including for housing conditions; additional analysis for contributing conditions to fair housing issues, specifically disparities in access to opportunity and disproportionate housing needs; estimation of number of extremely low income households, also additional housing needs and available housing*

resources, and governmental and nongovernmental constraints. Typos were corrected and other edits were made for clarification.

- **Appendix B, Housing Constraints.** This appendix complies with state housing element requirement for an analysis of governmental and non-governmental constraints that may constrain the ability of the private and public sectors to provide adequate housing that meets the needs of all economic segments of the community.

*Changes since last CC review: Typos were corrected and other edits were made for clarification. Development standards details; existing and proposed provisions for nonconforming lots; provisions for housing for persons with disabilities, reasonable accommodation, supportive housing developments, emergency shelters, mobile homes/manufactured Housing and mobile home parks; compliance with other state housing laws; local permit processing procedures, including CEQA and streamlining; and 2024 costs for installation of a manufactured home. Typos were corrected and other edits were made for clarification. The following analysis was added to demonstrate substantial compliance with state housing element law. Discussion was added regarding why residential development in Dunsmuir is not eligible for incentives provided by SB 35, SB 10, and SB 9, and by the City not subject to the Housing Crisis Act (SB 330).*

- **Appendix C, Analysis of Sites for RHNA and Emergency Shelters, and Opportunity Sites.** This appendix reports on progress on the 5th Cycle Regional Housing Needs Allocation, programmatic analysis of environmental constraints that may limit residential development, identification and analysis of site designated to meet Dunsmuir’s 6<sup>th</sup> cycle RHNA, lands available to meet Dunsmuir’s estimated need for emergency shelter, and land available and adequate to accommodate of housing types and for all income categories.

*Changes since last CC review: The sections of Appendix C were reordered and some of the section headers retitled for clarification; further analysis and data points were added for identified RHNA site to address HCD comments; further analysis and data points were added for opportunity sites to address HCD comments. Some inventory sites were relabeled as “opportunity sites” to align with HCD’s nomenclature. Also corrected typos and other edits for clarification.*

- **Appendix D.** Funding resources summary (no changes since last CC review).
- **Appendix E.** Glossary (no changes since last CC review).

## LOCAL INITIATES

The following local initiatives incorporate public input and are included in Housing Element Chapter 1, Section 3.2. This section is intended to capture other initiatives that could be pursued at the direction of the City Council and the City Manager as staff capacity and funding allows.

### Increase the supply of affordable housing.

- **Evaluate city-owned property** for the development of affordable housing by performing preliminary site assessments.
- Explore the development of an **ADU density bonus program**. It could one additional ADU for every ADU on the premises that is affordable to very low income, low income, and moderate income households for a period of not less than 15 years.
- **Adaptive Reuse:** Consider developing an AB 1490 inventory that identifies qualifying sites and buildings to increase participation by property owners and developers in the application of the State’s adaptive reuse provisions (AB 1490, 2023).

- Consider applying for **grant funding and low-interest loans** targeted for smaller builders and contractors to access funding for rehabilitation of existing units and to develop new housing affordable to moderate and lower income households.

**Short term rentals and second homes.**

- Maintain an active enforcement program to reduce unlicensed short-term rental operators from escaping transient occupancy tax (TOT) payments.
- Consider programs that would encourage longer-term rental of second homes.
- Consider establishing a housing vacancy tax to discourage vacant units.

**Other programs to improve housing conditions/supply.**

- Explore establishing a local or regional **housing trust fund** for the creation, rehabilitation, and preservation of affordable housing.
- **Offer trainings** on how to be a good landlord and how to be good tenant. Support existing community organizations that offer financial literacy training courses. Partner with existing community organizations to provide or sponsor homebuying classes.
- Consider a vote of Article XXXIV of the State Constitution (**Article 34**) to remove regulatory barriers for publicly-owned affordable rental housing should the November 2024 General Election Senate Constitutional Amendment 2 fail to pass.
- **Veteran's Housing:** The housing element includes programs to support veterans who are at-risk, low-income, experiencing homelessness, have a disability, or otherwise part of the special needs population. The City could supporting other local initiative to develop veteran housing.

**Improve opportunities for residents to increase their incomes and develop the local workforce.**

- In partnership with **local economic development** and community-based organizations, the City could support and collaborate to apply for grant funding to offer seed capital for microbusiness development.

**ENVIRONMENTAL REVIEW**

It is staff's opinion that the revised draft 6<sup>th</sup> Cycle Housing Element update is exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA Guidelines, which states "The activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." Therefore, prior to adoption of the Housing Element Update, the City should make the finding that "it can be seen with certainty that there is no possibility that adoption of the Housing Element Update may have a significant effect on the environment".

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

## PLANNING STAFF'S RECOMMENDATION

Staff recommends that the City Council consider the totality of the record before it, including all comments presented at the public hearing, and should the Commission determine that the project as proposed would not have a significant impact on the environment, staff recommends that the City Council:

- **Make** the finding that it can be seen with certainty that the revised draft Housing Element will not have a significant effect on the environment; and
- **Determine** that the revised draft Housing Element is exempt from the CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines; and
- **Adopt** Resolution 2024-04, A Resolution of the City Council of the City of Dunsmuir Adopting the 2023 Housing Element Update as Amended to Address HCD Comments.

## SUGGESTED MOTIONS

The suggested motions are to be made and moved in sequence, as follows:

- A. I move we make the finding that, on the basis of the entirety of the record before us, including comments received, the proposed project could not have a significant adverse effect on the environment and is exempt from CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines.
- B. I move that we adopt Resolution 2024-04, for the City Council Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

## ATTACHMENTS

- A. Resolution 2024-04, A Resolution of the City Council of the City of Dunsmuir Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments
- B. California Department of Housing and Community Development (HCD) findings letter dated March 4, 2024, and City Response Matrix
- C. Revised draft 6<sup>th</sup> Cycle Housing Element for the City of Dunsmuir: Available online at: <https://www.ci.dunsmuir.ca.us/planning-department> and at <https://www.siskiyou-housing.com/dunsmuir/>
- D. Revised draft 6<sup>th</sup> Cycle Housing Element Chapter 2 – Goals, Policies and Housing Programs and the City of Dunsmuir's AFFH Housing Action Plan (Table A-40) excerpted from Appendix A, section 7.0.

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**ATTACHMENT A**  
**DRAFT RESOLUTION 2024-04**

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**RESOLUTION 2024-04**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR ADOPTING THE**  
**2023-2031 HOUSING ELEMENT UPDATE AS AMENDED TO ADDRESS HCD COMMENTS**

**WHEREAS**, the City of Dunsmuir General Plan Housing Element for the 5<sup>th</sup> cycle planning period was adopted in 2014; and

**WHEREAS**, state housing element law (Government Code Sec. 65580 et seq.) requires that the City update the Housing Element every eight years; and

**WHEREAS**, the City prepared an update of the Housing Element for the 6<sup>th</sup> cycle planning period (2023-2031) that sets forth housing policies and programs to facilitate the preservation and development of housing; and

**WHEREAS**, Chapter 1 of the 6<sup>th</sup> cycle Housing Element update describes the public participation effort undertaken to update the Housing Element; and

**WHEREAS**, in accordance with Government Code Sec. 65585(b), the City posted the draft Housing Element online on September 18, 2023, and requested public comment for a 30-day review period, with the City subsequently extending the public review period until November 17, 2023; and

**WHEREAS**, on October 11, 2023, the Planning Commission conducted a duly noticed hearing to accept public comment and consider the draft Housing Element, and by unanimous vote adopted Resolution 23-06 and recommending the City Council adopt the 2023-2031 Housing Element; and

**WHEREAS**, on November 2 and 16, 2023, the City Council conducted a duly noticed hearing to accept public comment and consider the draft Housing Element. On November 16, 2023, the City Council authorized submittal of the 2023-2031 draft Housing Element to HCD; and

**WHEREAS**, following completion of the 10-business day period required by Government Code Sec. 65585(b)(1), the City's consultant Planwest Partners, Inc. transmitted the adopted 6<sup>th</sup> Cycle Housing Element to the California Department of Housing and Community Development (HCD) for review on December 5, 2023; and

**WHEREAS**, on March 4, 2024, HCD issued a letter with the Department's findings regarding the adopted Housing Element, which noted that the City's 6<sup>th</sup> Cycle Housing Element addresses most of the requirements of state housing element law but that amendments are needed for HCD to consider the Housing Element for certification; and

**WHEREAS**, the City considered HCD's findings and recommended amendments, and has incorporated draft revisions into the Housing Element to respond to HCD's comments and ensure the Housing Element will substantially comply with state housing element law once adopted; and

**WHEREAS**, on April 5, 2024, the City's consultant Planwest Partners, Inc. published the revised draft Housing Element update online at <https://www.siskiyou-housing.com/dunsmuir/>, and the City published the revised on its website at <https://www.ci.dunsmuir.ca.us/planning-department>, and both website postings invited public comment; and

**WHEREAS**, on April 10, 2024, the Planning Commission of the City of Dunsmuir held a duly noticed public hearing as prescribed by law to consider the draft 2023-2031 Housing Element Update; and

**WHEREAS**, after consideration of the staff report, all public testimony, and evidence presented at the public hearing, by unanimous vote the Planning Commission found the draft 2023-2031 Housing Element Update to be exempt from the CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines, and adopted Resolution PC-2024-05, A Resolution of the Planning Commission of the City of Dunsmuir Recommending the City Council Adopt the 2023-2031 Housing Element Update; and

**WHEREAS**, on April 18, 2024, the City Council conducted a duly noticed public hearing to accept public comment and consider the revised draft Housing Element update; and

**WHEREAS**, the City Council determined the revised draft Housing Element updated housing policies and programs consistent with state law; and

**WHEREAS**, the City Council further determined the revised draft Housing Element does not have the potential to cause a significant impact to the environment and is exempt from the CEQA pursuant to CEQA Guidelines Sec. 15061(b)(3), because it will not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, nor will it result in: any direct or indirect physical changes to the environment; any changes to the General Plan Land Use Map; modifications to General Plan land use designations, densities, or intensities, nor any changes to intensities or densities beyond those permitted by the General Plan, Zoning Code, and/or state law; and

**WHEREAS**, the City Council has found that the revised draft Housing Element, and the programs and housing action plan contained therein, take meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics consistent with the City's obligation to affirmatively further fair housing pursuant to Government Code Sec. 8899.50; and

**WHEREAS**, the City Council has found that the revised draft Housing Element is in the public interest because it provides the City with a mechanism to further social, economic, housing and other goals that have been adopted by the City Council and the State Legislature. The revised draft Housing Element will help the City achieve the following housing goals:

1. Provide adequate sites.
2. Ensure the availability of a variety of housing types and increase the affordability of housing.
3. Conserve, rehabilitate, and enhance the condition of the existing housing stock and residential neighborhoods.
4. Facilitate the provision of housing suited to persons with special needs.
5. Encourage and support the development of affordable housing.
6. Encourage sustainable housing development and energy conservation.
7. Promote equal and fair housing opportunities for all people.

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

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Dunsmuir:

1. Hold a public hearing in the manner prescribed by law; and
2. Determine that the revised draft Housing Element is exempt from the CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that it will not have a significant effect on the environment; and
3. As required by Government Code Sec. 65585(e), consider the findings made by HCD in the Department's letter to the City dated March 4, 2024, and find that the 6<sup>th</sup> Cycle Housing Element was amended to respond to HCD's findings, as set forth in Attachment C to the staff report for the City Council meeting of April 18, 2024, and to substantially comply with the requirements of state housing element law as interpreted by HCD; and

4. Adopt the revised draft Housing Element; and
5. In accordance with Government Code Sec. 65585(b)(1), direct the City Clerk or their designee to publish the Housing Element on the City's website and email a link to all individuals and organizations that have previously requested notices regarding the Housing Element at least seven (7) days prior to the Housing Element being resubmitted to HCD; and
6. Authorize city staff and the City's consultant Planwest Partners, Inc. to transmit the adopted Housing Element to HCD for review upon completion of the seven-day period prescribed by Government Code Section 65585(b)(1).

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

**IT IS HEREBY CERTIFIED** that the foregoing Resolution 2024-04 was duly adopted on a motion by Council Member \_\_\_\_\_ and seconded by Council Member \_\_\_\_\_ at a regular meeting of the City of Council held on the 18<sup>th</sup> day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF DUNSMUIR CITY COUNCIL

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

WITNESS, my hand and seal this 18<sup>th</sup> day of April 2024

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



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**ATTACHMENT B**  
**HCD FINDINGS LETTER and CITY RESPONSE MATRIX**

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

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



March 4, 2024

Dustin Reif, City Manager  
City of Dunsmuir  
5915 Dunsmuir Avenue  
Dunsmuir, CA 96025

Dear Dustin Reif:

**RE: City of Dunsmuir's 6<sup>th</sup> Cycle (2023-2031) Draft Housing Element**

Thank you for submitting the City of Dunsmuir's (City) draft housing element received for review on December 6, 2023 along with revisions received on February 27, 2024. The revisions were made available to the public for seven days prior to review by the California Department of Housing and Community Development (HCD). HCD is reporting the results of its review pursuant to Government Code section 65585.

The draft element, including revisions, addresses many statutory requirements; however, revisions will be necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq), as follows:

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2...shall include an assessment of fair housing in the jurisdiction. (Gov. Code, § 65583, subd. (c)(10)(A).)*

*Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)*

**Local Data and Knowledge and Other Relevant Factors:** With factors such as a smaller population and census tract extending well beyond the City limits, the state and federal data is influenced by demographic information beyond the City limits. For these and other reasons, the analysis of fair housing should particularly utilize local data and knowledge and other relevant factors to better understand any local patterns or differences or lack of differences from neighborhood to neighborhood. Local data and knowledge and other relevant factors should be used across all of the fair housing analysis components (e.g., segregation and integration, disparities in access to opportunity and

disproportionate housing needs). Examples of local data and knowledge include information from City officials (e.g., planners, code enforcement, civil engineers, local legislators), past surveys and assessments, infrastructure investments to inform capital improvement plans, data used for applications for funding, service providers, developers, school representatives, regional planners, service districts and other sources. For example, City officials and service providers could better inform any local patterns or differences in neighborhood conditions. Examples of other relevant factors include land use, zoning, development patterns, state and federal investment, physical or social barriers and access to schools (e.g., safe routes to school), community amenities, facilities and programs. For example, the element could discuss any differences between neighborhoods that might have been influenced by the highway. HCD will send an analysis guide to assist the City with this analysis.

Contributing Factors: Based on the outcome of a complete analysis, the element should reassess and prioritize contributing factors to fair housing issues and prioritize those factors and then formulate appropriate policies and programs.

Programs: As noted above, the element requires a complete affirmatively furthering fair housing (AFFH) analysis. Depending upon the results of that analysis, the City may need to revise or add programs. Goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have specific commitment, milestones, geographic targeting and metrics or numerical targets and, as appropriate, address housing mobility enhancement (housing choices and affordability across geographies), new housing choices and affordability in higher opportunity or income areas (throughout the City), place-based strategies for community preservation and revitalization, and displacement protection.

2. *Include an analysis of population and employment trends and documentation of projections and a quantification of the locality's existing and projected needs for all income levels, including extremely low-income households. (Gov. Code, § 65583, subd. (a)(1).)*

*Include an analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. (Gov. Code, § 65583, subd. (a)(2).)*

Extremely Low-Income (ELI) Households: While the element includes some basic information about ELI households, given the unique and disproportionate needs of ELI households, the element must include analysis to better formulate policies and programs. For example, the element could analyze trends, cost burden, overcrowding and other household characteristics then examine the effectiveness of policies and resources to determine gaps in housing needs. For additional information, see the Building Blocks at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks/extremely-low-income-housing-needs>.

Housing Conditions: While the element includes an estimate of housing conditions based on the age of the housing stock, some older housing stock may be well maintained and in good condition. The element should expand on this estimate and utilize local knowledge (e.g., City officials) to estimate the number of units in need of rehabilitation and replacement and add or modify programs, as appropriate.

3. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

*Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities... (Gov. Code, § 65583, subd. (c)(1).)*

Parcel Inventory: While the element identifies sites by various factors such as size, general plan designation, zoning and realistic capacity, it should also list sites by existing use and anticipated affordability (e.g., lower-income, moderate, above-moderate)

Availability of Infrastructure: The element generally discusses water and sewer capacity but should clarify whether sufficient total capacity is existing or planned to accommodate the regional housing need allocation (RHNA). Based on the outcomes of this analysis, the element should add or modify programs to address any identified constraints.

Environmental Constraints: While the element generally describes environmental conditions within the City, it should describe any other known constraints within the City that could impact housing development in the planning period. Examples of other conditions include shape, property conditions and easements.

Electronic Sites Inventory: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element. The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The City can reach out to HCD at [sitesinventory@hcd.ca.gov](mailto:sitesinventory@hcd.ca.gov) for technical assistance.

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

In addition, the element is not clear whether sites identified in prior planning periods are being utilized toward the lower income RHNA. The element should clarify whether sites were identified in one or two prior planning period. If sites were identified in prior planning periods, then the element should include a program to rezone and permit housing developments with 20 percent affordability by-right (without discretionary action) at appropriate densities pursuant to Government Code section 65583.2, subdivision (c).

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

*Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities... (Gov. Code, § 65583, subd. (c)(3).)*

Land Use Controls: The element must identify and analyze all relevant land use controls as potential constraints on housing cost, supply (number of units) and ability to achieve maximum densities. The element lists development standards but should also analyze those development standards. For example, the element could seek input from the development community or utilize a hypothetical project to demonstrate the appropriateness of land use controls. The analysis should specifically address heights for multifamily uses and clarify whether three story structures are allowed. Based on the outcomes of a complete analysis, the element should add or modify programs to mitigate or remove any identified constraints.

Local Processing and Permit Procedures: While the element includes information about processing times, it should also describe the procedures for a typical single family and multifamily development. The analysis should address the approval body, design review requirements, the number of public hearing if any, approval findings and any other relevant information. The analysis should address impacts on housing cost, supply, timing and approval certainty. For example, the element should identify and analyze approval findings for impacts on approval certainty, the presence of processes or guidelines to promote certainty and add or modify programs as appropriate.

Housing for Persons with Disabilities: The element briefly the new zoning ordinance describes the process for granting reasonable accommodation in zoning and land use. However, the element must describe its reasonable accommodation procedures, including the process and decision-making criteria such as approval findings and analyze any potential constraints on housing for persons with disabilities.

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

In addition, Program HE.4.2.2 (Group Homes) indicates that group homes for seven or more persons with state licensing will only be permitted in some residential zones and subject to a conditional use permit (CUP). The Program should address the CUP requirement as a constraint and clarify that group homes will be permitted in all zones (regardless of licensing) allowing residential uses similar to other residential uses of the same type in the same zone.

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

Program HE.2.1.1 (Outreach and Community Awareness): The Program should include proactive outreach to affordable housing developers to identify development opportunities at least every other year.

Program HE.2.3.1 (Density Bonus): The Program should include discrete timing for amending the density bonus ordinance. For example, the element could commit to amend the ordinance within six months of reporting needed amendments to the Planning Commission.

6. *Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. (Gov. Code, § 65583, subd. (b)(1 & 2).)*

While the element includes quantified objectives for new construction and rehabilitation by income group for extremely low-, very low-, low-, moderate- and above-moderate income, it must also include quantified objectives for conservation by income group. Examples of activities include weatherization, code enforcement, energy conservation, mobile home park preservation and fair housing education and enforcement.

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

The element describes the public participation effort, including various comments and input but should also discuss how that input was incorporated into the element.

The element will meet the statutory requirements of State Housing Element Law once it has been revised, adopted, submitted, and reviewed by HCD to comply with the above requirements pursuant to Government Code section 65585.

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

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if the City does not adopt a compliant housing element within 120 days of the statutory deadline (February 15, 2023), then any rezoning to make prior identified sites available or accommodate the RHNA shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c) and 65583.2, subdivision (c). Please be aware, if rezoning is necessary to make prior identified sites available, as described above, the element cannot be found in compliance until rezoning is complete since its been passed one year from the statutory deadline.

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

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

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

HCD appreciates the commitment and responsiveness provided during the course of our review. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Shawn Danino, of our staff, at [Shawn.Danino@hcd.ca.gov](mailto:Shawn.Danino@hcd.ca.gov).

Sincerely,



Paul McDougall  
Senior Program Manager



Section of HCD Letter and Topic/ Specific HCD Comment	Dunsmuir Response
<b>1. AFFH</b>	
Local Data and Knowledge and Other Relevant Factors	Local data and knowledge and other relevant factors to better understand any local patterns or differences or lack of differences from neighborhood to neighborhood was accomplished by additional consultation with City representatives, representatives of two local non-profits, Habitat for Humanity and Great Northern Corp., locating and reviewing information from the local schools, the regional transportation plan, etc.
Contributing Factors to Fair Housing Issues	Table A-39 identifies the contributing factors
Programs: Depending upon the results of that analysis, the City may need to revise or add programs.	Table A-39, to the Action Plan's Programs C and E were amended in response to the updated analysis. Program C focuses on improving the existing housing and adding new housing. Program E focuses on improving local economic development opportunities.
<b>2. Analysis of population and employment trends, documentation of projections and a quantification of the locality's existing and projected needs for all income levels, including extremely low-income households (ELI), and household characteristics.</b>	
Given the unique and disproportionate needs of ELI households, the element must include analysis to better formulate policies and programs.	
Cost Burden	Appendix A, Section 6.4: information and analysis added.
Overcrowding	Appendix A, Section 3.2: information and analysis added
Effectiveness of policies and resources to determine gaps in housing needs	Analysis added to Appendix A
Housing Conditions: Include analysis of the condition of the existing housing stock and estimate the number of units in need of rehabilitation and replacement.	The requested analysis is provided in the aforementioned sections and pages of Appendix A.
<b>3. Inventory of land available and suitable for residential development.</b>	
<p><u>Note:</u> This content is contained in Appendix C, and the sections of this appendix have been reorganized as follows:</p> <ul style="list-style-type: none"> <li>Section 1.0 – Progress on the 5th Cycle Regional Housing Needs Allocation: 2014 – 2019</li> <li>Section 2.0 – Environmental Constraints</li> <li>Section 3.0 – Etna's Identified Regional Housing Needs Allocation Site</li> <li>Section 4.0 – Sites identified to accommodate emergency shelters pursuant to AB 2339 (2022).</li> <li>Section 5.0 – Summary of Opportunity Sites</li> </ul> <p>The revisions to the content within the sections are shown in track changes but the reorganization is not because the scale of these track changes caused Microsoft Word to crash.</p>	

Section of HCD Letter and Topic/ Specific HCD Comment	Dunsmuir Response
<p>Parcel inventory: also list sites by anticipated affordability.</p> <p>Unclear whether sites identified in prior planning periods are being utilized toward the lower income RHNA. The element should clarify whether sites were identified in one or two prior planning period.</p>	<p>Section 3.0 of Appendix C identifies Dunsmuir’s <u>RHNA site</u> for the 6<sup>th</sup> cycle. The headers to both sections have been updated for clarification.</p> <p>Section 5.0 of Appendix C identifies Dunsmuir’s <u>opportunity sites</u>, and anticipated affordability has been added to Table C-4 which lists Dunsmuir’s opportunity sites.</p>
<p>Availability of infrastructure: clarify whether sufficient total capacity is existing or planned to accommodate the regional housing need allocation (RHNA).</p>	<p>Requested information added to Appendix C.</p>
<p>Environmental Constraints: While the element generally describes environmental conditions within the City, it should describe any other known constraints within the City that could impact housing development in the planning period. Examples of other conditions include shape, property conditions and easements.</p>	<p>Requested information added to Appendix C.</p>
<p>Electronic Sites Inventory</p>	<p>On December 5, 2023, the City submitted its electronic sites inventory form. On December 6, 2023, an HCD analyst acknowledged receipt of the e-inventory form, and indicated it had been uploaded to their system. The City will update the form if needed but will otherwise submit the form with the adopted Housing Element.</p>
<p>Programs: Based on the results of a complete sites inventory and analysis; the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.</p>	<p>The analysis in Appendix C, sections 3.0 and 5.0, demonstrates that Dunsmuir’s identified RHNA site meets the statutory requirements, and the City has an adequate supply of opportunity sites.</p>
<p><b>4. Analyze potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels. Address and, where appropriate and legally possible, remove governmental and nongovernmental constraints to the maintenance, improvement, and development of housing, including housing for all income levels and housing for persons with disabilities.</b></p>	

Section of HCD Letter and Topic/ Specific HCD Comment	Dunsmuir Response
<p>Land Use Controls: The element must identify and analyze all relevant land use controls as potential constraints on housing cost, supply (number of units) and ability to achieve maximum densities. The element lists development standards but should also analyze those development standards.</p> <p>The analysis should specifically address heights for multifamily uses and clarify whether three story structures are allowed.</p>	<p>Appendix B has been revised.</p>
<p>Local Processing and Permit Procedures: Describe the procedures for a typical single family and multifamily development. The analysis should address the approval body, design review requirements, the number of public hearings, if any, approval findings and any other relevant information. The analysis should address impacts on housing cost, supply, timing and approval certainty. For example, the element should identify and analyze approval findings for impacts on approval certainty, the presence of processes or guidelines to promote certainty and add or modify programs as appropriate.</p>	<p>Appendix B has been revised.</p>
<p>Housing for Persons with Disabilities: The element must describe its reasonable accommodation procedures, including the process and decision-making criteria such as approval findings and analyze any potential constraints on housing for persons with disabilities.</p>	<p>Appendix B has been revised</p>

Section of HCD Letter and Topic/ Specific HCD Comment	Dunsmuir Response
<p>Program HE.4.2.2 (Group Homes) indicates that group homes for seven or more persons with state licensing will only be permitted in some residential zones and subject to a conditional use permit (CUP). The Program should address the CUP requirement as a constraint and clarify that group homes will be permitted in all zones (regardless of licensing) allowing residential uses similar to other residential uses of the same type in the same zone.</p>	<p>Program HE.4.2.2 in Chapter 2 revised, and additional analysis has been added to Appendix B.</p>
<p><b>5. The Housing Element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households.</b></p>	
<p>Program HE.2.1.1 (Outreach and Community Awareness): The Program should include proactive outreach to affordable housing developers to identify development opportunities at least every other year.</p>	<p>Cited program in Chapter 2 revised as recommended</p>
<p>Program HE.2.3.1 (Density Bonus): The Program should include discrete timing for amending the density bonus ordinance. For example, the element could commit to amend the ordinance within six months of reporting needed amendments to the Planning Commission.</p>	<p>Cited program in Chapter 2 revised as recommended</p>
<p><b>6. Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved.</b></p>	
<p>Include quantified objectives for conservation by income group. Examples of activities include weatherization, code enforcement, energy conservation, mobile home park preservation.</p>	<p>Chapter 2, Table 2-2 (which is part of Policy 1.1) has been amended to included quantified objectives for conservation of housing by income group.</p>

Section of HCD Letter and Topic/ Specific HCD Comment	Dunsmuir Response
Include quantified objectives for conservation by income group... fair housing education and enforcement.	See Appendix A, Table A-39, City of Dunsmuir's AFFH Housing Action Plan, Action Plan Program A
<b>7. Public participation of all economic segments of the community in the development of the Housing Element, and the element shall describe this effort.</b>	
The element should discuss how that input was incorporated into the element.	Chapter 1 was amended to include this content.

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## ATTACHMENTS C and D

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- C. Revised Draft 6<sup>th</sup> Cycle Housing Element Update for the City of Dunsmuir: can be read in full and downloaded at: <https://www.ci.dunsmuir.ca.us/planning-department> and at <https://www.siskiyou-housing.com/dunsmuir>
- D. Chapter 2 – Goals, Policies and Housing Programs and the City of Dunsmuir’s AFFH Housing Action Plan (Table A-40) excerpted from Appendix A, section 7.0.

# Chapter 2 – Goals, Policies, and Housing Programs

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

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

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

## Required Program Components

To address the housing needs of all income levels in compliance with State housing element law, a jurisdiction must, at a minimum, identify a suite of programs that do all of the following:

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

For each program, the jurisdiction must identify a schedule of actions during the planning period, the agencies and officials responsible for implementation, and identification of funding sources to implement the program. Appropriate grant programs that will be applied can be identified as a funding source. The goals of Dunsmuir’s 2023-2031 Housing Element are itemized below. Within each goal there are associated policies and programs. Implementation of the policies and programs will facilitate achieving the Goal.

GOAL HE.1 - Provide Adequate Sites

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

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

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

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

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

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



Use of the California icon  below denotes Dunsmuir’s programs that fulfill a specific State housing law requirement. Table 2-1 below, lists the 12 programs that are intended to meet a State housing law mandate and is for quick reference. While there are programs that do not have the California icon, these programs are intended to meet one or more of the required program components discussed above. Also, some programs are included in response to public input received during meetings.

Table 2-1 Programs to Meet a Specific State Law Requirement			
HE-1.3.1	HE-2.1.1	HE-2.3.1	HE-4.2.2
HE-1.3.2	HE-2.2.1	HE-3.2.1	HE-7.1.1
HE-1.3.3	HE-2.2.2	HE-4.2.1	HE-7.1.2

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

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

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



In June 2023, the City of Dunsmuir adopted a comprehensive update of the Dunsmuir Municipal Code, Title 17, Zoning. One objective of this update was to eliminate constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3). The zoning code update addresses most of the previous barriers and constraints to housing, and inconsistencies with State housing law.

## Goal HE.1 – Provide Adequate Sites

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

### Policy HE.1.1

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

**Table 2-2  
Quantified Objectives, 2023-2031**

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	<u>21</u>	<u>21</u>	<u>12</u>	1	<u>20</u>	<u>67</u>
Rehabilitation†	<u>12</u>	<u>12</u>	<u>12</u>	<u>02</u>	00	<u>38</u>
Conservation*	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>12</u>
Totals	<b><u>36</u></b>	<b><u>36</u></b>	<b><u>36</u></b>	<b><u>16</u></b>	<b><u>02</u></b>	<b><u>1026</u></b>

† Means major repair of housing that substandard to make the unit safe, decent, and sanitary for human habitation, including replacement.

\* Conservation: as used herein means weatherization, code enforcement, energy conservation, mobilehome park preservation activities.

\*\* The City has not established an objective for preservation of affordable housing as there are no assisted housing developments or units in the City; therefore, there is no risk of conversion during the planning period

### Policy HE.1.2

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

### Policy HE.1.3

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

**Program HE.1.3.1 Provide Adequate Sites and No Net Loss Compliance** 

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

**Administration:** Planning Department, City Manager

**Funding:** Application fee, General Fund

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

**Program HE.1.3.2 Monitor Availability of Sites**  **(was Program HE-1.3.1)**

Every year, as part of the annual Housing Element review, the City shall review the vacant land inventory with the objective of ensuring the City can accommodate a variety of housing types for all income levels. If a deficiency is projected to occur, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use.

**Administration:** Planning Department, City Manager

**Funding:** General Fund

**Timing:** Annually.

**Policy HE.1.4**

It shall be the policy of the city of Dunsmuir to grant priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households, in compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7, at all times for the duration of the 2023-2031 housing element planning period.

**Program HE.1.4.1 Procedures for Water and Sewer Connections** 

In compliance with State law, i.e., subparagraph (b) of Government Code Section 65589.7, the City shall establish written policies and procedures that grant priority for water and sewer to proposed development that includes housing affordable to lower-income households.

**Administration:** Department of Public Works and City Manager

**Funding:** General Fund

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

**Policy HE.1.5**

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

### **Program HE.1.5.1**    **Monitor Availability of Public Infrastructure for Areas Outside Existing Service Area**

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

**Administration:** City Manager

**Funding:** To be determined.

**Timing:** As opportunities are recognized.

## **Goal HE.2 – Ensure the Availability of a Variety of Housing Types**

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

### **Policy HE.2.1**

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

#### **Program HE.2.1.1**    **Promote the City's Housing Programs to Residents**

The City will improve community awareness and support for the City's housing programs citywide by publicly sharing information on the City's website about zoning ordinances, development standards, fees, exactions, surplus public lands, fair housing resources, reasonable accommodation procedures, and housing affordability requirements. The City will, proactively outreach to affordable housing developers in the region to identify development opportunities in the City, including opportunities for self-help housing (housing in which the eventual owner participates in its construction under the supervision of a building contractor). The City shall also encourage development of Accessory Dwelling Units (ADUs) and Junior ADUs (JADUs) by publishing information about ADUs and JADUs on the City's website. This program will be implemented consistent with the requirements of AB 1483 (2019). The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours (e.g., community events, farmer's markets; real estate industry workshops, and direct contact with developers and property owners) to improve the dissemination of information about the City's housing programs including affordable housing programs.

**Administration:** City Manager and Planning Department

**Funding:** General Fund

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

### **Policy HE.2.2**

The City shall ensure that its land use regulations are consistent with State law, and that planning and building entitlement and permit processes and procedures do not unnecessarily constrain the production of housing. The

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

### **Program HE.2.2.1 ADU Ordinance Update**

1) The City shall amend the Dunsmuir Zoning Ordinance for Accessory Dwelling Units and Junior Accessory Dwelling Units (J/ADUs), and other sections as applicable, to be consistent with State law. J/ADUs shall continue to be permitted in any residential or mixed-use zone by-right, as a ministerial action without discretionary review or a hearing, subject to objective standards. Residential or mixed-use zones shall be construed broadly to mean any zone where residential uses are permitted by-right or by conditional use. All standards and regulations, including procedures, shall be amended to be consistent with State law, and any written findings issued by HCD in accordance with Government Code Section 65852.2(h)(1). Should the California Department of Housing and Community (HCD) issue written findings concerning the City Dunsmuir's regulations for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) pursuant to Government Code Section 65852.2(h)(1), the City of Dunsmuir shall amend the Dunsmuir Municipal Code to address inconsistencies with State law and written findings issued by HCD.

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

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

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

**Funding:** General Fund

**Timing:** Initiate amendments within one year from adoption of the 2023-2031 Housing Element, and adopt amendments within two years from adoption of the 2023-2031 Housing Element; this timing shall be superseded ~~should hold~~—HCD issue written findings pursuant to Government Code Section 65852.2(h)(1), then within one year from the date of the letter or as required by HCD.

### **Program HE.2.2.2 Monitor Existing Fees and Possible Fee Reductions for Housing that is Affordable or Targets Special Populations (was Program HE 1.1.2)**

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

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

**Funding:** General Fund

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

### **Program HE.2.2.3 Prioritize Incentives for Housing that is Affordable and for Special Populations (was Program HE 1.2.2)**

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

**Administration:** Planning Department, City Manager

**Funding:** Grants, General Fund

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

### **Program HE.2.2.4 Provisions for Dwelling Groups**

To encourage a variety of housing types, the City shall amend the Zoning Code to permit dwelling groups by right in the R-3 and MU-1, and MU-2 zones.

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

**Funding:** General Fund

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

### **Program HE.2.2.5 Small Lot Consolidation**

To facilitate the development of J/ADUs, duplexes, and multifamily housing, the City will incentivize the consolidation of small lots by establishing written policy and procedures to grant fee reductions and waivers for parcel mergers when development of J/ADU, duplexes, and multifamily housing is proposed. The City's Nonconforming parcels provisions, section 17.84.060, shall remain in effect.

**Administration:** Planning Department and City Council

**Funding:** General Fund

**Timing:** Within one year of adoption of the Housing Element

## **Policy HE.2.3**

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

### **Program HE.2.3.1 Maintain and Promote Local Density Bonus Procedures**

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

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

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

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

**Funding:** General Fund

**Timing:** 1) As qualifying prospective projects are submitted; 2) within 30 days of adoption of amendments to the Title 17, of the Dunsmuir Municipal Code; and 3) As as part of the City’s annual housing element progress report, the City shall report to the Planning Commission any amendments to Government Codes Section 65915, and adopt amendments within six (6) months of reporting the needed amendments.

**Program HE.2.3.2**

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

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

~~Administration: Planning Department~~

~~Funding: General Fund~~

**Program HE.2.3.2 Reduce Parking Requirements for One-Bedroom Units in Multifamily Developments**

Amend the Zoning Ordinance to require a single parking space for each efficiency unit, studio apartment, one-bedroom unit in multifamily housing developments, and each single room occupancy unit.

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

**Funding:** General Fund

**Timing:** As part of the City’s Zoning Ordinance initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

**Goal HE.3 – Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.**

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

**Policy HE.3.1**

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

**Program HE.3.1.1**    **Use CDBG Housing Funds for Housing Conservation and Prioritize Funding for Residents with Special Needs** 

- 1) The City shall continue to encourage the construction of new housing and/or the rehabilitation of existing housing for residents with special needs by granting these persons and/or households priority in the City's CDBG housing rehabilitation program.
- 2) Continue to apply for CDBG funds, and as other appropriate funding becomes available, to assist homeowners with low interest loans and/or grants through the City's Housing Rehabilitation Program. With a goal of assisting 3 households over the next eight years, strive to preserve low- and moderate-income housing through implementation of the Housing Rehabilitation Program. Rehabilitation, energy conservation, and weatherization program information will be periodically updated by staff and disseminated to the public through annual mailings and handouts made available at City Hall, and the City's website. In order to reduce energy consumption in the City, require units to be rehabilitated with CDBG funds to include energy conservation features, such as dual-pane windows, insulation, caulking, and weather stripping. (was Program HE.4.1.2)

**Administration:** City Manager

**Funding:** CDGB/Revolving Loan Fund

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

**Program HE.3.1.2**    **Promote and Encourage Housing Conservation** 

- 1) The City shall relaunch its owner-occupied rehabilitation (OOR) program for income-qualified households, and apply for funding. If the City has available program income and OOR is an eligible use of program income per the grantor, the City will consider amendments to the program income reuse plan to include an OOR activity, and establish a suballocation of the program income for the OOR activity.
- 2) The City shall provide free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve the habitability and weatherization of existing housing. The availability of this service will be advertised as part of the City's proactive public outreach for housing to improve community awareness.
- 3) The City shall support third-party and non-profit organizations, such as Great Northern Corporation, that offer zero- and low-cost rehabilitation or weatherization programs, including but not limited to, facilitating notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs.
- 4) The City will support and promote the activities of other governmental agencies and non-profits that promote homeowner maintenance and improvement of self-help skills. The City will advertise the availability of these programs and services using the its website, mailers with utility bills, and display of printed materials in City offices and the City library.
- 5) The City shall continue to perform proactive code enforcement and abatement of substandard residential structures in order to conserve the inventory of housing. Property owners will be allowed reasonable opportunities to correct deficiencies and offer incentives (such as financial assistance under the housing rehabilitation program for qualifying property owners) when available to encourage rehabilitation of substandard structures.

6) the City will implement affirmative marketing of the OOR and other housing programs. An affirmative marketing program will include:

- Advertising the availability of programs in multiple languages, and advertise in various media outlets, such as newspapers, magazines, radio, or online platforms, that reach a wide and varied audience.
- Provide information about the program to potential applicants in multiple languages
- Offering reasonable accommodations to persons with disabilities to ensure equal opportunity to apply. This measure includes placing information relating to requests for reasonable accommodations at the main counter at City Hall and on meeting agendas
- Creating materials that feature images and messages that appeal to a diverse range of potential applicants, including classes protected under fair housing laws.

**Administration:** City Manager, and Planning and Building Departments

**Funding:** General Fund

**Timing:**

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

## Policy HE.3.2

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

### Program HE.3.2.1 Establish a Local Replacement Housing Policy

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

- currently has residential uses or within the past five years has had residential uses that have been vacated or demolished, and
- was subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low-income, or



- subject to any other form of rent or price control through a public entity’s valid exercise of its police power, or
- occupied by low or very low-income households.

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

**Administration:** Planning Department and City Manager

**Funding:** General Fund

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

## Goal HE.4 – Facilitate the Provision of Housing Suited to Persons with Special Needs

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

### Policy HE.4.1 (WAS POLICY HO-5.3)

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

### Policy HE.4.2

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

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

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

**Program HE.4.2.1 Supportive Housing, Low Barrier Navigation Centers, and Employee Housing, Including Farmworker Housing** 

- 1) For supportive housing developments that meet the requirements of Government Code Section 65650 et seq., the City shall amend the Dunsmuir Municipal Code 17.76.140 “Minimum off-street parking requirements” to be consistent with Government Code Section 65654.
- 2) Low barrier navigation centers are a type of emergency shelter and shall be permitted in the same zones that permit emergency shelters as well as any areas zoned for mixed use and nonresidential zones permitting multifamily uses. Consistent with Government Code 65583(c)(3), the City shall amend the MU-1, MU-2, MU-3, and T-C districts to allow ~~by-right~~ low barrier navigation centers as a by-right use and not subject to a conditional use permit or other discretionary approval for developments meeting the requirements of Government Code Section 65662.
- 3) Section 17.08.2200 Dunsmuir Municipal Code shall update the definition of supportive housing and the reference to target population as defined in subdivision (d) of Section 53260 of the CA Health and Safety Code that is embedded in the definition of supportive housing. The update shall reference the definition of target population contained in Government Code Section 65582(i).
- 4) Large employee housing. Employee housing of permanent construction consisting of no more than 36 beds in a group quarters, or 12 units or spaces designed for use by a single family or household, and shall be allowed by-right in zones that permit multifamily residential and mix use zones that permit multifamily residential.

**Administration:** Planning Department and City Manager

**Funding:** General Fund

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

**Program HE.4.2.2 Group Homes** 

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

- 1) To avoid a constraint on housing choice for persons with disabilities, the City shall amend Title 17, sections 17.08.1960 and 17.08.1970, of the Dunsmuir Municipal Code to remove the requirement that residential care homes (RCH) and residential care facilities (RCF) be in a single family residence. RCH and RCF shall be permitted in the same manner as other residential development in the same zone.
- 2) Residential care facilities (RCF) operating as single-family or multifamily residences that providing licensable services to seven (7) or more persons-clients and requiring State license shall be allowed by right continue to be conditionally permitted in the ~~R-2,~~ R-3, MU-1, MU-2, and MU-3 ~~districts~~ zones. Group homes operating as single family residences that provide licensable services to seven or clients shall continue to be an enumerate conditional use in the R-1 and R-2 zones. Development, performance, and design standards shall be objective and nondiscriminatory health, safety, and zoning laws that apply to residential development in the same zones. , however, tThe conditional use permit ~~application requirements shall be non-discriminatory, the conditional use permit~~ findings shall be objective and provide for approval certainty. If requested, the City shall provide flexible and efficient reasonable accommodations in the permitting process.

The amendments to Title 17 of the Dunsmuir Municipal Code shall continue to define residential care homes (RCH) and residential care facilities (RCF) as housing that provides a supportive living environment shared and used by unrelated persons with disabilities; that both RCH and RCF may serve children, the elderly or chronically ill, individuals with developmental disabilities, or adults recovering from or being treated for alcohol or drug addiction; that both RCH and RCF operated by a single operator or service provider (whether licensed or

unlicensed) can include residential care facilities, supportive housing, transitional housing and other similar communal housing facilities but do not include boardinghouses; and that the City shall apply the same general building, fire and other health and safety codes, including occupancy limits, that apply to other residences, subject to State health and safety code provisions specific to certain types of licensed residential facilities, such as those serving persons with limited mobility.

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

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

**Administration:** Planning Department

**Funding:** General Fund

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

## Policy HE.4.3

The City shall encourage and support organizations and programs, including housing providers, to address the housing needs of special needs groups (seniors, female headed households, persons with disabilities, persons with developmental disabilities, farmworkers, individuals experiencing homelessness, and persons with extremely low incomes). The City shall seek to assist in meeting these special housing needs through a combination of regulatory amendments and incentives, including those presented in Programs HE.3.1.1, HE.3.1.2 HE.3.2.1, HE.4.2.1, HE.4.2.2, and HE.4.3.1, and identifying and applying for funding with qualified housing developers to develop needed housing in the City.

### **Program HE.4.3.1 Inter-Jurisdictional Coordination and Planning to Address Homelessness**

1) The City will support implementation of the Siskiyou County 10 Year Plan to End Homelessness, specifically goals for increasing the supply of permanent supportive housing and affordable housing, expanding the capacity for housing providers, and expanding options for low barrier emergency shelter and housing. The City will consult with the NorCal Continuum of Care Coordinator on strategies to provide services, shelter, and housing for those experiencing homelessness in the City.

2) The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter, navigation center, or other recognized type of emergency housing for persons experiencing homelessness in the city by pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding.

3) The City shall support agencies and organizations providing services to those experiencing homelessness by annually updating referral information.

4) The City will continue to support the efforts of the housing authorities in administering the Housing Choice Voucher program.

5) The City will meet with representatives from the Housing Authorities, the NorCal Continuum of Care, and other nonprofit organizations to provide information on potential sites and housing development proposals that would be appropriate for the use of housing vouchers in conjunction with state or federal new construction or rehabilitation subsidies.

6) The City shall partner with area social services agencies and non-profit organizations to assess the housing needs for seniors, people with disabilities (including developmental disabilities), and extremely low-income residents, and identify funding sources to develop needed services in the City.

7) The City shall maintain a list of non-profit organizations interested in the construction of affordable housing in the City and region, and meet with and assist organizations desiring to maintain affordable housing in the City.

**Administration:** City Manager and Planning Department

**Funding:** General Fund

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

## Goal HE.5 – Encourage and Support the Development of Affordable Housing

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

### Policy HE.5.1

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

#### Program HE.5.1.1 Support the Development of Housing for Extremely Low Income

##### Households and Remove Barriers (was Program HE-1.1.3)

1) To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households.

2) The City will proactively outreach to affordable housing developers in the region to identify development in the City. Outreach to include opportunities for self-help housing development (housing in which the eventual owner participates in its construction under the supervision of a building contractor) including homeowner conservation and rehabilitation.

3) The City shall encourage and support development plans that include extremely low, very low, and low income housing in R-3, MU-1, MU-2, MU-3, and T-C districts when located within a quarter mile of a transit stop and/or when the development is located within a distance that a person can reasonably access services (e.g., no greater than a quarter mile). The term “encourage and support”, as used herein, may include, but is not limited to:

- Site identification;
- Providing ~~Local~~ local, state, and federal permit assistance.
- Give priority to processing of affordable housing projects, such as taking the applications out of submittal sequence if necessary to receive an early hearing date;
- Allow phasing of infrastructure whenever possible at time of project review;
- Facilitate the provision of public transportation services to serve residential areas, including services for persons with disabilities, and the installation of bus stops at safe and convenient locations;

- Maintenance of relationships with funding and facilitating agencies and organizations; and
- Any other action on the part of the City that will reduce development costs.

**Administration:** City Manager, Planning Commission

**Funding:** General Fund

**Timing:** 1) Apply for funding annually to assist extremely low-income households for the duration of the 2023-2031 Housing Element’s planning period; 2) performing outreach to recruit affordable housing developers at least biennially; 3) for the duration of the 2023-2031 Housing Element’s planning period when ~~As~~ residential project applications are considered.

**Program HE.5.1.2**

~~To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available, and grant priority to projects that include units affordable to extremely low-income households.~~

~~**Administration:** City Manager~~

~~**Funding:** General Fund~~

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

**Program HE.5.1.3 Program HE.5.1.2 Promote the City’s Housing Programs to Affordable Housing Developers**

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

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

**Funding:** General Fund

**Timing:** Performing proactive outreach to recruit affordable housing developers, including self-help housing, within two years from adoption of the Housing Element, and at least biennially for the 2023-2031 planning period. To improve awareness of the City’s affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

**Program HE.5.1.4 Program HE.5.1.3 Support Lower-Cost Alternative Homeownership**

**Models** 

The City will support the formation and/or use of community land trusts and other non-traditional forms of ownership and tenancy that provide for workforce and affordable housing (by design and/or through subsidy), senior housing, intergenerational housing, housing for persons with disabilities, etc.

**Administration:** City Manager and Planning Department  
**Funding:** General Fund  
**Timing:** For the duration of the 6th cycle planning period.

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

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

### Policy HE.6.1

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

#### **Program HE.6.1.1 Promote Energy Efficiency and Conservation via Weatherization**

Promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. Provide information on currently available weatherization and energy conservation programs to residents. The City will have information available for the public at the front counter of City Hall and will distribute information through an annual mailing. The City will provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 2 homes per year during the 6<sup>th</sup> cycle planning period by publishing weatherization information on the City’s website and at public counters.

**Administration:** City Manager and Building Department  
**Funding:** Private, and government funds. The City will apply for funds to assist residents with energy conservation retrofits and weatherization resources.  
**Timing:** Initiate no later than December 2025.

#### **Program HE.6.1.2 Title 24 for Energy Efficiency and Conservation**

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

**Administration:** Building Department  
**Funding:** Private and government funds  
**Timing:** Because this is a current building code requirement, the City will implement it as part of the building permit application and review process.

## Goal HE.7 – Promote Equal and Fair Housing Opportunities for All People

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

### Policy HE.7.1

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

#### Program HE.7.1.1 Disseminate Fair Housing Information and Respond to Fair Housing

##### Complaints

- 1) The City shall support public and private fair housing and legal aid organizations in the prevention and correction of any reported discrimination in housing.
- 2) City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved.
- 3) The City shall provide information concerning discrimination complaint procedures to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi- public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, disabilities, and lower-income households. The City will support and participate in efforts by local government and non-profits to develop a renters’ resource program.
  - A) The information and content of this program shall be incorporated into the community awareness improvement program, Program HE.2.1.1 herein, sharing information on the City's website, and by performing proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours.
- 4) Conduct at least ~~biennial~~ bi-annual training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

**Administration:** City Manager

**Funding:** General fund

**Timing:**

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

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

#### Program HE.7.1.2 Implementation of the AFFH Action Plan

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

The City's Affirmatively Furthering Fair Housing action plan is identified as Table A-38, section 7.0, Appendix A, and hereby incorporated by reference. The City's AFFH Action Plan addresses the identified fair housing issue and contributing factors.

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

**Administration:** City Council

**Funding:** General fund

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



~~Table A-38~~ **Table A-40**  
**City of Dunsmuir’s AFFH Housing Action Plan**

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<p><b>Strategy A: Fair Housing Outreach and Dissemination of Fair Housing Information (medium priority)</b></p>			
<p><u>Contributing Factors:</u> <span style="float: right;"><u>Geographic Target:</u></span></p>			
<p>Lack of housing information on City website <span style="float: right;"><u>Citywide</u></span></p>			
<p>Lack of variety in the media forms and venues where fair housing information can be found</p>			
<p><b>Action Plan Program A:</b></p> <p>Improve community awareness and knowledge about fair housing.</p>	<p>The City will make information on <u>reasonable accommodation and</u> fair housing available to the public, through the posting of fair housing information in City Hall and in other public buildings, on the City’s website, distribution to existing and new apartment complexes, and inserting information in the City’s newsletter.</p>	<p>The City will update the website by December 2024.</p>	<p><u>Increase awareness of reasonable accommodation procedures for building or zoning regulations by two inquiries annually.</u></p>
	<p>In the preparation and distribution of the City’s fair housing materials, the City will employ affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws.</p>	<p>Beginning in Q4 2024 or Q1 2025, publish an announcement as part of the City’s current newsletter annually.</p>	<p>Increase fair housing awareness by increasing inquiries by two inquiries annually.</p>
	<p>The City will provide fair housing materials, in both printed and electronic media, in prevalent spoken languages in the community.</p>		
	<p>Provide training for staff, elected officials, and appointees on issues of fair housing.</p>	<p>City Council meetings will include a fair housing presentation biennially beginning <u>in the</u> calendar year 2025.</p>	<p>Consistent implementation of Gov’t Code § 8899.50 for affirmatively furthering fair housing as part the City’s activities and programs relating to housing and community development.</p>

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

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<p><b>StrategyAction Plan Program C:</b></p> <p>Increase Access to Housing and the Supply of Housing</p>	<p>Develop and launch a funding program and/or partnering with qualified non-profit organizations to provide bridge loans and other financial assistance to qualified households, or units assured to available to income qualified households, to increase access and afford private-market homes for:</p> <ul style="list-style-type: none"> <li>● <u>New construction or conversion for J/ADUs</u> <ul style="list-style-type: none"> <li>○ <u>Adopt and promote Siskiyou county's pre-approved ADU plans.</u></li> <li>○ <u>Offer participating property owners/developers expedited permit processing and reduced City permit fees.</u></li> <li>○ <u>Apply for funding that allows awarded funds to be used for J/ADU construction and conversion, e.g., CalHOME.</u></li> </ul> </li> <li>● First time homebuyer</li> <li>● <u>Weatherization of existing housing units</u></li> <li>● <u>Regularly compiling and distributing information about manufactured homes as a housing type option.</u></li> </ul> <p>The City will actively seek appropriate state and federal funding programs to capitalize the program, or utilize or reprogram program income as eligible.</p> <p>Program development and implementation will incorporate affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws.</p>	<p>Beginning in calendar year 2024, the City will apply annually for appropriate state and federal funding programs to capitalize the program. Beginning with the housing element APR that is due April 1, 2025, the City will provide summaries progress of program to the City Council.</p> <p><u>Apply for appropriate funding annually.</u></p>	<p>Facilitate the purchase of a home for two households by 2031.</p> <p>Facilitate the construction or conversion of 2 J/ADUs by 2031.</p> <p>Facilitate the weatherization 4 homes by 2031</p>
	<p>Continue the City’s proactive <u>inspection and</u> code enforcement program coupled with a rehabilitation program, with program implementation resulting in repairs and retention of housing while mitigating displacement of affected residents. The rehabilitation program will provide financial assistance to reduce cost for income qualified property owners. The program will prioritize neighborhoods having concentrated rehabilitation needs as determined by the Dunsmuir building inspector.</p>	<p>Beginning in <u>the</u> calendar year 2025, and provide summaries to the City Council no less than annually as part of the HE APR.</p>	<p>Facilitate the conservation/rehabilitation of two housing units during the planning period of 2023 to 2031 with no-net displacement of residents.</p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
	<p><u>Partner with non-profit housing organizations to provide self-help housing development, including homeowner repair. Incentive implementation of self-help housing by identifying potential sites for self-help projects; applying for grant funding and supporting grant applications; providing expedited permit processing; and reducing or waiving City permit fees for self-help projects.</u></p>	<p><u>Beginning in the calendar year 2024 will conduct outreach to self-help housing organizations to develop a program. Activities include identifying appropriate funding sources (private and government), and applying for funding or supporting applications; identifying candidate sites, etc.</u></p>	<p><u>Facilitate the construction of homes for three households by 2031.</u></p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<p><b>StrategyAction Plan Program D</b></p> <p>Develop a Strategy to Reduce the Vacancy of Existing Housing Units</p>	<p>Develop a strategy to decrease the vacancy rate of housing units that will include the following actions:</p> <p>1) <u>To improve local data,</u> the City shall conduct a survey and catalogue the number and types of housing units being used for STR <u>and second homes</u> and determine the number <u>and housing type</u> of <del>second</del> units, <u>e.g., second units</u>, duplexes, and multifamily units <del>being used for STRs</del>. The City shall survey registered STRs, <u>and</u> <del>The survey shall</del> include a point in time count of unregistered STRs indicated to be inside City limits. The unregistered STR point in time count shall be conducted during the tourism season.</p> <p>2) The City shall survey property owners with vacant housing units and housing units used for STR to understand why a property is held vacant, typical length of vacancy, and if there are possible incentives to make vacant housing available for long-term rent or purchase.</p>	<p>Complete 1) and 2) by December 2025.</p>	<p>Adoption of a strategy to reduce the vacancy rate and increase the availability of existing housing for long-term rental and owner-occupy purchase.</p>
	<p>3) Conduct at least one public workshop seeking community input on strategies to decrease the vacancy rate. The publicity of the workshop shall employ affirmative marketing best practices.</p>	<p>3) By December 2025</p>	
	<p>4) Draft a strategy containing options and recommendations for decreasing the vacancy rate. Options may include a combination of regulatory and financial incentives to reduce the vacancy rate and increase the availability of existing units for long-term rental and purchase.</p> <p>5) Hold public meetings/hearings on the draft, and take action on the draft strategy.</p>	<p>4) Release public review draft by June 2026.</p> <p>5) Public meetings/hearings by December 2026</p>	

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
<b>Strategy E: Improve opportunity by supporting economic development (high priority)</b>			
Contributing Factors: Lack of economic development		Geographic Target: Citywide	
<p><b>StrategyAction Plan Program E:</b></p> <p>Local economic development for business and workforce development to improve economic opportunities.</p>	<p><u>1) The City shall continue to collaborate and partner with local and regional economic development non-profit organizations and agencies to apply for economic development funding that improves the economic opportunities for residents through programs for workforce development; small business assistance and development; recruitment and/or retention of businesses that provide living-wage jobs.</u></p> <p><u>2) The City shall continue partnership and coalition building with other socioeconomically similar rural cities and counties to work with state and federal legislators to recruit economic development opportunity and funding for residents and businesses in the City and region.</u></p> <p><u>3) Support high school and College of the Siskiyou building trades development programs, including apprenticeships and workforce development. Promote programs using affirmative marketing best practices.</u></p> <p><u>4) Using affirmative marking best practices, the City will promote the existing zoning regulations for live/work spaces, cottage food operations, and home occupations as microbusiness development options. In order to increase resident awareness and access to these provisions, the City will partner with an existing non-profit to develop technical assistance materials to improve resident access and implementation</u></p> <p><u>5) In order to improve access to programs for investing in community amenities and infrastructure improvement programs, continue participation in regional planning efforts, such as the Active Transportation Plan.</u></p>	<p><u>1) &amp; 2) The City will continue to meet and collaborate with local and regional economic development agencies and organizations at least twice per year to discuss existing economic development projects and prospective projects that are available for residents in order to provide referrals.</u></p> <p>The City will refer two residents to the Siskiyou Economic Development Council, USDA Rural Development, or Small Business Development Center for services annually.</p> <p><u>3) The City will continue to meet and collaborate with the local schools at least twice a year to discuss curriculum opportunities for building trades skills development.</u></p>	<p><u>1), 2), &amp; 3) The City will provide letters of support for economic development grant applications that are consistent with this program.</u></p> <p><u>4) Increase inquires by four resident inquires annually.</u></p> <p><u>5) Complete two community amenity programs during the 2023-2031 planning cycle, which could include partnerships with local schools, transportation agencies (e.g., Caltrans and STAGE), etc. Examples include park improvements; safe routes to schools; pedestrian and bicyclist stripping, signage, etc.; installation of ADA curb ramps; water and/or sewer infrastructure improvements, etc.</u></p>

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
			<p><u>4) Initiate within two years of adoption of the 2023-2031 Housing Element</u></p> <p><u>5) The City will continue to meet and collaborate with regional organizations at least twice year, and will support and participate in regional planning efforts.</u></p>



<b>STAFF REPORT</b>	
<b>RE:</b> Downtown Revitalization Plan	<b>MEETING DATE:</b> April 18, 2024
<b>SUBMITTED BY:</b> Dustin J. Rief, City Manager	
<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:** To accept the Downtown Revitalization Plan

**BACKGROUND/DISCUSSION:** The City Applied for and received a grant for downtown revitalization. The City selected Kosmont as the provider of services to develop the plan and continue outreach over a period of 3 years. The plan you have before you is the result of community outreach and stakeholder meetings as well as data collection.

On March, 7, 2024, the council tabled the Downtown Revitalization plan in order to allow for public review and comment. Staff has not received any additional comments outside of the meeting. Staff recommends approval of the plan and to set a stake holder meeting to review and prioritize an action plan.

**OPTIONS:** Accept and Approve the plan

Ask for revisions

Do not approve

**FISCAL IMPACT:**

None

**SUGGESTED MOTIONS:** Motion to Accept and Approve the Downtown Revitalization Plan and direct staff to coordinate with stake holders to set a meeting date in June 2024.

**Attachments: A: Downtown Revitalization plan**



# DUNSMUIR, CA

## DOWNTOWN REVITALIZATION STRATEGY COUNCIL PRESENTATION

March 7, 2024



El Segundo, CA 90266

TEL: 424-297-1070 | URL: [www.kosmont.com](http://www.kosmont.com)

# KOSMONT COMPANIES

Kosmont Companies is a nationally-recognized real estate & economics advisory firm specializing in public-private transactions for over 37 years.

Kosmont works with communities – large and small – across California, such as Mount Shasta, Humboldt County, Napa, St. Helena, Rohnert Park, Sausalito, Pacifica, Scotts Valley, Seaside, and Buellton.

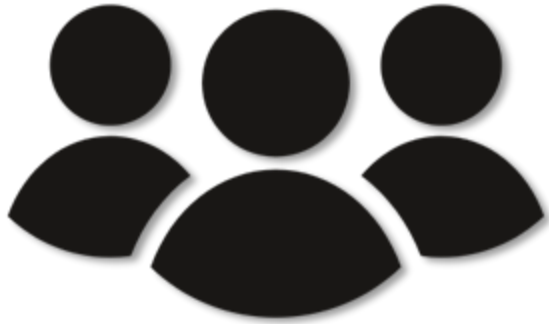
Kosmont has strong experience in assisting communities with innovative and customized economic development advisory and revitalization services, and will assist Dunsmuir in successfully achieving its objectives.

Kosmont also brings extensive experience developing implementable policies and plans that attract businesses and private investment, and provides support to cities with public-private partnerships (e.g., RFQ/Ps for hotel, retail, and mixed/blended-use projects).

# STRATEGY OVERVIEW

- The City of Dunsmuir (“City”), in consultation with the Siskiyou Economic Development Council (SEDC), retained Kosmont Companies (“Kosmont”) to prepare a Downtown Revitalization and Retail Recruitment Strategy (“Strategy”) as well as provide additional retail recruitment / advisory services.
- The Strategy will assist the City with understanding market conditions, evaluating economic development opportunities, and developing strategies to pursue opportunities.
- Given shifting consumer preferences and changes in land use, uncertain economic realities, it is imperative that Dunsmuir identify opportunities within the City to spur development and increase revenues.
- Development and implementation of this Strategy requires broad based community participation to review existing economic conditions, challenges and opportunities, and determine the level of public support for various initiatives.
- Kosmont’s approach to this assignment includes: Kickoff meeting / tour of key sites in the City; Existing conditions and community assets / opportunities analysis; Community Visioning Workshop; Development of Downtown Revitalization and Retail Recruitment Strategy; Initial Implementation Services.

# WHAT IS THE RECONFIGURED ECONOMY? THE NEW CONSUMER / INVESTOR / POLICYMAKER MINDSET



**Consumers** driven by quality of life, cost of living and housing, amenities, essentials, and experiences

*Want it all in a 15-Minute Community*



**Investors** driven by new technology, shifting demand, supply chain anomalies, and new live / work patterns

*Seeking value from new demand drivers*



**Local Governments** driven by resident and employer needs & new state policy / rules, federal / state funds

*Finding new tools to meet new rules*

# THE REAL ESTATE & LAND USE REVOLUTION



## Residential

**Renaissance** based on housing shortage & RHNA mandates

## Industrial

**Redistribution** for flexible fulfillment and last mile delivery

## Hotel

**Resetting** driven by leisure travel & potential conversions

## Retail

**Reimagine** into Blended Use

## Office

**Reconfiguring** for hybrid work patterns

# LAND USE / RETAIL TRENDS

## The Evolution of Retail

- 2013 Big Box Shrinkage
- 2014 Food Places are New Anchor Tenants
- 2015 Blended Use: Place, not Space
- 2016 Millennials Want Experience
- 2017 E-tail is About Omnichanneling
- 2018 Distribution Revolution Creates Redustrial
- 2019 Storytelling via Social Media
- 2020 Think Outside the Box
- 2021 Innovation
- 2022 Convenience
- 2023 Technology



- Residential / Hospitality
- Experiential / Curbside Retail
- Health / Wellness / Open Space
- Food / Grocery / Restaurants
- Office / Telecommuting Alternatives
- Fulfillment / E-Commerce

***Land uses are evolving and integrating ...  
hybrid working, amenitized rental living,  
hotel concierge, experiential / service  
retail, and flexible industrial***

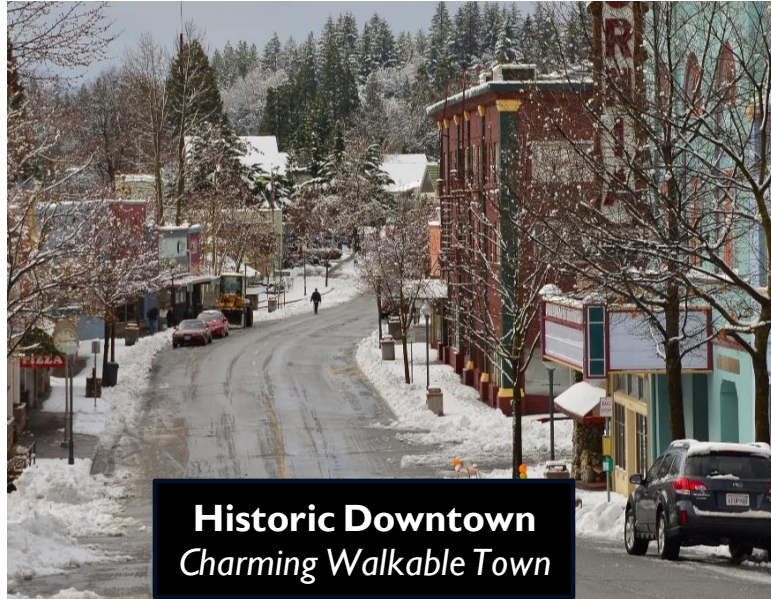
# DUNSMUIR BACKGROUND & HISTORY

- Small city in Siskiyou County, California, ~60 miles from Oregon border
- Known for natural beauty, set along Sacramento River and near Mount Shasta and Castle Crags
- City historically influenced by railway heritage and timber industry
- Now known as a unique small community, and attracts visitors for outdoor recreation and railroad history
- Historic downtown is primary business district with 1920-30's architecture
- Population and workforce loss, as well as regional economic / market conditions, have led to some challenges, such as increasing vacancy, underutilization of commercial space



# COMMUNITY ASSETS

The Dunsmuir area is home to several community assets that can be further leveraged for activities, attractions, events, and other economic development efforts.



**Historic Downtown**  
*Charming Walkable Town*



**Hedge Creek Falls & Mossbrae Falls**  
*Natural Wonders*



**Dunsmuir Station**  
*Railroad Heritage*



**Dunsmuir Municipal-Mott Airport**  
*Air Facility*



# DEMOGRAPHIC FUNDAMENTALS

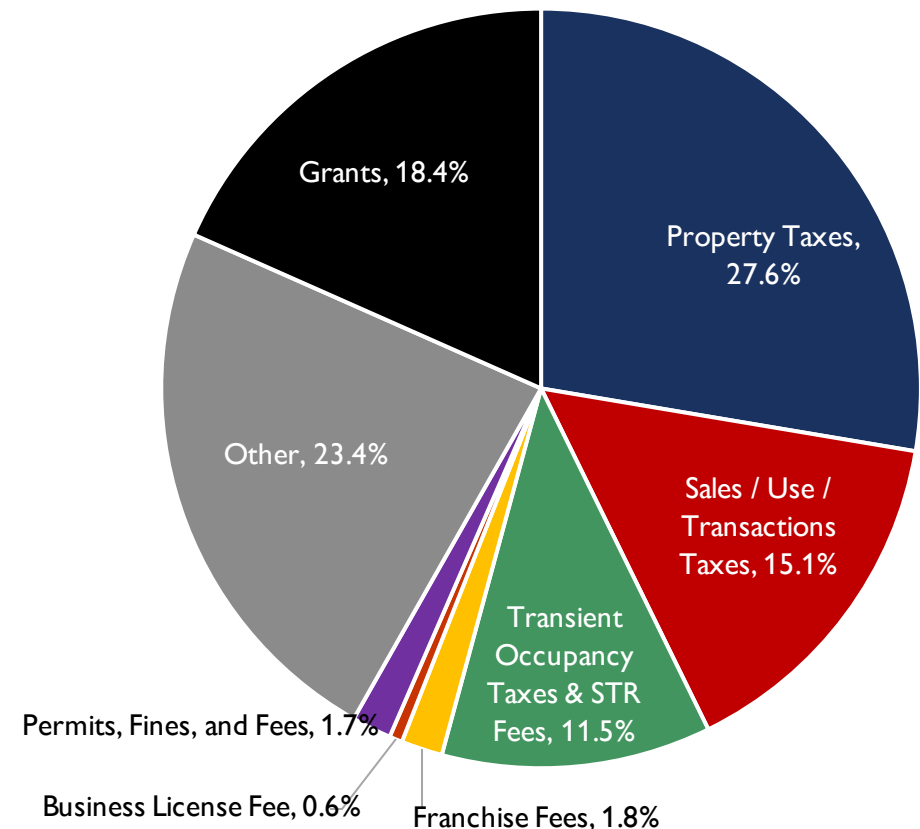
- Dunsmuir City has a population of ~1,600, with population declining by 13% since 2000
- **Average Household Size** is 2.1 persons
- **Median Age** is 50.5 years
- **Average Household Income** in the City is \$56,734, almost 25% lower than County level
- Placer.ai data shows ~69,400 overnight visitors over the past 24 months, representing ~\$35.7 million in spending potential; 69% of these visitors spend 1-2 days in the City, and ~45% have median household incomes over \$90,000.
- According to Placer.ai data, approx. half of visitors are from Bay Area / Redding / Sacramento area; others come from else where in California as well as Portland, Seattle, other northwest metros, and beyond.

# REVENUE FUNDAMENTALS

Dunsmuir collects ~28% of general fund revenues from property taxes, 15% from sales and use taxes, and 11.5% from hotel taxes / STR fees.

Taxable sales in the City grew ~15% between 2017 and 2022 to \$5.3 million, lower than the ~45% taxable sales growth in Siskiyou County.

The City should identify opportunities that can spur economic development and increase revenues.



# MARKET FUNDAMENTALS

## Retail

- Small retail market, primarily locally serving / dining
- Downtown property vacancy / underutilization
- No new development activity in 30mi Trade Area
- Small market and e-commerce limits demand for new physical space
- **Opportunity:** freeway and visitor-serving uses

## Hotel

- Small hotel market with primarily independent properties, bed and breakfasts
- Some vacant properties; renovations underway
- Limited new development activity in 30mi Trade Area
- **Opportunity:** add / renovate hotel rooms to increase tourism and visitor spending

## Multifamily

- Small multifamily market
- Limited development activity in 30mi Trade Area; one major project is Travelers Hotel property, currently under renovation
- **Opportunity:** Adding housing units may be a strategy to increase local demand and attract new businesses based on residential growth

# COMMUNITY OBSERVATIONS

## Strengths

- **Accessibility & Infrastructure:** I-5 frontage, between Bay Area and Portland; Airport, Dunsmuir Station bring connectivity
- **Natural & Cultural Assets:** Mount Shasta, Sacramento River, waterfalls, Pacific Coast Trail, hiking, fishing; railroad and Railroad Days events
- **Artistic Community & Lifestyle:** creative atmosphere, unique small businesses, walkable / pleasant / historic / friendly
- **Tourism & Hospitality:** driven by natural attractions and I-5 corridor
- **Infrastructure Investment:** recent investment in roads, rail, airport, water, sewer, broadband / WIFI

## Challenges

- **Downtown Development:** vacancy, maintenance, retail voids, open hours / seasonality, need business investment, balancing needs of residents vs needs of visitors
- **Infrastructure & Beautification:** downtown infrastructure / street / landscaping improvements needed
- **Economy & Housing:** short supply – need new opportunities; vacancy challenges from seasonality; low incomes challenge market potential
- **Remote Location & Market:** small customer base; insurance costs / challenges; winter conditions limit activity; supply chain issues
- **Workforce:** Many commute to other areas; hard to attract / maintain workers; new businesses may need specialized skills
- **Property Expectations:** High value; high maintenance costs; vacancy / maintenance issues
- **Tourism:** Union Pacific limits can challenge railroad tourism; Amtrak not convenient; Pacific Crest Trail not leveraged enough; hard to get travelers off I-5 to stop / stay / spend

## Opportunities

- **Business / Property Revitalization:** Improve pedestrian access / outdoor amenities; focus on key properties and catalytic projects; property conversions and mixed-use retail spaces
- **Downtown Retail:** expand outdoor dining; focus on retail voids; provide services for Pacific Crest Trail users & other nature tourists
- **Business Promotion & Support:** Promote City bottled water and other products / businesses to bolster reputation; enhance entrepreneurship environment
- **Recreation & Tourism:** Promote nature tourists / activities; bottling plant visitor opportunities; new trails; rail-based tourism and activities; events and performances
- **Small Business Support:** Assist with regulatory processes, access to capital, technical assistance, marketing / networking
- **Regional Collaboration:** joint tourism, infrastructure, regional branding

# OPPORTUNITY AREA

# DOWNTOWN

## Strengths

Walkable Downtown  
Environment  
Historic Character  
Dunsmuir Station

## Potential Opportunities

Streetscape Impvts  
Outdoor Amenities /  
Dining  
Historic building  
Reuse  
Plaza / amphitheater



# OTHER POTENTIAL OPPORTUNITY AREA

## CAVE SPRINGS HOTEL AREA

### Strengths

Park / Botanical Gardens  
Cave Springs Resort

### Potential Opportunities

Retail / General Store  
Tourism services  
Restaurant  
Meeting space



# OTHER POTENTIAL OPPORTUNITY AREA

## AIRPORT AREA

### Strengths

Airport  
I-5 Access

### Potential Opportunities

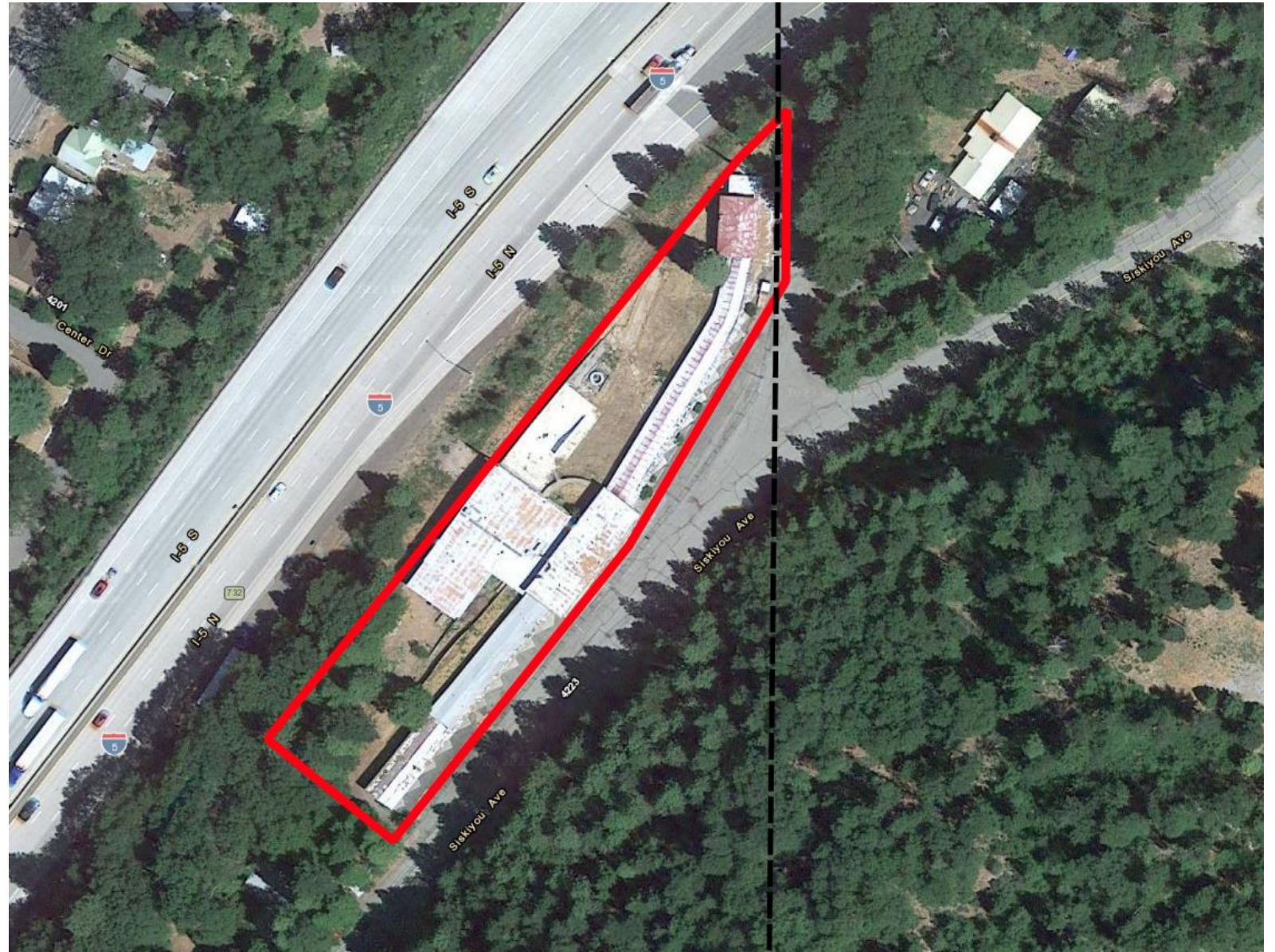
Travel Center  
Hotel  
Industrial  
Air-related Activities



# OTHER POTENTIAL OPPORTUNITY AREA

## FORMER BEST CHOICE INN MOTEL

<b>Strengths</b>	I-5 Frontage & Accessibility
<b>Potential Opportunities</b>	Rehab / Redevelop Hotel Residential





# ECONOMIC DEVELOPMENT STRATEGIC CATEGORIES

To build off Dunsmuir's strengths, address its challenges, and pursue opportunities, the City can pursue several strategies; these strategies capitalize on existing assets, aim to attract new investment, and cultivate a workforce that is prepared for the future. Dunsmuir's economic opportunities center around three key Economic Development Strategic Categories:

**Natural Assets**

**I-5 Corridor**

**Historic Downtown  
& Rail Assets**

The following section identifies potential Strategies for the City to consider to pursue the goal of economic development. Specific Action Items are also identified; these Action Items are meant to summarize potential actions the City can take to pursue the strategies, and are not listed in order of importance or chronologically.

# STRATEGIES OVERVIEW

Improving Downtown Business Environment	Leveraging Natural Recreation / Tourism	Leveraging Rail Recreation / Tourism	Small Business Assistance & Entrepreneurship	Workforce Development
<ul style="list-style-type: none"> <li>• <b>Infrastructure &amp; Amenities:</b> improve built environment, streetscape to boost appeal &amp; drive investment</li> <li>• <b>Business Mix:</b> diversify business mix to enrich experiences and utilize scenic spaces</li> <li>• <b>Priority Properties:</b> focus on key properties to catalyze development</li> <li>• <b>Public Spaces:</b> enhance pedestrian spaces &amp; plazas to enliven downtown atmosphere</li> <li>• <b>Events &amp; Activities:</b> host events to foster community and attract visitors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Natural Assets:</b> capitalize on natural assets to enhance tourism and attract visits / spending</li> <li>• <b>Pacific Crest Trail:</b> enhance services to attract / accommodate hikers</li> <li>• <b>I-5 Corridor:</b> boost visibility and services to draw travelers</li> <li>• <b>Events &amp; Activities:</b> host varied events to create vibrancy and attract visitors</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Amtrak &amp; Dunsmuir Station:</b> strategize with rail partners to understand new opportunities</li> <li>• <b>Rail History:</b> enhance exhibits and activities to bolster community's historic identity</li> <li>• <b>Events:</b> use events to draw rail enthusiasts / nature tourists</li> <li>• <b>New Rail Activities:</b> explore ways to increase rail tourism with trails, rides, activities, and rail-themed dining / hospitality</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fostering Entrepreneurship &amp; Assisting Small Business:</b> encourage / enhance business development with programs that assist small business owners</li> <li>• <b>Capitalize on Existing Programs and Partnerships:</b> build off collaborations with Siskiyou EDC, Chamber of Commerce, Small Business Development Center, and other partners to help the City's small businesses thrive</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Collaboration:</b> foster relationships between employers, schools, nonprofits, and workers to address skill gaps</li> <li>• <b>Training:</b> connect workers to programs to build skills</li> <li>• <b>Networking:</b> connect employers, workers, and stakeholders with networking programs, mentorship, apprenticeship</li> <li>• <b>Addressing Barriers:</b> alleviate pressures on workforce readiness (childcare, transit, computer accessibility)</li> </ul>

# KEY STRATEGIC ACTION ITEMS OVERVIEW

- 1. Invest in Infrastructure:** Identify infrastructure improvements needed in targeted areas for economic development.
- 2. Improve Built Environment:** Improve the streetscape aesthetics, pedestrian accessibility, business façades, and public spaces to make the commercial / recreational areas of the downtown area more appealing for businesses, shoppers, and travelers.
- 3. Encourage & Attract Private Investment:** Ensure that City policies (e.g. zoning, building requirements, and other policies / programs) are aligned with market conditions and address hurdles to development in an effort to be “business friendly.”
- 4. Pursue Partnerships & Collaborate with Local Groups:** Foster relationships / coordinate / collaborate with other local government entities and community / business / recreational groups to develop programs, events, and other activities that build on Dunsmuir’s strengths.
- 5. Pursue Grant Funds:** Identify and pursue grant opportunities that align with City’s economic development goals.
- 6. Utilize Public Property:** Invest in improvements on key publicly-owned properties such as (Downtown and Airport Area) to catalyze additional activity at / around those sites.
- 7. Market Dunsmuir:** Highlight Dunsmuir’s unique offerings and opportunities (e.g., businesses, nature destinations, rail, events) through marketing efforts.
- 8. Evaluate Finance Strategies:** Evaluate finance / budgeting strategies to potentially generate savings and build capacity for economic development initiatives.
- 9. Improve Workforce Development:** Collaborate with local educational institutions / vocational training centers to develop training programs and job pipelines tailored to the needs of target industries including upskilling existing workers in the area and training new workers.
- 10. Foster Entrepreneurship & Helping Small Businesses:** Collaborate with businesses and other stakeholders to improve the business environment in the region.

# IMPLEMENTATION NEXT STEPS

- **Community Engagement:** Solicit resident / business feedback through multiple channels (surveys, meetings, workshops, outreach events) – important to learn, develop vision, build support, and generate energy for future efforts
- **Building Partnerships:** Reach out to existing and new partners to pursue economic development goals (e.g. Amtrak / Union Pacific / Sierra Railroad, small business / workforce development organizations, tourism marketing, etc.)
- **Business Expansion / Attraction / Retention:** Conduct BEAR activities to bring new businesses / developers / investors to Dunsmuir
  - Downtown Area – retail, hotel, and blended-use and residential developments
  - Airport Area – Travel center, hotel, industrial, air-related
  - I-5 Areas – hotel, retail, EV charging
- **Infrastructure:** Prioritize development areas, assess infrastructure needs, and explore / continue to pursue grants and funding strategies
- **Property Owner Collaboration & Project Shaping:** Get projects across the finish line
  - Property owner, business, and developer engagement to understand and address barriers
  - Explore economic development strategies to facilitate desired projects in target areas

# DUNSMUIR, CA

## DOWNTOWN REVITALIZATION STRATEGY COUNCIL PRESENTATION

March 7, 2024



El Segundo, CA 90266

TEL: 424-297-1070 | URL: [www.kosmont.com](http://www.kosmont.com)



# CITY OF Dunsmuir

<b>STAFF REPORT</b>	
<b>RE:</b> Delinquent Utility User Accounts – send to County for placement on tax rolls	<b>MEETING DATE:</b> 4/18/24
<b>SUBMITTED BY:</b> City Manager and Finance Department	
<b>PURPOSE OF REPORT:</b> <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

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

The City Council is being asked to approve a resolution identifying the delinquent utility accounts for submission of the list to the Siskiyou County Auditor-Controller for inclusion on the property tax roll.

**BACKGROUND/DISCUSSION:**

California Health and safety code, sections 5473 et seq; and Resolution 2010-74, Ordinance 8.08.140 of the city of Dunsmuir municipal code authorize the city to have the delinquent charges collected by means of inclusion on the property tax roll.

The total amount for assessment is \$43,190.02 that is due to the water, sewer, and solid waste fund. The accounts included have been identified by the finance department as delinquent and are as of 12/1/2023 in order to properly notice the properties and allow them ample time to bring the delinquent accounts current. The delinquent utilities account list shown below details these accounts. The accounts that are identified here have been past due greater than 5 years and some as old as 10 years. To collect on these accounts, the city has notified the delinquent account holders and given them years of opportunity to bring their account current including options for payment plans. Utility bills and delinquency notices are mailed monthly. Liens were placed against said properties years ago. Final notices to delinquent accounts were sent Jan 1<sup>st</sup> 2024 and were given until March 29<sup>th</sup> 2024 in a last ditch effort to bring the accounts to current.

**OPTIONS:**

1. Confirm the list of delinquent utility accounts and approve the proposed resolution.
2. Do not approve but provide direction to staff.

**FISCAL IMPACT:** No cost to the citizens or rate payers of Dunsmuir. Funds received would increase cash and decrease accounts receivable.

None     Yes Budgeted Item?     Yes     No

Budget Adjustment Needed?     Yes     No

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

**Comments:**

**SUGGESTED MOTIONS:**

**Move to adopt resolution 2024-05 to confirm and approve the utility billing delinquency list and the associated resolution and direct staff to submit the list to the County Auditor-Controller for inclusion on the property tax roll.**

- Attachments:**
1. 2024-05 Resolution authorizing placement of outstanding utility accounts on county tax roll
  2. Ordinance 8.08.140
  3. Resolution 2010-74

<b>Parcel number</b>	<b>Account</b>	<b>Amount</b>	<b>Date of Total</b>
030-522-070-000	01-0351960	\$4,871.57	12/1/2023
030-535-040-000	01-0000033	\$3,935.00	12/1/2023
058-073-030-000	01-0350080	\$1,062.30	12/1/2023
058-151-350-000	01-0001033	\$9,799.73	12/1/2023
059-291-060-000	01-0008017	\$11,967.87	12/1/2023
059-301-070-000	01-0016019	\$765.36	12/1/2023
058-112-040-000	01-0018046	\$2,221.88	12/1/2023
058-141-220-000	01-0022005	\$2,221.88	12/1/2023
059-223-070-000	01-0003071	\$1,342.46	12/1/2023
058-112-150-000	01-0025047	\$3,078.08	12/1/2023
059-156-120-000	01-0002023	\$1,300.44	12/1/2023
058-163-020-000	01-0008011	\$623.45	12/1/2023

**Total= \$43,190.02**

Resolution 2024- 05

**A RESOLUTION OF THE COUNCIL OF THE CITY OF DUNSMUIR REGARDING  
COLLECTION OF DELINQUENT CHARGES AND AUTHORIZING COUNTY TO PLACE ON  
TAX ROLLS**

**WHEREAS**, the City of Dunsmuir is authorized that any charges may be collected on the tax roll pursuant to municipal code 8.08.140 and Resolution 2010-74. Charges may be collected on the tax roll in the same manner as property taxes after giving notice to the affected property owner at the time and place for hearing objections or protests to the City’s statement of delinquent charges and,

**WHEREAS**, the city mailed January 1<sup>st</sup> 2024 to all affected property owners a written certified notice of filing of report and collection of charges on property tax role FY 2024 2025. Giving the affected property owners until March 29<sup>th</sup> 2024 to object or make payments to the balance owed.

**NOW THEREFORE, BE IT RESOLVED** by the City of Dunsmuir that the report from the City Manager describing the amount of charges and delinquencies effective 12/1/23 is attached hereto entitled Exhibit A and is hereby approved, received and filed; the City of Dunsmuir hereby determines that the charges are in the amount of \$43,190.02 shall be collected by the Siskiyou County Tax Collector on the Property Tax Roll in the same manner as property taxes; and that staff is hereby directed to file with the Siskiyou County Auditor a copy of the Resolution on or before August 1<sup>st</sup> 2024, whereby the County Auditor shall enter the amount of the delinquent charges as specified in this Resolution against each of the affected parcels of real property specified herein as they appear on the current assessment roll, and collect the charges in the same manner as property taxes.

It is Hereby Certified that the foregoing Resolution was introduced and duly adopted by the City of Dunsmuir at a regular meeting held on April 18, 2024 by the Following vote;

AYES:

NOES:

ABSTAIN:

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

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



**Attachment A**

<b>Parcel number</b>	<b>Account number</b>	<b>Amount for assessment</b>	<b>Date of Total</b>
030-522-070-000	01-0351960	\$4,871.57	12/1/2023
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058-112-150-000	01-0025047	\$3,078.08	12/1/2023
059-156-120-000	01-0002023	\$1,300.44	12/1/2023
058-163-020-000	01-0008011	\$623.45	12/1/2023
	<b>Total=</b>	\$43,190.02	

<b>Tax Year Assesed</b>
24/25
24/25
24/25
24/25
24/25
24/25
24/25
24/25
24/25
24/25
24/25
24/25

#### 8.08.140 - Liability and collection.

Every person receiving services pursuant to this chapter shall be liable to the city for the services rendered. In addition, it is presumed that the occupant of any premises receiving services is acting for and on behalf of the owner of the premises and that the services rendered are a benefit to the premises.

The delinquent charges for services rendered to the premises under this chapter may be collected at the option of the city council in the following manner:

1. By a personal action against the owner of the premises served;
2. By an action for foreclosure of the lien on the premises served.

The city manager shall annually report to the county tax collector the names of persons with delinquent charges, the amount of delinquent charges and a brief description of the premises to which the garbage service was rendered. Such list shall show the condition of the delinquency of the subscriber to garbage service as of the last day of August of each year.

The county tax collector shall indicate on the annual tax statement the amount of such delinquency.

(Ord. No. 550, § 2, 10-15-2015)

