

Chapter 2 – Goals, Policies, and Implementation Programs

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

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

Required Program Components

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

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

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

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

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

The identified contributing factors are prioritized in Appendix A. Table ~~2-3A-68~~, Goal HO-7, contains Mt. Shasta’s AFFH action plan to address the identified contributing factors to overcome identified patterns of segregation and affirmatively further fair housing.

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

[GOAL HO-1 - Provide Adequate Sites](#)

[GOAL HO-2 - Ensure the Availability of a Variety of Housing Types](#)

[GOAL HO-3 - Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.](#)

[GOAL HO-4 - Facilitate the Provision of Housing Suited to Persons with Special Needs](#)

[GOAL HO-5 - Encourage and Support the Development of Affordable Housing](#)

[GOAL HO-6 - Encourage Sustainable Housing Development and Energy Conservation](#)

[GOAL HO-7 - Promote Equal and Fair Housing Opportunities for All People](#)



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

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



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

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

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

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

GOAL HO-1 - PROVIDE ADEQUATE SITES
 The City of Mt. Shasta shall provide adequate sites to accommodate the City’s housing needs and regional housing needs by always ensuring there is an adequate supply of land for residential development.

Policy HO-1.1

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

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

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	7	7	10	9	25	58
Rehabilitation	3	3	3	0	0	9
Preservation	0	0	60	0	0	60
Totals	10	10	73	9	25	127



Policy HO-1.2

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

Policy HO-1.3

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

Program HO-1.3.1 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 needs allocation, the City will evaluate and make written findings for entitlement and building permit applications seeking to develop designated inventory sites for decreases in density and affordability of housing units consistent with No Net Loss Law, Government Code Section 65863 et seq. If project approval will result in an inventory deficit, steps will be taken to replace the lost inventory sites by rezoning qualified properties in other areas as needed to meet the City's remaining RHNA for lower-income households in accordance with Government Code Section 65863 et seq.

Administration: Planning Department, City Manager

Funding: Application fee, General Fund

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

Program HO-1.3.2 Monitor the Availability of Sites

- (1) The City shall monitor the supply of lands suitable for residential development that are discussed in Appendix B, section 3.0, and listed in Table B-6. Monitoring shall include property owner requests to develop properties at a density lower than the realistic capacity identified in Table B-6.
- (2) Every year, as part of the annual Housing Element review, the City shall (1) identify impacts on cost, supply, housing choice, affordability, timing, approval certainty and ability to achieve maximum densities posed by municipal code provisions, and (2) update the vacant land inventory, including the monitoring of HO-1.3.2(1), with the objective of ensuring the City can accommodate a variety of housing types. If a deficiency is projected to occur, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Annually.

Program HO-1.3.3 Local Procedures for Water and Sewer Connections

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

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

Funding: General Fund

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

Policy HO-1.4

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

Program HO-1.4.1 Monitor Availability of Public Infrastructure for Areas Outside Existing Service Areas

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

Administration: City Manager

Funding: To be determined.

Timing: As opportunities are recognized.

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

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

Policy HO-2.1

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

Policy HO-2.2

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

Program HO-2.2.1 Promote the City Housing Programs to Residents

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

Administration: Planning Department, City Manager

Funding: General Fund

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

Policy HO-2.3

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

Program HO-2.3.1 Establish Local SB 35 Procedures and Promote

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

Administration: Planning Department, City Manager

Funding: General Fund

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

Program HO-2.3.2 Establish Local Density Bonus Procedures and Promote

- (1) The City shall amend the Mt. Shasta Municipal Code, Title 18 Sections 18.08.300 and 18.20.120, to adopt implementing procedures that are consistent with State Density Bonus Law, Government Code Section 65915 et seq. The amendments will establish local density bonus procedures. The City will also develop a density bonus application that will identify the information required to be submitted for a density bonus application (Government Code Sections 65915, subparagraph (3)).
- (2) The City will prepare and publish materials on the City's website informing property owners and housing developers of the City's density bonus program for qualified housing developments consistent with Government Code 65940.1.
- (3) During the Housing Element planning period, the City shall monitor State law for amendments to Government Codes Sections 65915 et seq., to ensure ongoing compliance with State law. If State law is amended such that revisions to the City of Mt. Shasta's Zoning Code are necessary for legal compliance, the City will initiate amendments to Title 18 of the Mt. Shasta Municipal Code.

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-2.3.3 Monitor Existing Fees and Possible Fee Reductions for Housing that is Affordable and/or Targets Special Populations

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

Administration: Building Department, Planning Department, City Manager, City Council

Funding: General Fund

Timing:

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

Program HO-2.3.4 Zoning Updates for Multifamily Development

- (1) The City shall amend the Mt. Shasta Municipal Code, Title 18, to permit owner-occupied, rental, and mixed tenure multifamily uses by-right without a conditional use permit or other discretionary permit for **qualifying** housing developments as required by State law in the R-3, C-1, and C-2 zones. Code-compliant **qualifying** housing developments shall be subject only to written objective development and performance standards, and shall be provided approval certainty developments. The amendments to the Mt. Shasta Municipal Code shall expressly exempt qualifying housing projects from both the Architectural Review requirements of Section 18.60 et seq. of the Mt. Shasta Municipal Code.

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

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

Funding: General Fund

Timing: Within ~~two years~~ one year from adoption of the Housing Element

Program HO-2.3.5 J/ADU Zoning Ordinance Update 

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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-2.3.6 Zoning Updates for Manufactured Homes 

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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-2.3.7 Establish Local Objective Development and Design Standards for Multifamily Development 

The City shall amend the Zoning Ordinance to establish objective development and design standards and provide a ministerial nondiscretionary design review process for qualifying multifamily development as required by State law. Standards that are objective standards shall be within the meaning of Government Code Section 65589.5, subparagraph (f). The purpose of the amendments to the Design Guidelines is to:



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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-2.3.8 Zoning Code Updates for Off-Street Parking

- (1) The City shall prepare amendments to Chapter 15.44 “Off-Street Parking Requirements” of the MSMC to create a non-discretionary voluntary option for housing developments that are located within one quarter mile walking distance of a STAGE public transit stop the option to reduce the number of on-site parking spaces. Eligible housing developments would include those that include studio apartment units (i.e., units without a bedroom); developments having three or more housing units (attached or detached), developments targeting special populations (e.g., seniors).
- (2) The City shall prepare amendments to Chapter 15.44 “Off-Street Parking Requirements” of the MSMC for below market rate, and moderate income, housing units to not be subject to the requirement that residential structures of four or more dwelling units shall reserve one additional space per five units for recreational vehicles. The City’s amendments shall provide an administrative non-discretionary exception process for qualifying projects.

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Policy HO-2.4

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

Program HO-2.4.1 Streamlining for Housing that is Affordable and/or Targets Special Populations

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

Administration: Planning Department and City Manager

Funding: General Fund

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

Program HO-2.4.2 Establish Written Procedures and Findings for Residential Site Plan Review and Building Permits

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

- (A) Be consistent with State law,
- (B) Continue to delegate authority to the City Planner to approve, conditionally approve, and deny Zoning Clearances/Plan Checks for code-compliant residential development projects that are not subject to Design Review or are subject to objective design review.
- (C) Provide approval certainty for code-compliant developments; and
- (D) Enable the City to be compliant with the timelines of the Permit Streamlining Act and Housing Crisis Act.

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

Timing: Within two years from adoption of the Housing Element

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

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

Policy HO-3.1

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

Program HO-3.1.1 Promote and Encourage Housing Conservation

- (1) The City shall a conduct housing conditions survey. The survey will also identify housing units and/or neighborhoods where there may be concentrations of substandard housing to assist with prioritization of funding for rehabilitation of housing units. The City shall prioritize neighborhoods identified by the City's Building Official as having condition issues. Housing unit condition is to be assessed by an exterior survey of the quality and condition of the building and what improvements (if any) may be needed consistent with the requirements of Government Code Section 65583(a)(2). The City shall implement an assessment methodology that meets the requirements of the California Department of Housing and Community Development and/or HUD.
- (2) The City shall apply for appropriate funding that can be used for rehabilitation of owner-occupied units or units assured to be available to income qualified households. The City may partner with a qualified non-profit to apply for funding and administer the program. If the City has available program income and rehabilitation is an eligible use of program income per the grantor, the City will consider amendments to the program

income reuse plan to include an rehabilitation activity, and establish a suballocation of the program income for the rehabilitation activity.

- (3) The City shall provide free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve the habitability and weatherization of existing housing. The availability of this service will be advertised as part of the City's proactive public outreach for housing to improve community awareness.
- (4) The City shall support third-party and non-profit organizations, such as Great Northern ~~Corporation~~ Services, that offer zero- and low-cost rehabilitation or weatherization programs, including but not limited to, facilitating notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs.
- (5) The City will support and promote the activities of other governmental agencies and non-profits that promote homeowner maintenance and improvement of self-help skills. The City will advertise the availability of these programs and services using the City's website, mailers with utility bills, and display of printed materials in City offices and the City library.
- (6) The City shall continue to perform proactive code enforcement to improve housing units that are substandard and have habitability issues in order to conserve the inventory of housing.
- (7) The City shall continue to perform active enforcement against illegal short term rentals because they reduce available housing stock.

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

Funding: General Fund

Timing:

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

Policy HO-3.2

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

Program HO-3.2.1 Establish a Local Replacement Housing Policy 

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, Planning Commission, and City Council

Funding: General Fund

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

Policy HO-3.3

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

Program HO-3.3.1 Establishing a Monitoring Program for At-Risk Affordable Housing 

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

(1) Monitor owners of at-risk housing developments on an ongoing basis, at least every twelve months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating, or continuing participation in a subsidy program. For the Pres. George Washington Manor I and Manor II apartments, the City shall engage the property owner and property manager no later than July 30, 2027.

(A) Contact owners and property managers of assisted housing projects about rehabilitation needs and preservation of at-risk projects. Assist with funding applications to support rehabilitation and preservation.

(2) The City shall annually meet with stakeholders and housing interests to participate and support federal, state, and local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities).



- (3) Take all necessary steps, that are feasible and within control of the City, to ensure that a housing development remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications.
- (4) Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, state, or local levels to preserve at-risk units on a project-by-project basis.
- (5) Work with owners, tenants, and non-profit organizations to assist in the non-profit acquisition of at-risk projects to ensure long-term affordability of the development. Annually contact property owners, gauge interest, and identify non-profit partners and pursue funding-and-preservation strategies on a project basis.
- (6) The City will coordinate with owners of expiring subsidies to ensure tenants receive the required notices at 3 years, 6 months, and 12 months, per California law.
- (7) The owner will be required to provide written notification to residents of the expected date of loan prepayment or payoff, at which time the owner will no longer be restricted in the level of rent that can be charged. The notice will also contain an estimate of rent increases at the time rental restrictions no longer apply. Residents moving into a housing development during this one-year period must also be notified in writing of the pending conversion prior to signing a rental agreement.
- (8) The City will inform property owners regarding any federal and state legal requirements for providing relocation assistance to those low-income households who are unable to afford rent increases.
- (9) If an affordable housing project indicates it is opting out of its affordability restrictions, the City will ensure that affected residents receive notification of the owner's intent and will provide nonfinancial assistance with relocation.
- (10) The City will solicit interested non-profit housing corporations and local housing authorities to acquire and maintain such projects as low-income housing. The City will assist an interested non-profit housing corporation or housing authority in applying for state or federal assistance for acquisition.

Administration: Planning Department, City Manager, and City Council

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

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

Program HO-3.3.2 Local List of Qualified Housing Entities

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

Administration: Planning Department and City Manager

Funding: General Fund

Timing: As needed upon receipt of notices.

Program HO-3.3.3 Initiate Monitoring of At-Risk Housing

The City shall continue to monitor "at-risk" subsidized housing when subsidies are within 10 years of expiring (California Government Code Section 65583). The City shall publicize existing State and Federal notice

requirements to non-profit developers and property owners of at-risk housing. The City shall also assist in the search for gap funding for “at risk” projects that may decide to pay off existing assisted loans during the course of the planning period, including but not limited to CDBG and California Housing Finance Agency funds.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: As needed upon receipt of notices.

Policy HO-3.4

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

Program HO-3.4.1 Local Mobile Home Park Conversion Ordinance

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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

Timing: Initiate no later than 2025 and complete by 2027.

Program HO-3.4.2 Local Condominium Conversion Ordinance

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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

Timing: Initiate no later than 2025 and complete by 2027.

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

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

Policy HO-4.1

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

Policy HO-4.2

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

Program HO-4.2.1 Establish Local Regulations for Supportive and Transitional Housing, and Low Barrier Navigation Centers

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

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-4.2.2 Establish Local Regulations for Emergency Shelters

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

- (1) Amend the definition of emergency shelter, Mt. Shasta Municipal Code Section 18.08.352, to comply with Government Code Section 65583(a)(4)C.
- (2) Amend Sections 18.16 and 18.98 to expressly allow emergency shelters as a by-right use not subject to a conditional use permit or other discretionary approval in R-3, C-1, and C-2 zones.
- (3) Emergency shelters shall be subject only to development and management standards that apply to residential or commercial development in the same zone, and only development and management standards that are objective shall apply.
- (4) Either repeal the shelter location and concentration standard, i.e., MSMC Section 18.98.090, or reduce the location and concentration separation standard to no more than 300 feet to comply with Government Code Section 65583(a)(4)(B)(v).
- (5) Repeal the following subsections for discretionary approval of emergency shelters:
 - (A) Section 18.98.040 that stipulates that the Planning Commission must approve the emergency shelter provider's written management plan, and
 - (B) Section 18.98.100 that requires consistency with the Mt. Shasta Architectural Design Guidelines.
- (6) Emergency shelters shall only be subject to the following written objective standards to comply with Government Code Section 65583(a)(4)(B):
 - (A) The maximum number of beds or persons permitted to be served nightly by the facility.
 - (B) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
 - (C) The size and location of exterior and interior onsite waiting and client intake areas.
 - (D) The provision of onsite management.
 - (E) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
 - (F) The length of stay.
 - (G) Lighting.
 - (H) Security during hours that the emergency shelter is in operation.
- (7) The City shall review the off-street parking standards for emergency shelters, MSMC Section 15.44 et seq., and determine if the standard is objective, provides sufficient parking to accommodate the staff working in

emergency shelters, and does not require more parking for emergency shelters than other residential or commercial uses within the same zone, consistent with AB 139 (2019). If the City finds the adopt parking standards for emergency shelters do not meet the requirements of AB 139, then the City shall prepare amendments to the Title 15.

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-4.2.3 Update Zoning Code Definition of Family

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

Administration: Planning Department

Funding: General Fund

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

Program HO-4.2.4 Local Regulations for Group Homes

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

- (1) Group homes, even homes that have more than six residents, that do not require a State license shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, and subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to residential development.
- (2) Group homes that require a State license and serve six or fewer residents shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to residential development.
- (3) Group homes that require a State license and serve more than six residents shall be allowed as a by-right use in the Medium Density Residential (R-2), High Density Residential (R-3), and General Commercial (C-2) zones. Development, performance, and design standards shall be objective, nondiscriminatory health, safety, and zoning laws that apply to residential development in the same zoning districts.
- (4) Group homes that require a State license and serve more than six residents shall continue to be subject to conditional use permit in the Resource Lands (R-L). Group homes that provide licensable services to more than six residents shall be permitted subject to conditional use permit in the Low Density Residential, 10,000 Minimum (R1/B1) and Low Density Residential (R-1) and Low Density Residential Urban (R-1-U) zones. The conditional use permit findings shall be objective and provide for approval certainty.
- (5) Amendments to the definition of group home shall be consistent with State law, including the City’s obligation to affirmatively further fair housing, and HCD’s Group Home Technical Advisory published December 2022.

Administration: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Program HO-4.2.5 Local Reasonable Accommodation Procedures

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

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

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

Responsibility: Planning Department, Planning Commission, and City Council

Funding: General Fund

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

Policy HO-4.3

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

Program HO-4.3.1 Inter-Jurisdictional Coordination and Planning to Address Homelessness

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

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

Administration: Planning Department and City Manager

Funding: General Fund

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

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

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

Policy HO-5.1

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

Program HO-5.1.1 Support the Development of Housing for Low Income and Extremely Low Income Housing

The City shall encourage and support plans that include extremely low, very low, and low income housing in R-2, R-3, C-1 and C-2 zones when located within a distance a person can reasonably walk to services (e.g., quarter mile) or an existing or new transit stop is within a quarter mile of the development. The term “encourage and support”, as used herein, may include, but is not limited to:

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

Administration: Planning Department, City Manager, and Planning Commission

Funding: General Fund

Timing: As residential project applications are considered.

Program HO-5.1.2 Encourage New Developments to Include Affordable Housing

The City shall encourage and support developers of large residential subdivisions (i.e., 8 or more units) to provide some affordable housing. At a minimum, this may entail encouraging developers to incorporate duplexes,

triplexes, townhouses, or other affordable housing products or recommend the overlay of the Planned Development (P-D) zone district to provide development flexibility for clustering, mixed use, and condominium development.

Administration: Planning Department, Planning Commission, and City Council

Funding: Private development

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

Program HO-5.1.3 Encourage Low-Cost Childcare Facilities and Workforce Development

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

Administration: City Manager and Planning Department

Funding: General Fund

Timing: Annually

Program HO-5.1.4 Sites for Affordable and/or Special Needs Development and Pursuing Funding

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

Administration: City Council, City Manager, and Planning Department

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

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

Program HO-5.1.5 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. The City will encourage the participation of agencies and organizations that operate rental and mortgage subsidy and self-help housing programs. This program will be implemented consistent with the requirements of AB 1483 (2019). To improve the dissemination of the City's affordable housing programs, the City will provide information, printed and as web content. The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation, e.g., development industry events or workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's affordable housing programs. The City will refer persons interested in developing low-cost housing to appropriate government and non-profit organizations for assistance.

Administration: Planning and Building Department and City Manager

Funding: General Fund

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

Program HO-5.1.6 Support Lower-Cost Alternative Homeownership Models

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

Administration: Planning and Building Departments, City Manager, Planning Commission and City Council

Funding: General Fund

Timing:

- (1) At all times during the 6th cycle.
- (2) No later than two years from adoption of the 202-2031 Housing Element.

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

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

Policy HO-6.1

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

Program HO-6.1.1 Consider Options for Use Alternative Building Materials

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

Administration: Planning and Building Departments, City Manager, Planning Commission, and City Council

Funding: General Fund

Timing: Initiate no later than December 2025.

Program HO-6.1.2 Promote 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 10 homes per year during the 6th cycle planning period by providing information

Administration: Building Department, City Manager, and City Council

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

Timing: Initiate no later than December 2025.

Program HO-6.1.3 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 HO-7 - PROMOTE EQUAL AND FAIR HOUSING OPPORTUNITIES FOR ALL PEOPLE

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

Policy HO-7.1

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

Program HO-7.1.1 Disseminate Fair Housing Information and Respond to Fair Housing Complaints  

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



(4) Conduct at least biennial training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

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

Funding: General fund

Timing:

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

D) The City shall provide training at least biennially , with the first training held by December 31, 2024.

Program HO-7.1.2 Implementation of the AFFH Action Plan  

Section 9.0 of Appendix A analyzes fair housing conditions in the City of Mt. Shasta, and provides a regional comparison. Table A-68 in Section 9.0-2 of Appendix A enumerates the City’s fair housing issues and contributing factors.

The City’s Affirmatively Furthering Fair Housing ~~a~~A~~ct~~ion ~~p~~P~~l~~an is identified as ~~Table A-6853~~, ~~section 9.02~~, Appendix A, and hereby incorporated by reference. The contributing factors are indicated and prioritized as part ~~Table A-63~~. The City’s AFFH Action Plan addresses the identified fair housing issue and contributing factors.

The City shall implement the Affirmatively Furthering Fair Housing ~~a~~A~~ct~~ion ~~p~~P~~l~~an in Appendix A, ~~section 9.20~~, 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, Planning Commission, City Manager, Planning Department

Funding: General fund

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



Excerpted from Appendix A:

**Table A-685
City of Mt. Shasta’s AFFH Housing Action Plan**

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
<u>Fair Housing Outreach and Dissemination of Fair Housing Information (medium priority)</u>				
<u>Contributing Factors:</u>				
<ul style="list-style-type: none"> <u>• Lack of fair housing information on City website</u> <u>• Lack of variety in the media forms and venues where fair housing information can be found</u> 				
<u>Program A:</u> <u>Improve community awareness and knowledge about fair housing.</u>	<u>The City will make information on fair housing available to the public, through the posting of fair housing information in City Hall and in other public buildings, on the City’s website, distribution to existing and new apartment complexes, and other media channels.</u>	<u>Update the website by December 2024.</u>	<u>Citywide</u>	<u>Updated website that includes fair housing information.</u>
	<ul style="list-style-type: none"> <u>• 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.</u> <u>• The City will provide fair housing materials, both printed and as web content media, in Spanish and other local prevalent spoken languages.</u> 	<u>Beginning in Q4 2024 or Q1 2025, distribute printed materials.</u>		<u>Distribution, and replenishment, of printed materials to public counters and bulletin boards, and apartments complexes.</u>
	<u>Contribute funding, and conduct an public outreach event(s), such as workshops, webinars, and/or forums, for local organizations to offer multilingual landlord-tenant education and conciliation, and to publicize the intake process for discrimination complaints.</u>	<u>First event by July 2025, annually thereafter</u>	<u>Citywide</u>	<u>Conduct at least one public event beginning in 2025, and annually thereafter.</u>
	<u>The City will advertise events using its website, public postings, public counter, social service organizations, direct mailings, etc.</u>			

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
	<u>Provide training for staff, elected officials, and appointees on issues of fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.</u>	<u>Beginning calendar year 2025, and biennially thereafter.</u>	<u>Citywide</u>	<u>City council fair housing presentations, with appointees and staff invited to attend.</u>
	<u>Create and release a multilingual Mt. Shasta Fair Housing Marketing Plan (as part of housing opportunities created through the City’s affordable housing programs).</u>	<u>1) July to December 2025. 2) June 2026</u>	<u>Citywide</u>	<u>1) Release of an RFP and procure qualified vendor. 2) Release, with public announcement(s), of the Mt. Shasta Fair Housing Marketing Plan.</u>
<p><u>Improve access to housing that is affordable to the local workforce, lower income households, and housing for special needs populations (high priority)</u></p> <p><u>Contributing Factors:</u></p> <ul style="list-style-type: none"> <u>• Cost burdened households</u> <u>• High cost of construction</u> <u>• Low production of housing</u> <u>• Lack of visibility of housing information</u> 				
<p><u>Program B:</u></p> <p><u>Improve the Access and Availability Long Term Rental Housing</u></p>	<p><u>The City will meet with the housing authority of Shasta County and other established housing authorities that serve Mt. Shasta and the surrounding region 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.</u></p> <p><u>Publish information and resources about Housing Choice Vouchers on the City website and at public counters to increase awareness for renter households and landlords.</u></p>	<p><u>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.</u></p>	<p><u>Areas zoned to allow residential development, especially highest and higher resource areas.</u></p>	<p><u>Facilitate new construction, or conversion, of two housing units affordable to very low and extremely low income households.</u></p> <p><u>Increase the number of Mt. Shasta applicants for vouchers by at least 5 percent by 2031.</u></p>

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
	<p><u>Develop a program administered by the City, or by partnering with a qualified organization, that connects lower-income households and individuals, including extremely-income residents, with affordable rental and homeownership opportunities in the City. Features of the program would include:</u></p> <ul style="list-style-type: none"> • <u>Landlord recruitment and mentoring, including fair housing training.</u> • <u>Develop and maintain a list of affordable housing units that are available for rent or purchase in the City.</u> • <u>A system for verifying the eligibility of applicants.</u> • <u>A system for matching eligible applicants with available units.</u> • <u>Employ affirmative marketing best practices.</u> 	<p><u>Launch program by 2025</u></p>	<p><u>Citywide</u></p>	<p><u>Assist with the placement of six lower income individuals or households in housing that is affordable by 2031.</u></p>
<p><u>Improve the supply of ownership and long term rental housing that is affordable for the workforce and lower income households, and the supply of housing for special needs populations (high priority)</u></p>				
<p><u>Contributing Factors:</u></p> <ul style="list-style-type: none"> • <u>Community opposition to density increases and multifamily development resulting in increased time and cost to complete the entitlement process.</u> • <u>Land use controls that discourage a variety of housing types</u> • <u>High cost of construction</u> • <u>Lack of visibility of housing information</u> • <u>Low production of housing</u> 				
<p><u>Program C</u></p> <p><u>Remove regulatory and procedural constraints to increase production of a variety of housing types.</u></p>	<p><u>1) Amend the zoning regulations to permit multifamily developments by-right in which 20 percent or more of the units are affordable to lower income households and achieve a minimum density of 15 dwelling units per acre in the R-3, C-1, and C-2 zones. [Program HO-2.3.4]</u></p> <p><u>2) Amend the zoning regulations to expressly exclude residential development, including qualifying mix use developments utilizing the provisions of SB 35 and/or State Density Bonus Law, from the provisions of Chapter 18.70 of the MSMC. [Program HO-2.3.4]</u></p>	<p><u>1) and 2): within two years of adoption of the 2023-2031 housing element.</u></p> <p><u>3) and 4): within one year of adoption of the 2023-2031 housing element.</u></p>	<p><u>Citywide and in applicable zones.</u></p>	<p><u>Adopted land use regulations that provide ministerial non-discretionary pathways for multifamily development and allow for a variety of housing types.</u></p>

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
	<p><u>3) Amend the 2010 Design Guidelines and zoning regulations to replace and/or remove subjective standards that apply to multifamily development with standards that are objective, and provide a ministerial nondiscretionary design review process for multifamily development. [Program HO-2.3.7]</u></p> <p><u>4) Amend the zoning regulations for supportive housing developments, group homes, etc. as provided in Programs HO-4.2.1, and HO-4.2.3 through HO-4.2.5.</u></p>			
	<p><u>1) The City shall offer expedited process for projects with an affordable component and/or that provide housing for special needs households [Program HO-2.4.1]</u></p> <p><u>2) The City shall establish written procedures and findings for the review and approval of residential site plans and building permits. [Program HO-2.4.2]</u></p> <p><u>3a) Proactive outreach and assistance to non-profit service providers and developers prioritizing some funding for housing developments affordable to special-needs households and offering financial incentives or regulatory concessions to encourage a variety of housing types. [Program HO-2.2.1]</u></p> <p><u>3b) Improve community awareness and support for the City’s housing programs by publicly sharing information on the City’s website, and by performing proactive public outreach using a variety of methods. [Program HO-2.2.1]</u></p>	<p><u>1) and 2): within two years of adoption of the 2023-2031 housing element.</u></p> <p><u>3) Within one year from adoption of the 2023-2031 housing element.</u></p>	<p><u>1) and 3a): In all residential zones, and C-1 and C-2 zones.</u></p> <p><u>2) and 3b): Citywide in all zones permitting residential development.</u></p>	<p><u>During the 2023-2031 planning period facilitate development of two multifamily housing developments with four or more units that are targeted for lower income households, and/or providing housing for special needs households.</u></p>

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
<p><u>Program D</u></p> <p><u>Improve information and visibility of infill housing types and options.</u></p>	<p>1) <u>Develop and publish toolkits for ADUs, JADUs, SB 9 housing, and SB 10 upzoning. The toolkits will provide permitting process information, forms, and resources for property owners. The ADU toolkit will also provide links/information about pre-approved plans from other California jurisdictions.</u></p> <p>2) <u>Proactively distribute information about the toolkits to property owners using a variety of media outlets.</u></p> <p>3) <u>Apply for appropriate funding, or partner with a qualified non-profit, that can be used to provide bridge loans and other financial assistance to qualified households, or units assured to available to income qualified households, to increase access and affordability of private-market homes for new construction or conversion for J/ADUs and SB 9.</u></p>	<p><u>Within 18 months of adoption of the 2023-2031 housing element.</u></p>	<p><u>ADUs, JADUs, and SB 9: Residential zoned parcels in the Highest and High Resource Areas.</u></p> <p><u>SB 10: within a ¼ mile of a STAGE bus stop and that meet other statutory criteria.</u></p>	<p>1) <u>Facilitate the construction or conversion of six JADUs, ADUs, and/or SB 9 housing units by 2031.</u></p> <p>2) <u>Facilitate the completion of at least one SB 10 upzoning by January 1, 2029.</u></p> <p>3) <u>If appropriate funding is secured, facilitate the construction or conversion of two J/ADUs by 2031.</u></p>
<p><u>Program E</u></p> <p><u>Identify public lands for residential development.</u></p>	<p><u>Identify and inventory City- and publicly owned land within city limits appropriate for residential development. Site evaluation shall consider environmental constraints, proximity to utilities including dry utilities, legal ingress/egress, the availability of essential personal services within a quarter mile including public transit, and development potential related to site size, configuration, and other criteria.</u></p>	<p><u>Complete within 3 years of adoption of the 2023-2031 housing element</u></p>	<p><u>Availability in the Highest and High Resource Areas is prioritized.</u></p>	<p><u>Publication of an inventory of publicly owned lands suitable for residential development.</u></p>

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
<u>Disproportionate Housing Needs including Displacement Risks (high priority and low priority)</u>				
<u>Contributing Factors:</u>				
<ul style="list-style-type: none"> • <u>Unaffordable rents</u> • <u>Competing uses for housing units—economic pressures for conversion</u> 				
<ul style="list-style-type: none"> • <u>Low inventory of affordable housing</u> 				
<p><u>Program F.1</u></p> <p><u>Reduce conversion risks and retain the housing supply and affordable housing (high priority)</u></p>	<p><u>1) Active enforcement against illegal short term rentals because they reduce available housing stock.</u></p> <p><u>2) Report status of short term rentals to City Council as part of the housing element annual progress report</u></p>	<p><u>1) Continue and transactionally as reports are received or observed by City officials.</u></p> <p><u>2) Beginning the calendar year after adoption of the 2023-2031 housing element, and annually thereafter.</u></p>	<p><u>Citywide</u></p>	<p><u>No net loss of housing units due to illegal short term rentals during the 2023-2031 planning period.</u></p>
	<p><u>Preservation of assisted housing developments by implementing Program HO-3.3.1 that commits the City to contacting owners and property managers of assisted housing projects about rehabilitation needs and preservation of at-risk projects, and taking other actions to prioritize the preservation of existing affordable housing.</u></p>	<p><u>Initiate contact with property owners—property managers within 120 days of adoption of the 2023-2031 Housing Element.</u></p>	<p><u>The four existing assisted housing developments identified in Table A-51, Appendix A.</u></p>	<p><u>No net loss of assisted housing units within the existing developments during the 2023-2031 planning period to conversion or condition issues.</u></p>
	<p><u>1) Continue to perform proactive code enforcement to improve housing units that are substandard and have habitability issues in order to conserve the inventory of housing. [Program HO-3.1.1(1)]</u></p>	<p><u>1) Continue and transactionally as reports are received or observed by City officials.</u></p>	<p><u>Neighborhoods containing older stock</u></p>	<p><u>Facilitate the conservation/rehabilitation of two housing units during the planning period of 2023</u></p>

<u>HE Program/ Other Action</u>	<u>Specific Action(s)</u>	<u>Timeline</u>	<u>Geographic Targeting</u>	<u>2023-2031 Outcomes</u>
	<p><u>2) Continue to 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.</u></p> <p><u>3) Apply for appropriate funding, or partner with a qualified non-profit, that can be used for rehabilitation of owner-occupied units or units assured to be available to income qualified households, to conserve the existing housing stock and improve access to affordable private-market homes. [Program HO-3.1.1(2)]</u></p>	<p><u>2) Transactionally through the 2023-2031 planning period.</u></p> <p><u>3) No less than annually the City will review upcoming NOFAs to identify appropriate funding.</u></p>	<p><u>units and are Older</u></p>	<p><u>to 2031 with no-net displacement of residents.</u></p>
<p><u>Program F.2</u></p> <p><u>Reduce conversion risks and retain the housing supply and affordable housing (low priority)</u></p>	<p><u>1) Adopt a mobile home park conversion ordinance to establish a procedure is to ensure that any conversion of mobile home parks to other uses is preceded by adequate notice, and that relocation and other assistance is provided park residents, consistent with State law. [Program HO-3.4.1]</u></p> <p><u>2) The City shall adopt a condominium conversion ordinance that would limit the ability to convert from rental units to condominium units, taking into account the impact of the conversion on the availability of rental units.</u></p> <ul style="list-style-type: none"> <u>City staff shall conduct an analysis of the potential impacts of condominium conversions on the availability of rental housing, study options for a condominium conversion ordinance, and present the analysis and options to the City Council to consider for adoption of an ordinance.</u> <p><u>[Program HO-3.4.2]</u></p>	<p><u>Initiate no later than 2025 and complete by 2027</u></p>	<p><u>1) The two mobile home parks identified in Table A-31.</u></p> <p><u>2) R-3, C-1, and C-2 zoned lands developed with apartments</u></p>	<p><u>1) No net loss of mobile home parks in Mt. Shasta during the 2023-2031 planning period.</u></p>