



Posted: Friday, April 10, 2020

NOTICE AND CALL OF A REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold a regular meeting on
TUESDAY, APRIL 14, 2020, at 6:00 PM
In the Trinidad Town Hall, 409 Trinity Street, Trinidad, CA

THIS MEETING WILL BE HELD VIA VIDEOCONFERENCE ONLY

In accordance with Executive Order N-29-20 this meeting will be held via videoconference, and will be hosted on the **Cisco Webex Platform**. Learn more about Webex here: <https://www.webex.com/>

PUBLIC COMMENT: Public comment may be submitted via email in advance of the meeting, or in an orderly process during the conference. If you do not have access to email and you would like to provide a written statement, please deliver your comment to 409 Trinity Street, Trinidad CA, by 2:00pm, Tuesday, April 14, 2020.

Email public comments to cityclerk@trinidad.ca.gov Your comments will be included in the public record for the meeting, and will be accepted at any time during the meeting.

HOW TO PARTICIPATE: The City will publish a direct link to the conference, along with the participant code, on the City Calendar page online at www.trinidad.ca.gov. **The link & code will be published by Tuesday morning, here:** <http://trinidad.ca.gov/calendar> or <http://trinidad.ca.gov/city-council-regular-meeting-13>

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION – No closed session.**
- IV. **RECONVENE TO OPEN SESSION**
- V. **APPROVAL OF AGENDA**
- VI. **APPROVAL OF MINUTES – 03-10-2020 cc, 03-27-2020 scc**
- VII. **COUNCIL REPORTS/COMMITTEE ASSIGNMENTS**
- VIII. **STAFF REPORTS – City Manager & Law Enforcement**
- IX. **ITEMS FROM THE FLOOR**

At this time, members of the public may comment on items NOT appearing on the agenda. Individual comments will be limited to 3 minutes or less. Comments should be directed to the Council as a whole and not to individual Council Members or staff. Council and staff responses will be minimal for non-agenda items.

- X. **CONSENT AGENDA**
All matters on the Consent Agenda are considered routine by the City Council and are enacted in one motion. There is no separate discussion of any of these items. If discussion is requested by any Council member, that item is removed from the Consent Calendar and considered separately. A single opportunity for public comment on the Consent Agenda is available to the public.
 - 1. Staff Activity Report – March 2020
 - 2. Financial Statements – February 2020
 - 3. Law Enforcement Report – March 2020
 - 4. City Manager Contract Renewal

IX. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Resolution 2020-03; Adopting the Trinidad Housing Element, and Resolution 2020-04; Authorize the Housing Element Submittal to the Coastal Commission to Amend the General Plan.
2. Discussion/Decision regarding Draft Water Policy.
3. Discussion/Decision regarding Trinidad Rancheria's Request/Proposal for Water Service for the Proposed Hotel Project.
4. Discussion/Decision regarding Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use.
5. Discussion/Decision regarding Resolution 2020-05; Declaring a Local Emergency Due to the COVID-19 Pandemic.
6. Discussion/Decision regarding Resolution 2020-06; Adoption of the County Shelter-In-Place Order - as it relates to the City's Short-Term Rental Moratorium.
7. Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update

XI. FUTURE AGENDA ITEMS

XII. ADJOURNMENT

APPROVAL OF MINUTES FOR:

MARCH 10, 2020 CC
MARCH 27, 2020 CC2

Supporting Documentation follows with: **7 PAGES**

MINUTES OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL
TUESDAY, MARCH 10, 2020

I. CALL TO ORDER

Mayor Pro-Tem West called the open meeting to order at 6:00pm. Council members in attendance: Miller, West, Grover, Davies. **Mayor Ladwig was absent.** City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams, City Planner Trever Parker.

II. ADJOURN TO CLOSED SESSION

1. Conference with legal counsel regarding active litigation. Tsurai Ancestral Society vs. City of Trinidad. Pursuant to California Government Code section 54956.9 (a)
2. City Manager Contract Review/Negotiations Pursuant to Government Code Section 54957

III. RECONVENE TO OPEN SESSION – The issue involving the Tsurai is being mediated in court.

IV. PLEDGE OF ALLEGIANCE

V. APPROVAL OF THE AGENDA

Motion (Grover/West) to approve the agenda written. **Passed 4-0.**

VI. APPROVAL OF MINUTES – 02-11-2020 cc

Motion (Grover/West) to approve the minutes as submitted. **Passed 4-0.**

VII. COUNCILMEMBER REPORTS/COMMITTEE ASSIGNMENTS

West: Attended a Museum/Library/Park meeting to discuss ongoing maintenance issues and responsibilities. The Library is looking for donations of puzzles and board games. HCAOG discussed the ongoing 101 Safety Corridor and Last Chance Grade projects. The Last Chance bypass project will be drilling test holes by helicopter.

Miller: RCEA brief update.

Grover: Nothing to report.

Davies: Trails Committee scheduled to meet this month, pending any updates on Coronavirus restrictions.

VIII. STAFF REPORTS

City Manager Naffah highlighted items listed in the written staff activity report. Reported that 1) the City Council is planning to hold the second regular meeting on March 24, 2) Verizon is in an expedited permit process with the County and hope to have their new site up and running this summer, and 3) The Energy Commission 1% Loan expired, but the City will reapply. This was an optional source of funding for the Town Hall Solar Project.

Davies: Requested an STR Permit update. **Naffah** explained that all the applications were submitted, inspections were complete, and that he was conducting the final review prior to issuance.

IX. ITEMS FROM THE FLOOR

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

Elaine Weinreb – Trinidad area resident

Urged the Council to establish a moratorium on any new water hookups. The humidity level has been very low, there has been very little rainfall, and the grass is already turning brown.

Richard Johnson – Planning Commissioner/HARP Representative

The Notice of Availability of the FONSI for the Trinidad Rancheria Hotel Project was released. The City wrote a letter outlining their concerns in 2018. The Coastal Commission approved a consistency determination contingent upon their alternate water source. The water issue is a critical concern of the City, and it's very important that the City review the water policy and provide comments to the BIA on or before March 20.

Ted Pease – Trinidad area resident/HARP Representative

The FONSI has been released. To reiterate the comments made about the current drought, there has been very little rain this year. We urge the Council to impose a moratorium on new water hookups outside the City limits, 2) call a public meeting to discuss water issues/policies, and 3) tell the public how you feel, individually, about the Hotel Project. Please host a public meeting to discuss the hotel impacts and interchange plans.

Dave Hankin – Trinidad area resident/WCSD Boardmember

Provide BIA with water status from the City's perspective. Also, please review that section of the FONSI, specifically, that deals with the water supply. Apparently 9,800 gpd is the new usage estimate at 70% occupancy, and 14,000 gpd at 100% occupancy. That represents 25-34% of excess water available to the City.

Carpani Burns – Activist/NAACP Member

We are on stolen Wyott land. Had a hard time reading the documents provided online. Attention to detail is needed.

X. CONSENT AGENDA

1. Staff Activity Report – February 2020
2. Financial Statements January 2020
3. Law Enforcement Report February 2020

HCSO Sergeant Kevin Miller introduced Trinidad's new assigned deputy Joe Jager. Highlighted stats, and announced a reminder for all residents to lock their vehicles due to an increase in vehicle break-ins. Also, Sheriff Honsal supports Trinidad's Measure Z funding application. Since Blue Lake did not take part in that shared application for additional deputy coverage, if funded Trinidad may be in a position to have a second full-time deputy for at least 6 months of the fiscal year.

Motion (Grover/West) to approve the consent agenda. Passed 4-0.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Resolution 2020-02; Authorizing the Adoption of the Humboldt Operational Area Hazard Mitigation Plan 2020 Update.

City Manager Naffah explained that the City of Trinidad has participated in a planning process to update the Humboldt County Operational Area Hazard Mitigation Plan (Hazard Plan). The Hazard Plan is ready for adoption by all planning partner agencies. Staff recommends Council approve and adopt the plan by resolution, authorize staff to make non-policy related changes if requested by FEMA and authorize staff to apply for pre-disaster and hazard mitigation grant funding to implement projects identified in the Hazard Plan.

Once the hazard mitigation plan is adopted by all of the jurisdictional partners and approved by FEMA, the partnership will collectively and individually become eligible to apply for hazard mitigation project funding from both the Pre-Disaster Mitigation Grant Program (PDM) and the Hazard Mitigation Grant Program (HMGP). The grant funds are made available to states and local governments and can be used to implement the long-term hazard mitigation measures specified within the HMP before and after a major disaster declaration.

The HMP is considered a living document such that, as awareness of additional hazards develops and new strategies and projects are conceived to offset or prevent losses due to natural disasters, the HMP will be evaluated and revised on a continual 5-year time frame. An Executive Summary and the City of Trinidad Annex of the Hazard Plan Update is attached. The Volumes I and II and other Hazard Plan information can be accessed [here](https://humboldt.gov/506/Local-Hazard-Mitigation) at <https://humboldt.gov/506/Local-Hazard-Mitigation>.

Recommended Actions:

1. Review the Board Report and the Adoption Resolution;
2. Approve and adopt by resolution the Humboldt Operational Area Hazard Mitigation Plan 2020 Update;
3. Direct the City Clerk to transmit a copy of the resolution to the Sheriff's Office of Emergency Services to be included in the final Federal Emergency Management Agency (FEMA) approval of the plan;
4. Authorize staff to make non-policy related changes to the plan if requested per FEMA plan approval review; and
5. Authorize staff to make application to the Pre-Disaster Mitigation (PDM) grant program and Hazard Mitigation Grant Program (HMPG) to secure funds to implement projects identified in the Humboldt Operational Area Hazard Mitigation Plan.

There was no public comment.

Davies: I do not support authorizing any grant applications. The Resolution and grant application are two separate processes.

Motion (Davies/Grover) to accept recommended actions 2-4, and revisit action item 5 (potential grant proposals) at a later time. Passed 4-0.

2. Discussion/Decision regarding Email List Notification Procedure and Archiving Public Comments to the City Website.

City Manager Naffah explained that the Council has been very clear with their desire to increase public engagement in the City government process. That includes inviting public comments and/or attendance at meetings of the Council, Planning Commission, and Advisory Committees, as well as encouraging service on the volunteer positions such as Council, Commission, Committees.

There are legal obligations in the Brown Act that define noticing requirements for City Council meetings, and there are courtesy processes that have been adopted by the City in the evolution of the digital age such as the City website and Email List. The electronic media is used to alert the public of official city business such as upcoming meetings, vacant positions, available, or general information that is of importance to the City and the community at-large. It is used regularly to promote the additional resources available on the City website such as the City Calendar, Document Library, and Home Page that contains news, alerts, and updated information.

The City has not recently discussed or adopted an official policy for the established use of electronic notifications, and as we continue to refine how this tool is used, the Council may wish to provide direction or establish some framework and/or ground-rules for the use of this list. Staff's primary goal in administering information is consistency, and keeping the public interested in receiving these email alerts as they are one of a few communication tools that connects them to their government.

New or increased expectations for the Email list are welcome. Staff resources should be a component of a holistic and thoughtful discussion. The adoption of any new policy will mandate a procedure, thereby reduce Staff discretion, and likely impact other City business activity, priorities, or in some instances have budget implications.

Along those same lines, Councilmember Davies has requested that digital archival and publishing of public comments to the website be agendaized for a formal discussion. We often hear "please include my comments in the public record", for instance. Staff will explain the current procedure for archiving public comments submitted prior to and/or during public meetings, and hope to receive clear direction from the Council on details such as submission requirements, publishing deadlines, and if there are any other public documents or improvements they wish to prioritize in the archiving process.

Public comments included:

Carpani Burns – NAACP Member

I support any effort that improves accessibility and invites the public to be involved. The documents can be hard to read.

Council comments included:

Davies: I would like to see e-alerts sent for each upcoming meeting – special meetings included. The reminders are very important. I also believe that public comments can be submitted to persuade the Council, as well as persuading other members of the public to contribute, so all public comments should be archived on the City website.

Miller: I would like to know who is on our email list, where they live, and what type of information they would like to receive from us. The email list should be more sophisticated, allowing people to select their content, and join or remove themselves from the list with ease.

Motion (Davies/Grover) to require an e-alert to be sent prior to every city meeting, with a message included for instructions to opt-out of future messages. Staff should also explore the possibility of including a clickable option on the website homepage to join the email list. Passed 4-0.

*Motion (Davies/Grover) to archive all public comments on the City website, with comments received the by noon the day before the meeting published pre-meeting, and comments received after the deadline published at a later date. **Passed 4-0.***

3. November 2020 City Election & Sales Tax Measure Update

City Manager Naffah explained that at the February 11, 2020 regular meeting, the Council was provided with a 2020 calendar summary that included a month-to-month account of agenda items to be expected as the election process unfolds. The first item of business is to determine whether or not to proceed with a Sales Tax measure on the November ballot. The Council requested the following information:

- How much revenue the City's 3/4 % Sales Tax generated over the last 4 years.
- How much standard Sales Tax revenue was received during the same period.
- A summary of City revenues and their relationship to the larger revenue picture.

The Council will be holding their second regular meeting on March 24. The information requested will be presented for discussion at that time. If there are any additional question or research requests in preparation of the March 24 meeting, this will be an additional opportunity to request them.

There was no public comment.

Council comments included:

Miller: I would like to see spreadsheets. The more information the better. I would also like to see a summary of the main Sales Tax generators (gas station, grocery store, shops, etc.).

Davies: I would like to see the voting results from the last election.

No decision was made. Staff will return with more information at a future meeting.

4. Update on Planning Commission and Committee Vacancies.

City Manager Naffah explained that as of today, there have been no letters of interest submitted for the Planning Commission or Committee vacancies. Staff will continue the recruitment process until such time that eligible applicants express interest and all the vacancies are filled.

Information item only. No decision was made.

XI. FUTURE AGENDA ITEMS

- Possible meeting on March 17 to discuss Trinidad Rancheria Hotel FONSI
- Sales Tax Ballot Measure Discussion
- Stormwater Agreement
- Galindo Trail Discussion
- Draft Water Policy

ADJOURNMENT: 8:20pm.

Submitted by:

Gabriel Adams
Trinidad City Clerk

Approved by:

Steve Ladwig
Mayor

MINUTES OF THE SPECIAL MEETING OF THE TRINIDAD CITY COUNCIL
FRIDAY, MARCH 27, 2020

I. CALL TO ORDER

Mayor Ladwig called the teleconference meeting to order at 5:00pm. Council members in attendance: West, Ladwig (present), Davies, Miller, Grover (by phone). City Staff in attendance: City Manager Eli Naffah (by phone), City Clerk Gabriel Adams, Administrative Assistant Angela Zetter (present).

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF THE AGENDA

Motion (West/Grover) to approve the agenda as submitted. Passed unanimously.

IV. ITEMS FROM THE FLOOR – None

(Three (3) minute limit per Speaker unless Council approves request for extended time.)

V. CONSENT AGENDA – No consent agenda.

XI. DISCUSSION/ACTION AGENDA ITEMS

1. Discussion/Decision regarding Moratorium on Short-Term Rental Stays in the City of Trinidad – exempting First Responders and Health Care Workers – until State and County Shelter-In-Place Orders are Lifted.

Mayor Ladwig read the Resolution aloud. He disclosed that although he owns and manages a Short-Term Rental inside the City limits, he 1) honors the Shelter-In-Place order and voluntarily closed down his rental for the duration of the order, and 2) will participate in the meeting but abstain from voting.

Council questions included:

Miller: Why is the Bed & Breakfast not included in the moratorium? It should include all lodging establishments in the City limits. Essential Workers as defined in the State's Shelter-In-Place Order are should be exempt from restrictions.

Davies: I agree with Miller. The moratorium should include the B&B, and the language should "include all lodging in the City that collects T.O.T."

City Manager Naffah explained that he discussed this with County and State Officials, and they both confirmed that Hotels and Inn's are essential businesses.

Public comment included:

Dorothy Cox – Trinidad

I agree with Davies. The B&B should be included. I've seen advertisements for furnished Trinidad rentals requiring 14-day quarantines. Submitted comments by email.

Anita Thompson – Trinidad

Enforcement will be critical. Violators should be fined or have their license suspended. Submitted comments by email.

Shirley Laos – Trinidad Rancheria

The Rancheria declared a Tribal Emergency this week. We intend to use our Seascape House for tribal members and family to shelter in place – not to rent and collect occupancy tax.

Diane Stockness – Trinidad, Planning Commissioner

There are many people visiting the town and the beach. I've received 5 messages and 3 phone calls from concerned residents about this issue. We need more law enforcement patrolling the City, and we need to keep the number of visitors down.

City Manager Naffah noted that the County Sheriff emphasized that the Shelter-In-Place Order is the law, but the intent to enforce is by education first. He also added that alleged violations and or circumstances should be evaluated by the City Manager.

Laura Scott – Trinidad

Be careful not to allow loopholes that may cause exploitation of the “Critical/Essential Worker” definition.

Mike Allison – Trinidad

Oversight and accountability must be communicated to the owners.

Written comments submitted:

Jacques Beaupre – Trinidad

Supports the moratorium. Concerned that Craigslist ads for vacation rentals in Trinidad are threatening community health.

Jan Nash-Hunt – Trinidad

Asked why hotels and B&B are not included.

Midori Fulk – Vacasa, Redwoods General Manager

Acquired Redwood Coast Vacation Rentals in January. Confirmed that Vacasa implemented a global, company-wide shutdown of all it’s rentals on March 25, thus cancelling existing and incoming reservations through April 30 and/or until further notice as mandated by the State of CA.

Pat Morales – Trinidad

Asked why Mayor Ladwig has not recused himself from discussions involving STR’s.

Susan Tissot – Trinidad

Alerting the City Council of vacation rentals in the area trying to attract people located in “germy” cities to find respite here through Craigslist and Facebook platforms.

Richard Bruce – Trinidad

Thanked the Council for taking up the issue.

Council comments included:

Miller: We need to be able to audit this process, and make violations significant enough to warrant license revocation or suspension for up to one year.

Davies: 1) The moratorium should remain in effect until both the State and County Orders are lifted, 2) there should be no forgiveness - a single violation should result in a license revocation or suspension, and 3) any appeal of a violation determination should be reviewed by the entire Council.

Ladwig: Suggested that the intent could be to make the punitive measures consistent with the current policies listed in the STR Ordinance.

West: County Supervisor Madrone said that the Board of Supervisors are working a similar order for lodging establishments in the County.

Ladwig summarized the suggested changes:

- 1) Amend #1 to include “any business that collects Transient Occupancy Tax”... within the City of Trinidad..., and to exempt individuals deemed by the State as “essential critical infrastructure workers”.
- 2) Amend #2 to include ...”and notification from the City”.
- 3) Include #4, defining enforcement language consistent with the STR Ordinance, emphasizing the penalty for violations resulting in loss of license for up to one year, and appeals of City Manager decisions shall be reviewed by the City Council.

*Motion (Davies/Miller) to amend the Moratorium to include the suggested changes, and adopt the revised Resolution 2020-02; Imposing a Moratorium on New Short-Term Rental Reservations During the Shelter-In-Place Order. **Passed 4-0-1 (Ladwig abstained).***

VI. FUTURE AGENDA ITEMS

Miller: Similar discussion regarding long-term rentals

Miller: Consideration of a request made by Humboldt Mutual Aid, advocating for moratoriums on evictions, utility shut-off's, ect.

ADJOURNMENT: 9:15pm

Submitted by:

Approved by:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor

DRAFT



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

1. Staff Activity Report – March 2020

April 2020 Project and Grant Coordinator Activities Report

Non-grant (general fund) Projects and tasks assigned for March:

- Continue working with Redwood Coast Energy Authority to prepare the bid documents for the Trinidad Solar PV Project.

Develop and Manage Grant Projects – Provided administrative support for all grants; worked with funders to complete funding agreements and develop new grant funding; coordinated with city staff, project consultants and project partners.

- Continue to work with County and Caltrans about developing a *Local Road Safety Plan (LRSP)* with Caltrans Local Assistance funding. The LRSP provides a framework to work with safety partners to identify, analyze and prioritize safety improvements on local and rural roads. In the future, these plans will be a requirement for Caltrans Highway Safety Improvement Program (HSIP) funding.
- Per Capita grant allocation: The application period for the Per Capita funding has not yet been announced by the State Parks and Recreation.
- Ongoing: Identify grant funding to pursue priority projects for water system improvements, recreation, trail system improvements.
- Research, identify and pursue resources (funding, etc...) available to the City for addressing the COVID-19 emergency.

Details are provided below for each grant project.

Project Name	Van Wycke Bicycle and Pedestrian Connectivity Project (Van Wycke Project)		
Grant Budget	\$692,000	Funding Source	Caltrans Active Transportation Program (state funding only)
City Costs	\$17,000	Paid by	FY 19-20 GF Budget – Public Works
Term	7/8/16-4/1/21	City Personnel Costs	Partially reimbursed by grant

Project Summary: This proposed project will improve access and safety for pedestrians and for bicyclists between Edwards Street and the Harbor Area. Trail route options are being developed to respond to input from stakeholders and the public.

Project Status: Approximately 12% of grant budget has been spent and \$16,000 in City costs (July 2016 – March 2020). City Council voted in January to eliminate the retaining wall and work on project revisions that would be acceptable to stakeholders. The City has solicited input from stakeholders and met in March with Caltrans to discuss options. The City is planning to solicit additional stakeholder review and input then request a scope change from Caltrans and the California Transportation Commission.

Project Name	Bicycle and Pedestrian Outreach & Education (Van Wycke Non-Infrastructure)		
Grant Budget	\$22,000	Funding Source	Caltrans Active Transportation Program (state funding only) Funding through Van Wycke Trail Project but considered a separate project by Caltrans.
Term	7/1/19 -4/1/21	City Personnel Costs	Reimbursed by grant funds

Project Summary: The Education and Outreach program for this project conducts bicycle and pedestrian safety education, develops citywide trail maps, and informs the public about using active modes of transportation and non-motorized routes (trails, sidewalks & bike lanes). Posters will be developed and information will be presented at the Trinidad Fish Festival and a Bike Rodeo will be held.

Project Status: Because of the uncertainty with the Van Wycke Trail construction, staff suspended the contract awarded by Council in December to RCAA for the Educational Program. Staff is scheduled to have a conference call with RCAA to decide if it's feasible to move forward with the Trinidad trail and bike route map at this time.

Project Name	Downtown Trinidad Pedestrian and Connectivity Improvements Project		
Project Budget	\$550,000	Funding Source	Caltrans STIP
Match	\$30,000	Match paid by	City (from Gas Tax & other Transportation funding)
Term	2019 - 2021	City Personnel Costs	Partially reimbursed by STIP funds

Project Summary: The Downtown Trinidad Pedestrian and Connectivity Improvements Project will remove accessibility barriers and extend new safe and accessible pedestrian routes (in accordance with the Americans with Disabilities Act of 1990) along portions of Patrick's Point Drive, Scenic Drive, and Trinity Street.

Status: \$43,000 has been spent to date. GHD has begun work on Plans and Right of Way.

Project Name	Storm Water Management Improvement Project Phase 2 (ASBS Storm Water Project)		
Grant Budget	\$4,833,000	Funding Source	Prop 84 Storm Water Grant Program
City Match	\$15,000	Match paid by	General Funds- project development staff costs 2015- 2017
USDA Match	\$26,000	Paid by	USDA SEARCH Grant for Project Engineering Report
USDA Match	\$511,000	Application Pending	USDA Rural Development Storm Water Grant/Loan Financing
Term	9/1/17 - 6/30/21	City Personnel Costs	Funded by Prop 84 grant beginning September 2017

Project Summary and Background: This is the final phase of the ASBS Storm Water project to eliminate the storm water discharge into the Trinidad Bay (Area of Biological Significance or ASBS) at Launcher Beach by constructing LID improvements along Underwood, Edwards, Ewing, and at the harbor parking lot area.

Status: Approximately \$310,000 has been spent to date for approximately 5 % of the total project. All tasks are moving very slowly due to the COVID pandemic issues and shelter in place requirement. The project will go out to bid pending funder approval of the plans. The City will request a schedule revision from the funder if the approval is held up much longer. The funder has asked for additional engineering work above and beyond the current consultant agreement with GHD. Staff a will be drafting an agreement amendment to be presented at the May Council meeting. The negotiation of the landowner agreement for the beach parking area with the Trinidad Rancheria is ongoing.

Submitted by Becky Price-Hall, Project & Grant Coordinator



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION ATTACHED

2. Financial Statements – February 2020

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 2/1/2020 Through 2/29/2020

	Current Month	Year to Date	Total Budget - Original	% of Budget
Revenue				
41010	0.00	52,305.81	92,000.00	(43.15)%
41020	0.00	3,906.99	3,800.00	2.82%
41040	0.00	16.65	25.00	(33.40)%
41050	0.00	860.75	1,300.00	(33.79)%
41060	0.00	186.55	200.00	(6.72)%
41070	0.00	408.63	500.00	(18.27)%
41110	0.00	593.41	1,300.00	(54.35)%
41130	0.00	0.00	1,900.00	100.00)%
41140	0.00	314.60	4,500.00	(93.01)%
41200	0.00	13.91	0.00	0.00%
41220	0.00	0.00	28,500.00	100.00)%
42000	4,450.83	143,850.03	255,000.00	(43.59)%
43000	11,562.15	78,576.75	140,000.00	(43.87)%
46000	0.00	0.00	10,000.00	100.00)%
47310	290.42	290.42	0.00	0.00%
53010	0.00	153.48	50.00	206.96%
53020	47.10	22,790.19	25,300.00	(9.92)%
53090	103.02	11,416.21	14,000.00	(18.46)%
54020	0.00	19,105.53	18,000.00	6.14%
54050	1,044.20	7,269.03	8,000.00	(9.14)%
54100	45.00	120.00	300.00	(60.00)%
54150	302.00	7,452.00	9,000.00	(17.20)%
54170	0.00	9,600.00	9,000.00	6.67%
54300	0.00	432.00	400.00	8.00%
56400	0.00	73,190.14	9,000.00	713.22%
56500	0.00	0.00	5,125.00	100.00)%
56550	0.00	0.00	9,000.00	100.00)%
56650	0.00	5,018.38	6,000.00	(16.36)%
56700	150.00	1,752.50	5,000.00	(64.95)%
Total Revenue	<u>17,994.72</u>	<u>439,623.96</u>	<u>657,200.00</u>	<u>(33.11)%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 2/1/2020 Through 2/29/2020

	Current Month	Year to Date	Total Budget - Original	% of Budget	
Expense					
60900	HONORARIUMS	250.00	2,000.00	3,000.00	33.33%
61000	EMPLOYEE GROSS WAGE	9,291.64	78,597.86	121,018.00	35.05%
65100	DEFERRED RETIREMENT	878.02	7,435.62	11,441.00	35.01%
65200	MEDICAL INSURANCE AND EXPENSE	1,652.34	12,211.53	20,248.00	39.69%
65250	Health Savings Program	0.00	91.38	1,443.00	93.67%
65300	WORKMEN'S COMP INSURANCE	0.00	5,010.00	4,538.00	(10.40)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	55.66	528.72	750.00	29.50%
65600	PAYROLL TAX	767.42	6,496.99	10,133.00	35.88%
65800	Grant Payroll Allocation	0.00	(5,852.17)	(5,000.00)	(17.04)%
68090	CRIME BOND	0.00	512.20	500.00	(2.44)%
68200	INSURANCE - LIABILITY	0.00	11,867.45	11,500.00	(3.20)%
68300	PROPERTY & CASUALTY	0.00	5,035.55	5,000.00	(0.71)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	5,000.00	100.00%
71310	CITY PLANNER-ADMIN. TASKS	6,430.42	58,859.26	70,000.00	15.92%
71410	BLDG INSPECTOR-ADMIN TASKS	2,700.00	10,477.14	7,000.00	(49.67)%
71510	ACCOUNTANT-ADMIN TASKS	931.45	11,557.21	17,000.00	32.02%
71620	AUDITOR-FINANCIAL REPORTS	1,820.00	13,585.00	14,500.00	6.31%
72000	CHAMBER OF COMMERCE	0.00	0.00	15,000.00	100.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	794.45	2,233.47	3,000.00	25.55%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	(740.84)	2,000.00	137.04%
75170	RENT	750.00	6,000.00	9,000.00	33.33%
75180	UTILITIES	983.98	8,011.91	12,000.00	33.23%
75190	DUES & MEMBERSHIP	0.00	896.00	1,000.00	10.40%
75200	MUNICIPAL/UPDATE EXPENSE	906.32	1,351.32	3,500.00	61.39%
75220	OFFICE SUPPLIES & EXPENSE	601.68	4,023.67	6,000.00	32.94%
75240	BANK CHARGES	0.00	30.00	100.00	70.00%
75280	TRAINING / EDUCATION	0.00	0.00	200.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	8,000.00	100.00%
75990	MISCELLANEOUS EXPENSE	0.00	2,064.02	500.00	(312.80)%
76110	TELEPHONE	360.34	3,040.47	2,500.00	(21.62)%
76130	CABLE & INTERNET SERVICE	147.20	1,224.95	3,000.00	59.17%
76150	TRAVEL	873.64	2,286.78	2,000.00	(14.34)%
78170	SECURITY SYSTEM	0.00	503.58	500.00	(0.72)%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	151.38	2,000.00	92.43%
	Total Expense	30,194.56	249,490.45	368,371.00	32.27%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 2/1/2020 Through 2/29/2020

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
61000	EMPLOYEE GROSS WAGE	442.40	3,752.41	5,751.00	34.75%
65100	DEFERRED RETIREMENT	34.84	295.19	453.00	34.84%
65200	MEDICAL INSURANCE AND EXPENSE	42.32	274.20	544.00	49.60%
65250	Health Savings Program	0.00	2.50	60.00	95.83%
65300	WORKMEN'S COMP INSURANCE	0.00	212.00	216.00	1.85%
65600	PAYROLL TAX	35.98	305.74	475.00	35.63%
75170	RENT	750.00	6,000.00	9,000.00	33.33%
75180	UTILITIES	115.44	1,370.37	1,800.00	23.87%
75220	OFFICE SUPPLIES & EXPENSE	0.00	0.00	500.00	100.00%
75300	CONTRACTED SERVICES	0.00	0.00	65,000.00	100.00%
75350	ANIMAL CONTROL	0.00	1,012.00	1,600.00	36.75%
76110	TELEPHONE	0.00	373.02	1,200.00	68.92%
76130	CABLE & INTERNET SERVICE	79.20	302.55	0.00	0.00%
78170	SECURITY SYSTEM	0.00	531.00	500.00	(6.20)%
Total Expense		<u>1,500.18</u>	<u>14,430.98</u>	<u>87,099.00</u>	<u>83.43%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 2/1/2020 Through 2/29/2020

	Current Month	Year to Date	Total Budget - Original	% of Budget
Expense				
60900	150.00	1,200.00	2,400.00	50.00%
75180	0.00	361.37	1,150.00	68.58%
75190	0.00	0.00	350.00	100.00%
75280	0.00	0.00	500.00	100.00%
76110	98.37	912.81	1,000.00	8.72%
76140	0.00	0.00	1,800.00	100.00%
78140	0.00	194.97	350.00	44.29%
78150	0.00	4,706.71	2,500.00	(88.27)%
78160	0.00	0.00	1,500.00	100.00%
78190	0.00	261.96	10,000.00	97.38%
78200	0.00	0.00	1,000.00	100.00%
Total Expense	248.37	7,637.82	22,550.00	66.13%

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 2/1/2020 Through 2/29/2020

		Current Month	Year to Date	Total Budget - Original	% of Budget
Expense					
61000	EMPLOYEE GROSS WAGE	7,061.17	60,783.12	94,198.00	35.47%
61250	OVERTIME	0.00	0.00	500.00	100.00%
65000	EMPLOYEE TAXES, INSUR & BENEFI	0.00	0.00	100.00	100.00%
65100	DEFERRED RETIREMENT	792.65	6,820.05	10,593.00	35.62%
65200	MEDICAL INSURANCE AND EXPENSE	2,368.13	19,893.83	30,753.00	35.31%
65250	Health Savings Program	0.00	118.00	1,158.00	89.81%
65300	WORKMEN'S COMP INSURANCE	0.00	3,507.00	3,532.00	0.71%
65600	PAYROLL TAX	590.55	5,087.35	8,016.00	36.54%
65800	Grant Payroll Allocation	(4,103.46)	(26,569.45)	(63,000.00)	57.83%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	4,122.00	10,000.00	58.78%
71250	CITY ENGINEER - PROJECT FEES	0.00	188.75	0.00	0.00%
71310	CITY PLANNER-ADMIN. TASKS	8,602.00	9,878.80	15,000.00	34.14%
75180	UTILITIES	0.00	274.78	250.00	(9.91)%
75190	DUES & MEMBERSHIP	0.00	144.00	0.00	0.00%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	64.91	3,000.00	97.84%
75300	CONTRACTED SERVICES	0.00	0.00	10,000.00	100.00%
75370	UNIFORMS/PERSONAL EQUIP.	0.00	346.34	1,000.00	65.37%
78100	STREET MAINT/REPAIR/SANITATION	0.00	784.74	5,000.00	84.31%
78120	STREET LIGHTING	339.35	2,894.95	5,000.00	42.10%
78130	TRAIL MAINTENANCE	0.00	0.00	10,000.00	100.00%
78140	VEHICLE FUEL & OIL	38.26	1,581.55	4,000.00	60.46%
78150	VEHICLE REPAIRS	137.69	1,390.32	2,500.00	44.39%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	1,565.74	14,000.00	88.82%
78190	MATERIALS, SUPPLIES & EQUIPMEN	120.26	1,818.66	5,000.00	63.63%
78200	EQUIPMENT REPAIRS & MAINTENANC	11.84	2,252.99	4,200.00	46.36%
	Total Expense	15,958.44	96,948.43	174,800.00	44.54%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
56150	FRANCHISE FEES	472.10	5,670.09	10,000.00	(43.30)%
	Total Revenue	472.10	5,670.09	10,000.00	(43.30)%
	Expense				
61000	EMPLOYEE GROSS WAGE	714.38	5,934.80	9,287.00	36.10%
65100	DEFERRED RETIREMENT	85.72	712.11	1,114.00	36.08%
65200	MEDICAL INSURANCE AND EXPENSE	274.70	2,110.74	3,192.00	33.87%
65250	Health Savings Program	0.00	16.68	138.00	87.91%
65300	WORKMEN'S COMP INSURANCE	0.00	450.00	348.00	(29.31)%
65600	PAYROLL TAX	60.70	504.48	796.00	36.62%
75130	GARBAGE	0.00	0.00	500.00	100.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	993.88	1,800.00	44.78%
	Total Expense	1,135.50	10,722.69	17,175.00	37.57%
	Net Income	(663.40)	(5,052.60)	(7,175.00)	(29.58)%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
303 - COPS Program
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
	Revenue				
46000	GRANT INCOME	0.00	104,111.87	100,000.00	4.11%
	Total Revenue	0.00	104,111.87	100,000.00	4.11%
	Expense				
75300	CONTRACTED SERVICES	0.00	81,342.50	100,000.00	18.66%
	Total Expense	0.00	81,342.50	100,000.00	18.66%
	Net Income	0.00	22,769.37	0.00	0.00%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
503 - State Gas Tax
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	0.00	18,000.00	(100.00)%
47005	RMRA (SB1)	574.09	3,468.35	0.00	0.00%
47010	TCRF Loan Repayment	0.00	412.59	0.00	0.00%
47030	GAS TAX REVENUE (2103)	0.00	1,763.89	0.00	0.00%
47050	GAS TAX REVENUE (2105)	0.00	1,186.50	0.00	0.00%
47060	GAS TAX REVENUE (2106)	0.00	3,619.73	0.00	0.00%
47070	GAS TAX REVENUE (2107)	0.00	1,472.08	0.00	0.00%
47075	GAS TAX REVENUE (2107.5)	0.00	1,000.00	0.00	0.00%
	Total Revenue	<u>574.09</u>	<u>12,923.14</u>	<u>18,000.00</u>	<u>(28.20)%</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	40,000.00	100.00%
	Total Expense	<u>0.00</u>	<u>0.00</u>	<u>40,000.00</u>	<u>100.00%</u>
	Net Income	<u>574.09</u>	<u>12,923.14</u>	<u>(22,000.00)</u>	<u>(158.74)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
504 - TDA - Transportation Development Agency
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	0.00	22,000.00	(100.00)%
49990	OTHER GRANTS	0.00	15,190.00	0.00	0.00%
	Total Revenue	<u>0.00</u>	<u>15,190.00</u>	<u>22,000.00</u>	<u>(30.95)%</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	12,000.00	100.00%
75250	TRANSIT SERVICES- HTA	0.00	4,980.00	0.00	0.00%
	Total Expense	<u>0.00</u>	<u>4,980.00</u>	<u>12,000.00</u>	<u>58.50%</u>
	Net Income	<u>0.00</u>	<u>10,210.00</u>	<u>10,000.00</u>	<u>2.10%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	12,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	90.00	720.00	1,000.00	(28.00)%
57100	WATER SALES	26,680.87	225,194.21	315,000.00	(28.51)%
57200	Water Sales - Wholesale	1,620.00	7,440.00	6,500.00	14.46%
57300	NEW WATER HOOK UPS	0.00	0.00	4,500.00	(100.00)%
57500	WATER A/R PENALTIES	262.23	4,961.51	1,800.00	175.64%
	Total Revenue	<u>28,653.10</u>	<u>238,315.72</u>	<u>340,800.00</u>	<u>(30.07)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	9,062.78	77,485.61	119,121.00	34.95%
65100	DEFERRED RETIREMENT	1,032.85	8,824.40	13,584.00	35.04%
65200	MEDICAL INSURANCE AND EXPENSE	3,532.38	27,046.42	41,359.00	34.61%
65250	Health Savings Program	0.00	161.66	1,443.00	88.80%
65300	WORKMEN'S COMP INSURANCE	0.00	3,900.00	4,467.00	12.69%
65600	PAYROLL TAX	759.99	6,491.30	10,152.00	36.06%
68090	CRIME BOND	0.00	275.80	300.00	8.07%
68200	INSURANCE - LIABILITY	0.00	6,206.55	6,100.00	(1.75)%
68300	PROPERTY & CASUALTY	0.00	2,711.45	2,405.00	(12.74)%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	972.75	5,000.00	80.55%
71230	ENGINEER-SPECIAL PROJECTS	3,079.50	43,282.75	75,000.00	42.29%
71310	CITY PLANNER-ADMIN. TASKS	3,855.10	11,465.55	10,000.00	(14.66)%
71510	ACCOUNTANT-ADMIN TASKS	501.55	6,221.09	9,000.00	30.88%
71620	AUDITOR-FINANCIAL REPORTS	980.00	7,315.00	7,000.00	(4.50)%
72100	BAD DEBTS	0.00	213.79	100.00	(113.79)%
75110	FINANCIAL ADVISOR/TECH SUPPORT	(140.00)	0.00	0.00	0.00%
75180	UTILITIES	910.77	11,142.14	14,000.00	20.41%
75190	DUES & MEMBERSHIP	0.00	669.00	125.00	(435.20)%
75200	MUNICIPAL/UPDATE EXPENSE	0.00	203.08	200.00	(1.54)%
75220	OFFICE SUPPLIES & EXPENSE	245.00	3,192.86	3,750.00	14.86%
75240	BANK CHARGES	0.00	20.00	100.00	80.00%
75280	TRAINING / EDUCATION	45.00	313.30	750.00	58.23%
75300	CONTRACTED SERVICES	0.00	1,080.00	8,000.00	86.50%
76110	TELEPHONE	161.44	1,272.22	1,600.00	20.49%
76130	CABLE & INTERNET SERVICE	61.95	433.65	750.00	42.18%
76160	LICENSES & FEES	0.00	6,381.74	3,200.00	(99.43)%
78140	VEHICLE FUEL & OIL	157.86	1,187.61	1,200.00	1.03%
78150	VEHICLE REPAIRS	0.00	130.00	2,500.00	94.80%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	0.00	1,250.00	100.00%
78170	SECURITY SYSTEM	0.00	229.50	500.00	54.10%
78190	MATERIALS, SUPPLIES & EQUIPMEN	294.23	3,310.74	5,000.00	33.79%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	6,943.04	5,850.00	(18.68)%
79100	WATER LAB FEES	285.00	4,860.81	4,200.00	(15.73)%
79120	WATER PLANT CHEMICALS	6.96	3,092.38	7,500.00	58.77%
79130	WATER LINE HOOK-UPS	0.00	6,500.00	4,500.00	(44.44)%
79150	WATER LINE REPAIR	5,897.04	6,451.26	10,000.00	35.49%
79160	WATER PLANT REPAIR	0.00	0.00	3,000.00	100.00%
	Total Expense	<u>30,729.40</u>	<u>259,987.45</u>	<u>383,506.00</u>	<u>32.21%</u>
	Net Income	<u>(2,076.30)</u>	<u>(21,671.73)</u>	<u>(42,706.00)</u>	<u>(49.25)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 2/1/2020 Through 2/29/2020

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	250.00	(100.00)%
58100	CEMETERY PLOT SALES	2,302.50	30,725.00	9,000.00	241.39%
58150	Cemetery Plot Refunds	0.00	(1,410.00)	0.00	0.00%
	Total Revenue	<u>2,302.50</u>	<u>29,315.00</u>	<u>9,250.00</u>	<u>216.92%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	671.60	5,518.32	8,731.00	36.80%
65100	DEFERRED RETIREMENT	80.58	662.10	1,048.00	36.82%
65200	MEDICAL INSURANCE AND EXPENSE	216.46	1,669.67	2,648.00	36.95%
65250	Health Savings Program	0.00	14.78	180.00	91.79%
65300	WORKMEN'S COMP INSURANCE	0.00	495.00	327.00	(51.38)%
65600	PAYROLL TAX	57.08	469.11	748.00	37.28%
75180	UTILITIES	135.69	361.84	493.00	26.60%
75300	CONTRACTED SERVICES	0.00	0.00	2,000.00	100.00%
78170	SECURITY SYSTEM	0.00	319.50	450.00	29.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	0.00	0.00	500.00	100.00%
	Total Expense	<u>1,161.41</u>	<u>9,510.32</u>	<u>17,125.00</u>	<u>44.47%</u>
	Net Income	<u>1,141.09</u>	<u>19,804.68</u>	<u>(7,875.00)</u>	<u>(351.49)%</u>



CONSENT AGENDA ITEM 3

SUPPORTING DOCUMENTATION ATTACHED

3. Law Enforcement Report – March 2020



HUMBOLDT COUNTY SHERIFF'S OFFICE

Incident Search Results

City is trinidad or trin, Date Between 3/2/2020 and 3/8/2020

03/10/2020

Date	Inc #	Type	Time	Location	Dispositio
03/02/2020	2003020009	UNW	01:13:23	27 SCENIC DR	Advised to Move Along
03/02/2020	2003020071	THREAT	12:07:39	822 N WESTHAVEN DR	No Report
03/02/2020	2003020077	PROB	12:30:03	850 S WESTHAVEN DR	Cad Documentation Only
03/02/2020	2003020089	INV	14:09:57	27 SCENIC DR	Report Taken
03/02/2020	2003020096	415	14:52:22	110 WA-RAY RD	Public Assist
03/02/2020	2003020128	XFER	18:05:29	6TH AVE/KAHLSTROM AVE	Xfer to CHP
03/03/2020	2003030016	PC	03:54:37	201 MAIN ST	Cad Documentation Only
03/03/2020	2003030024	911H	06:43:12	3415 PATRICKS POINT DR	Cad Documentation Only
03/03/2020	2003030050	ANIMAL	10:16:52	HIGHWAY 101 OFF RAMP/WES	Gone On Arrival
03/03/2020	2003030052	VEHI	10:18:57	389 MAIN ST	Cad Documentation Only
03/03/2020	2003030104	TPAT	14:50:12	(UNKNOWN ADDRESS)	Cad Documentation Only
03/03/2020	2003030118	594	16:20:26	1639 SCENIC DR	Report Taken
03/03/2020	2003030121	SUI	17:00:21	665 SPRUCE AVE	Xfer to Medical
03/04/2020	2003040100	FU	14:31:06	(UNKNOWN ADDRESS)	Cad Documentation Only
03/04/2020	2003040103	FU	14:40:22	(UNKNOWN ADDRESS)	Cad Documentation Only
03/04/2020	2003040139	XFER	17:42:25	STATE HWY 101/BIG LAGOON	Xfer to CHP
03/05/2020	2003050082	33X	13:07:15	1805 PATRICKS POINT DR	Billable Alarm
03/05/2020	2003050110	ADMIN	14:48:16	898 UNDERWOOD DR	Supplemental Taken
03/05/2020	2003050120	BITE	15:25:24	BIG LAGOON PARK RD	Cad Documentation Only
03/05/2020	2003050143	SUSPC	17:12:52	73 ANDERSON LN	Pending Recontact From Rp
03/06/2020	2003060035	AWS	09:01:34	120 WA-RAY RD	Negative Service
03/06/2020	2003060087	WELF	13:01:54	389 MAIN ST	Cited
03/06/2020	2003060093	FU	13:33:00	311 OLD WAGON RD	Supplemental Taken
03/06/2020	2003060147	XFER	18:27:48	27 SCENIC DR	Xfer to Medical
03/07/2020	2003070054	488	12:06:19	199 WESTHAVEN DR	Pending Recontact From Rp
03/07/2020	2003070064	PC	13:07:48	(UNKNOWN ADDRESS)	No Report
03/07/2020	2003070065	TPAT	13:12:15	(UNKNOWN ADDRESS)	Non-Billable Alarm
03/07/2020	2003070067	ASSISTA	13:25:57	389 MAIN ST	Not as Reported
03/07/2020	2003070092	XFER	17:02:27	27 SCENIC DR	Xfer to CHP
03/08/2020	2003080046	415	11:40:41	1990 SCENIC DR	Report Taken
03/08/2020	2003080047	DISP	11:41:06	1990 SCENIC DR	Cad Documentation Only
03/08/2020	2003080080	XFER	15:25:36	675 UNDERWOOD DR	Xfer to Fire
03/08/2020	2003080096	653X	16:44:26	11 OCEAN VIEW DR	Cad Documentation Only
03/08/2020	2003080097	INV	16:54:18	94 STUMPTOWN RD	Cad Documentation Only
03/08/2020	2003080106	XFER	17:52:20	840 VAN WYCKE ST	Xfer to Fire
03/08/2020	2003080109	XFER	18:01:57	840 VAN WYCKE ST	Xfer to Fire
03/08/2020	2003080123	BITE	18:51:40	.TRINIDAD HEAD	Report Taken



HUMBOLDT COUNTY SHERIFF'S OFFICE

Page 1

Incident Search Results
City is trinidad or trin, Date Between 3/9/2020 and 3/15/2020

03/16/2020

Date	Inc #	Type	Time	Location	Dispositio
03/09/2020	2003090023	INC	06:27:54	960 EDWARDS ST	Pending Recontact From Rp
03/09/2020	2003090060	TPAT	11:42:29	(UNKNOWN ADDRESS)	Cad Documentation Only
03/09/2020	2003090065	CWS	12:48:08	681 3RD AVE	Cad Documentation Only
03/09/2020	2003090077	XFER	14:10:21	LIGHTHOUSE RD	Xfer to Medical
03/09/2020	2003090083	PROPF	14:34:46	1175-STAGECOACH RD	Cad Documentation Only
03/09/2020	2003090130	415	19:18:17	850 S WESTHAVEN DR	No Report
03/09/2020	2003090148	SHOTSH	21:30:35	SCENIC DR/BAKER RANCH RD	Quiet on Arrival or Departur
03/09/2020	2003090150	602	21:40:40	27 SCENIC DR	Arrest Made
03/09/2020	2003090151	INC	21:41:46	27 SCENIC DR	Duplicate Call
03/09/2020	2003090152	INC	21:42:10	27 SCENIC DR	Duplicate Call
03/09/2020	2003090153	INC	21:42:41	27 SCENIC DR	Duplicate Call
03/09/2020	2003090154	INC	21:43:35	27 SCENIC DR	Duplicate Call
03/10/2020	2003100022	WELF	08:29:22	BIG LAGOON RANCH RD/HWY	Cad Documentation Only
03/10/2020	2003100029	XFER	09:17:07	NB US HWY 101 / BIG LAGO	Xfer to CHP
03/10/2020	2003100073	TPAT	13:49:01	(UNKNOWN ADDRESS)	Cad Documentation Only
03/10/2020	2003100074	ASSISTA	14:02:16	201 MAIN ST	Cad Documentation Only
03/10/2020	2003100110	488	17:45:14	510 BIG LAGOON PARK RD	Pending Recontact From Rp
03/11/2020	2003110005	BOLO	00:25:22	27 SCENIC DR	Unable to Locate
03/11/2020	2003110022	911H	05:32:57	1 CHER-AE LN	Phone Malfunction
03/11/2020	2003110067	FU	11:42:18	425 QUARRY RD	Cad Documentation Only
03/11/2020	2003110077	FU	12:07:03	(UNKNOWN ADDRESS)	Cad Documentation Only
03/11/2020	2003110092	DISP	13:05:01	473 QUARRY RD	Cad Documentation Only
03/11/2020	2003110117	CIVIL	14:19:51	1391 WESTHAVEN DR	Cad Documentation Only
03/12/2020	2003120030	HYPO	08:26:05	1 MAIN ST	No Report
03/12/2020	2003120036	FU	09:20:04	271 LYNDA LN	Cad Documentation Only
03/12/2020	2003120103	WELF	15:23:33	850 S WESTHAVEN DR	Not as Reported
03/13/2020	2003130105	TPAT	13:46:19	CITY OF TRINIDAD	No Report
03/14/2020	2003140030	XFER	10:02:07	US HWY 101 ON RAMP	Xfer to CHP
03/14/2020	2003140061	XFER	14:17:27	PATRICKS POINT DR	Xfer to Fire
03/14/2020	2003140062	911C	14:18:26	190 STUMPTOWN RD	Cad Documentation Only
03/14/2020	2003140087	DUMP	16:55:43	510 BIG LAGOON PARK RD	Cad Documentation Only
03/14/2020	2003140088	SUSPC	17:52:12	510 BIG LAGOON PARK RD	Unable to Locate
03/14/2020	2003140099	PC	19:07:51	27 SCENIC DR	Cad Documentation Only
03/15/2020	2003150032	488	08:31:10	1 BAKER RANCH RD	Report Taken
03/15/2020	2003150046	FU	12:30:33	290 STUMPTOWN RD	Cad Documentation Only
03/15/2020	2003150070	SUSPC	15:01:56	389 MAIN ST	Cad Documentation Only
03/15/2020	2003150090	PC	18:00:08	570 EWING ST	Field Interview



HUMBOLDT COUNTY SHERIFF'S OFFICE

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Incident Search Results
City is trinidad or trin, Date Between 3/16/2020 and 3/22/2020

03/23/2020

Date	Inc #	Type	Time	Location	Dispositio
03/16/2020	2003160070	UNW	11:30:44	607 PARKER ST	Cad Documentation Only
03/16/2020	2003160089	602	14:14:08	27 SCENIC DR	Cad Documentation Only
03/16/2020	2003160121	ANIMAL	17:18:06	823 PATRICKS POINT DR	Cad Documentation Only
03/16/2020	2003160124	DISP	17:32:51	201 MAIN ST	Cad Documentation Only
03/16/2020	2003160126	PC	17:40:07	380 JANIS CT	Gone On Arrival
03/16/2020	2003160127	415	17:43:37	201 MAIN ST	Gone On Arrival
03/16/2020	2003160135	PC	19:08:44	400 JANIS CT	Gone On Arrival
03/17/2020	2003170056	XFER	13:41:57	307 N WESTHAVEN DR	Xfer to Medical
03/17/2020	2003170061	CWS	14:04:56	3633 PATRICKS POINT DR	Report Taken
03/17/2020	2003170107	ASSISTP	20:04:01	73 ANDERSON LN	Cad Documentation Only
03/18/2020	2003180024	CAMP	08:56:53	(UNKNOWN ADDRESS)	Not as Reported
03/18/2020	2003180028	PC	09:33:45	LYNDA LN	Cad Documentation Only
03/18/2020	2003180032	PC	10:03:29	(UNKNOWN ADDRESS)	Cad Documentation Only
03/19/2020	2003190001	TPAT	00:44:25	MAIN ST	Cad Documentation Only
03/19/2020	2003190040	BEACH	09:33:02	MOONSTONE BEACH	Cad Documentation Only
03/19/2020	2003190045	BEACH	09:50:45	TRINIDAD STATE BEACH	Cad Documentation Only
03/19/2020	2003190148	XFER	20:58:21	STATE HWY 101/BIG LAGOON	Xfer to CHP
03/20/2020	2003200019	TPAT	09:30:59	CITY OF TRINIDAD	No Report
03/20/2020	2003200042	ANIMAL	11:43:46	1116 STAGECOACH RD	Cad Documentation Only
03/20/2020	2003200055	33X	13:02:08	174 ADAMS FOX FARM RD	Cancel Per Rp
03/20/2020	2003200090	WELF	16:15:00	199 N WESTHAVEN DR	Cad Documentation Only
03/20/2020	2003200100	33X	17:00:06	174 ADAMS FOX FARM RD	Billable Alarm
03/21/2020	2003210067	314	14:26:56	.SAUNDERS PARK	Arrest Made
03/21/2020	2003210114	PC	22:17:30	122 MOONSTONE BEACH RD	Cad Documentation Only
03/22/2020	2003220029	SUSPC	13:04:09	73 ANDERSON LN	Cad Documentation Only
03/22/2020	2003220041	459V	17:04:19	389 MAIN ST	Pending Recontact From Rp



HUMBOLDT COUNTY SHERIFF'S OFFICE

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Incident Search Results

City is trinidad or trin, Date Between 3/23/2020 and 3/29/2020

04/01/2020

Date	Inc #	Type	Time	Location	Dispositio
03/23/2020	2003230050	WELF	12:09:17	51 MIDWAY DR	Cancel Per Rp
03/23/2020	2003230066	INV	13:56:58	821 KAHLSTROM AVE	No Report
03/23/2020	2003230082	CUST	16:22:39	822 TEH-PAH LN	Report Taken
03/23/2020	2003230093	415	18:40:27	753 PATRICKS POINT DR	Public Assist
03/24/2020	2003240002	ANIMAL	01:24:53	SCENIC DR	Public Assist
03/25/2020	2003250055	ANIMAL	11:19:56	1116 A STAGECOCH	Cad Documentation Only
03/25/2020	2003250075	ASSISTP	13:14:55	1076 8TH AVE	Cad Documentation Only
03/25/2020	2003250125	PC	19:59:44	PATRICKS POINT DR/SEAWOO	Referred To Other Agency
03/26/2020	2003260051	PC	10:11:00	SCENIC DR	Cad Documentation Only
03/26/2020	2003260056	TPAT	10:22:28	(UNKNOWN ADDRESS)	Cad Documentation Only
03/26/2020	2003260060	XFER	10:43:07	1895 PATRICKS POINT DR	Xfer to Medical
03/26/2020	2003260063	PC	11:22:26	(UNKNOWN ADDRESS)	Cad Documentation Only
03/26/2020	2003260091	TPAT	13:59:59	463 TRINITY ST	No Report
03/27/2020	2003270035	TPAT	09:05:37	(UNKNOWN ADDRESS)	No Report
03/28/2020	2003280031	415	10:41:48	MOONSTONE BEACH RD	Public Assist
03/28/2020	2003280058	INFO	15:13:31	WESTHAVEN RD	Cad Documentation Only
03/29/2020	2003290012	VEHI	04:01:28	SCENIC DR/S WESTHAVEN DR	Field Interview
03/29/2020	2003290068	INFO	18:17:08	463 TRINITY ST	Cad Documentation Only
03/29/2020	2003290071	CIVIL	18:26:41	480 PATRICKS POINT DR	Gone On Arrival



HUMBOLDT COUNTY SHERIFF'S OFFICE

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Incident Search Results

City is trinidad or trin, Date Between 3/30/2020 and 4/5/2020

04/06/2020

Date	Inc #	Type	Time	Location	Dispositio
03/30/2020	2003300031	488	08:56:16	TRINITY ST	Report Taken
03/30/2020	2003300084	SUSPV	15:17:27	389 MAIN ST	Gone On Arrival
03/30/2020	2003300101	DUMP	17:40:26	SCENIC DR	Cad Documentation Only
03/31/2020	2003310091	VEHI	18:33:03	NB 101/ JSO REST AREA	Field Interview
03/31/2020	2003310096	PC	19:47:12	.BIG LAGOON DAY USE	Cited
04/01/2020	2004010028	FU	10:01:11	716 FERNCREST RD	Cad Documentation Only
04/01/2020	2004010035	PC	10:40:19	BIG LAGOON RD	Cad Documentation Only
04/01/2020	2004010042	PROPF	11:25:43	.TRINIDAD SUB	Cad Documentation Only
04/01/2020	2004010067	PROPL	15:14:48	122 MOONSTONE BEACH RD	Report Taken
04/01/2020	2004010106	COVID	20:26:36	1895 PATRICKS POINT DR	Public Assist
04/02/2020	2004020030	TPAT	08:54:42	463 TRINITY ST	No Report
04/02/2020	2004020040	DUMP	10:25:26	SCENIC DR	Cad Documentation Only
04/02/2020	2004020089	TPAT	14:23:33	CITY OF TRINIDAD	
04/02/2020	2004020095	PED	14:48:27	US HWY 101 ON RAMP	Agency Assist
04/03/2020	2004030004	SHOTSH	00:50:59	122 MOONSTONE BEACH RD	Unable to Locate
04/03/2020	2004030032	TPAT	09:44:19	463 TRINITY ST	No Report
04/03/2020	2004030035	TPAT	10:12:24	BIG LAGOON	No Report
04/03/2020	2004030036	TPAT	10:13:38	510 BIG LAGOON PARK RD	No Report
04/03/2020	2004030047	911M	11:08:57	130 BRINDLE LN	Accidental Dial
04/03/2020	2004030059	PC	12:50:49	.STRAWBERRY ROCK	No Report
04/03/2020	2004030063	FU	13:15:30	389 MAIN ST	No Report
04/03/2020	2004030065	COVID	13:29:29	510 BIG LAGOON PARK RD	No Report
04/03/2020	2004030066	HAILED	13:37:25	389 MAIN ST	No Report
04/03/2020	2004030097	COVID	17:22:57	STAGECOACH RD	Unable to Locate
04/03/2020	2004030101	417	17:32:59	SCENIC DR	Report Taken
04/04/2020	2004040004	WELF	01:24:13	600 SEASCAPE LN	No Report
04/04/2020	2004040015	911M	08:13:01	707 UNDERWOOD DR	Accidental Dial
04/04/2020	2004040028	ADMIN	11:07:53	600 SEASCAPE LN	Cad Documentation Only
04/04/2020	2004040065	XFER	15:06:15	(UNKNOWN ADDRESS)	Xfer to CHP
04/04/2020	2004040088	DUMP	19:30:27	SCENIC DR	Public Assist
04/05/2020	2004050090	XFER	19:49:10	199 N WESTHAVEN DR	Xfer to Medical



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION ATTACHED

4. City Manager Contract Renewal

The attached contract is identical to the March 13, 2019 contract except for the change in dates, and changes to section 6 to reflect direction given at the March 2020 Council meeting.

This EMPLOYMENT AGREEMENT ("Agreement") is made and entered into on April 14, 2020, by and between the **CITY OF TRINIDAD, CALIFORNIA**, (hereinafter "Employer"), and **Eli Naffah** (hereinafter "Employee").

RECITALS

WHEREAS, the Employer is represented in this Employment Agreement by its governing body, the City Council; and

WHEREAS, the Employee has significant applicable experience in local government and public sector management that qualifies him to perform the duties of City Manager; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

AGREEMENT

Section 1. DUTIES OF THE EMPLOYER

It shall be the responsibility of the Employer to provide timely support and assistance to the Employee in his role as the City Manager.

The Employer shall provide policy guidance to the Employee by ongoing acts of the City Council.

Section 2. DUTIES OF THE EMPLOYEE

A. City Management: It shall be the responsibility of the Employee to manage the daily affairs of the City of Trinidad in a manner that is consistent with the generally accepted practices of city management in the State of California.

B. Law Enforcement: It shall be the duty of the Employee to see that all laws and ordinances of the Employer are duly enforced, and to see that all franchises, licenses, and permits granted by the Employer, and contracts entered into by the Employer are faithfully performed and observed.

C. Authority Over Other Employees: It shall be the duty and the authority of the Employee to control and give directions to all City Staff and contracted employees such as the City Planner, City Attorney, City Building Inspector.

D. Power of Appointment and Removal: It shall be the duty of the Employee to appoint, remove, promote, demote, suspend, or dismiss all officers and employees of the Employer, subject to all applicable personnel ordinances, rules and regulations. No department head shall be appointed or removed until the Employee has first reviewed such appointment or removal with

the City Council and received approval of such appointment or removal from the City Council, in Executive Session.

E. Legislative Recommendations: It shall be the duty of the Employee to recommend to the City Council for adoption of measures, ordinances, and resolutions as he deems necessary or expedient.

F. Council Meetings and Records: It shall be the duty of the Employee to prepare agenda materials for City Council meetings, and to maintain a complete and up-to-date record of the City Council meetings.

G. Attendance at City Council Meetings: The Employee shall attend all meetings of the City Council except (1) when specifically excused from attending a particular meeting, or (2) when his removal is under consideration by the City Council.

H. Financial Reports: The Employee shall keep the City Council at all times fully advised as to the financial condition and needs of the Employer.

I. Budget Preparation: It shall be the duty of the Employee to prepare and submit the proposed Annual Budget to the City Council for its consideration and to be responsible for the efficient administration of the budget after its adoption by the City Council.

J. Fiscal Responsibility: It shall be the responsibility of the Employee to allocate funds and approve expenditures necessary for the ongoing operations of the City of Trinidad, in accordance with allocation made in the approved and/or amended Annual Budget.

K. Long Term Planning: The Employee, with assistance from staff and consultants, shall develop long-range plans and capital improvement programs for maintaining and upgrading of City of Trinidad facilities, buildings, and infrastructure.

L. Tracking Laws: The Employee shall keep track of changes to State and Federal laws that are applicable to the Employer.

M. Grant Applications: It shall be the responsibility of the Employee, with assistance from staff and consultants, to apply for and administer Federal, State, and private foundation grant funding.

N. Employee Relations: It shall be the responsibility of the Employee to carry out the labor relations process on behalf of the City Council.

O. Additional Duties: The City Council may, from time to time by ordinance, resolution, or other action, fix any such other terms and conditions of employment as it may determine, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City of Trinidad's Municipal Code, or any other law. It shall be the duty of the Employee to perform such other duties and exercise such other powers as may be delegated to him by the City Council.

Section 3. SPECIFIC PROJECT DUTIES

The Employer may direct the Employee to undertake and manage specific projects leading to the betterment of the City of Trinidad and the established policy guidelines of the City Council.

Specific projects will vary and will be defined by the City Council. Examples of specific projects may include updating of the General Plan, pursuit of improvements to the Water System,

preparing or managing the preparation of new or amended plans or studies, undertaking of negotiations for new or revised professional services, and solicitation of actions that would improve the revenue situation for the Employer.

Section 4. DIRECTION AND SUPERVISION OF THE EMPLOYEE

The Employee must be able to perform the duties of this position on an ongoing basis with minimal direction from the Employer.

The Employee shall take specific directions, orders, and instructions from the Employer through action of the majority of the City Council acting in a duly convened meeting, and no individual Council member shall give any orders or instructions to the Employee.

Section 5. WORK SCHEDULE OF THE EMPLOYEE

The Employer and the Employee agree that the Employee shall carry out the above responsibilities ***forty-seven weeks*** a year, at an average rate of ***30 hours per week***, for an annual total of no more than ***1410*** hours. Of the 47 weeks contracted for, it is anticipated and expected that the Employee shall work (a) at least one day each week, and (b) four days per week generally. The Employee shall receive advance approval from the Mayor for being absent any of the remaining five weeks of the year that the Employee is not contracted to work at all.

The Employee will report for work at a work location to be provided by the Employer during normal work hours, and at such other times (such as evening meetings) as to be determined and agreed upon by the Employer and the Employee.

Of the contracted 1410 hours annually, some flexibility in hours worked per day or per week is assumed, to allow for personal or family events, or for extraordinary council sessions, etc.

The Employee will be asked to attend annual meetings of the California League of Cities. The Employer will cover expenses for attendance at said meetings, not to exceed 2 (two) meetings per year.

Section 6. COMPENSATION

The Employee shall receive an annual salary of ***\$79,000*** effective at the next full pay period after the date of this agreement.

The Employee shall be provided with a ***City cell phone*** for City business. This cell phone provision assumes reasonable access to the City Manager after hours by City Staff.

The Employee shall be included in the ***Life Insurance benefit*** provided to full time City Employees.

To the extent allowed by law, the Employee will be allowed to pay some of his hourly shall receive ***the equivalent of 6% of the employee's salary as a City contribution to Employer's deferred compensation plan and up to an additional amount of 6% of the employee's salary paid by the City based on the level of contribution by the employee.***

The Employee shall receive \$400 per month as a ***Rent Stipend*** to offset the cost of renting housing in the Greater Trinidad area, in order to be readily accessible to the City.

There are no other compensation or benefits provided to the Employee by the Employer.

Section 7. TERM

The term of this Agreement shall be from April 14, 2020 through April 13, 2021.

Employee agrees that, during the periods described in Section 5 herein, Employee remains in the exclusive employ of Employer during the employment term and will neither accept employment nor become employed by another employer which requires the performance of work duties during the periods described. Notwithstanding this, and at the sole discretion of Employer, Employee may accept compensation for outside consulting, writing, or speaking engagement; or while teaching or training; or while serving on the Board of Directors of one or more corporations; provided, however, that such outside activities or work are not inconsistent or incompatible with City of Trinidad employment. Remaining on the faculty with College of the Redwoods is permitted within this provision.

At the end of the term of this Agreement, the Agreement shall be reconsidered by both parties and, at such time, may be terminated or extended with any modifications that are agreed upon by both parties.

Section 8. INDEMNIFICATION

In addition to that required under state and local law, the Employer shall defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of a lawful alleged act or omission occurring in the performance of Employee's duties. Employer will compromise and settle such claims or disputes as appropriate and pay the amount of any settlement or judgment rendered thereon.

Section 9. PERFORMANCE EVALUATION

The City Council shall review and evaluate annually the performance of the Employee. Said review and evaluation shall be in accordance with the POSITION RESPONSIBILITIES of the attached document: ***City Manager Job Description & Evaluation***. Said POSITION RESPONSIBILITIES may be added to or deleted from as the Council may from time to time determine, in consultation with Employee. Further, the City Council shall provide the Employee with a summary written statement of the findings of the City Council and provide an adequate opportunity for the Employee to discuss his evaluation with the City Council.

Annually, the City Council and Employee shall define such goals and performance objectives that they determine necessary for the proper operation of the City of Trinidad and the attainment of the City Council's policy objectives and shall further establish a relative priority among those goals and objectives, said goals and objectives to be reduced to writing. They shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations involved.

In effecting the provisions of this Section, the City Council and Employee mutually agree to abide by the provisions of applicable law.

Section 10. AT-WILL EMPLOYMENT

This is an at-will employment relationship, and either the Employer or the Employee may terminate the relationship for any reason, with or without cause, and without prior written notice, except as specified in Section 11 of this Agreement.

Pursuant to the Trinidad Municipal Code, the parties acknowledge and agree that the City Manager serves at the pleasure of the City Council; that there exists no contract for or right of employment, either express or implied, with the sole exception of the provisions contained herein; that the City Council may terminate the employment of the Employee with or without cause; and that upon such termination, with or without cause, Employee's sole remedy under the laws of the State of California, the laws of these United States, the Trinidad Municipal Code, and this Agreement consists of the provisions contained herein.

Section 11. TERMINATION OF THE AGREEMENT

The removal/dismissal of the Employee shall be effected only by a majority vote of the entire City Council. In the event of termination of this Agreement by the Employer **for** cause, the Employee shall be provided no severance payment, and will be paid for any work done to the time of termination.

In the event of termination of this Agreement by the Employer **without** cause, the Employee shall be provided a severance payment equivalent to one month's pay at the Employee's current compensation level.

'Cause' for the purposes of this paragraph, shall be defined as a documented failure of the Employee to effectively perform the duties of the position as defined in Section 2, or other specific action by the Employee which a majority of the City Council finds to warrant termination of the agreement.

In the event that the City Council elects to terminate the Agreement, the Employee will be provided the option to resign from the position.

In the event of termination of this Agreement by act of the Employee, the Employee will act in a professional manner by giving **60 days** notification to the City Council and will assist in whatever transition is necessary upon his termination of employment, within reason.

Section 12. AMENDMENTS

Unless otherwise specified herein, this Agreement may be changed or modified only upon written consent of the parties hereto.

Section 13. GENERAL PROVISIONS

If any provisions, or any portion thereof, contained in this Agreement are held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

If any provisions of the City of Trinidad's Personnel Rules, Regulations, and Policies conflict with the at-will employment status described in this Agreement, such conflicts will be resolved in favor of the at-will status contained in this Agreement.

Employer and Employee agree that they will, at all times, assist each other in defending any litigation involving the City of Trinidad, or Employer's duties with Employer, and Employer agrees to defend Employee against any claim or action against him arising out of an act or omission occurring within the scope of Employee's employment. The parties shall each comply with the requirements of Section 825 of the Government Code or its successor implementing this paragraph.

Section 14. ENTIRE AGREEMENT

This Agreement is intended by the parties hereto as a final expression of their understanding with respect to the subject matter hereof and as a complete and exclusive statement of the provision thereof and supersedes any and all prior agreements and understanding, oral or written, in connection therewith.

Section 15. COUNTERPARTS

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same Agreement.

EXECUTION OF THE AGREEMENT

The Employer approved this agreement and authorized the Mayor to sign on the Employer's behalf at their duly noticed Council meeting of April 14, 2020.

IN WITNESS THEREOF, the Employer and the Employee have executed this Agreement effective April 14, 2020

EMPLOYER

EMPLOYEE

By: _____
Mayor Ladwig

By: _____
Eli Naffah

Date: _____, 2020

Date: _____, 2020



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION ATTACHED

1. Discussion/Decision regarding Resolution 2020-03; Adopting the Trinidad Housing Element, and Resolution 2020-04; Authorize the Housing Element Submittal to the Coastal Commission to Amend the General Plan.

AGENDA ITEM
April 14, 2020

Item: General Plan Update: Housing Element

Adoption of an updated Housing Element of the General Plan

You may recall that last November/December, the City Council authorized staff to apply for SB2 planning grant funds to complete some tasks related to the Housing Element of the General Plan and meeting State housing requirements. SB2 is an over-the-counter (non-competitive) grant from the State Dept. of Housing and Community Development (HCD). HCD hired a consulting firm, PlaceWorks, to help jurisdictions apply for the funds and complete some of the work. At the time, we were told that the City did not have to have an HCD certified compliant housing element to apply for the funds. Therefore, we submitted an application for the maximum amount, based on Trinidad's population, of \$160,000 with assistance from PlaceWorks. However, it turns out that a Housing Element has to be in place before HCD can allocate the funds, and the allocation deadline is fast approaching.

PlaceWorks recently reached out to the City again, because they got permission from HCD to help Trinidad complete its Housing Element in order to receive the SB2 grant funds. The timeline is extremely tight, and a lot of effort has been put into making this happen. Staff recognizes that it is difficult to make a quick decision on such an important document. One thing to keep in mind though is that the Housing Element differs from other general plan elements in that most of it is dictated by State law and so there is less City control over it. In addition, the Housing Element must be reviewed annually, and amendments can be submitted to HCD as needed. If the City doesn't make the deadline for the SB2 grant, the City still got free professional help developing its Housing Element. Another round of similar funding is coming up as well, though for less money. The upcoming LEAP (Local Early Action Planning) grant allows for a maximum of \$65,000 for a City the size of Trinidad, and doesn't require a certified Housing Element.

As part of the process for updating the housing element and obtaining certification, the Planning Commission conducted public outreach meetings and hearings to provide information on the update process and timeline and gather public input including on March 4, March 18 and April 1. The Planning Commission unanimously recommended approval of the draft Housing Element to the City Council on April 1. (Note that HCD had not completed their review by the time of the Planning Commission action. A few additional changes were requested by HCD after the Planning Commission action. Those changes are shown in "track changes" in the document.) A public notice listing the meeting dates was posted on March 3 and revised on March 18. In addition, emails were sent to potentially interested parties to let them know the draft was available for review on the City's website on March 18. To date, little input has been received. However, the Planning Commission worked on the previous draft of the Housing Element for almost a year and did obtain input during that process. That previous draft is available on the City's webpage at the following link if you are interested: <http://trinidad.ca.gov/document-library/document/housing-element-jan-2014-draft>

For a little more history, the Planning Commission worked on a new/updated Housing Element for much of 2013. The intent was to attempt to comply with state housing law to the extent practical, but not necessarily get the Housing Element certified by HCD. At that time, the primary drawback to not having an approved compliant Housing Element was not being able to access certain grant funding sources. Since then, the State laws have gotten much stricter regarding Housing Elements and requiring jurisdictions to provide for their fair share of new housing. Previously, Trinidad was buffered from some of the requirements and most of the penalties due to being the Coastal Zone.

Because of the development limitations in Trinidad, particularly the use of septic systems, it has been difficult for Trinidad to meet the new requirements. However, I have not found the policies and implementation measures to be too onerous for the City to comply with. The City does not have any obligation to ensure housing actually gets built, it just has to show the land and regulations allow for a reasonable opportunity for new housing. The implementation measures do require the City to take certain actions periodically or prior to a certain deadline. The City then must report on steps toward compliance each year; adjustments can be made as needed. In general, as long as the City can show it is making a good faith effort towards completing those actions, it should be able to remain in good standing.

In order to complete this process in the timeliest manner, it was determined that the best approach was to strip down the existing housing element and only include the minimum amount of information and policies required by HCD. However, it is still a long and data-heavy document. For the grant timeline, it would be best to adopt the Housing Element at the April 14 meeting. The HCD staff person I have been working with said that he could review any proposed changes before and possibly even during the meeting. Therefore, if possible, please send me any questions or edits you may want before the meeting, and I can run them by HCD; I will also try to do that during the meeting.

In addition to the noticing described above, letters to local Tribal entities offering the opportunity for government to government consultation pursuant to SB18 for the purpose of preserving or mitigating impacts to cultural resources were sent on March 9. Technically the Tribes have 90 days to respond, but the City requested response within 30 days. Trinidad Rancheria representatives have indicated that they will request consultation. Other Tribes may also still respond. Therefore, staff suggests that the City Council approval be provisional upon completing Tribal consultation; HCD is fine with that approach, and it is reflected in the Resolution of Adoption.

Finally, the Housing Element will need to be submitted to and certified by the Coastal Commission as an amendment to the City's General Plan / Land Use Plan portion of the Local Coastal Program. HCD staff will work with Coastal Commission staff to incorporate their concerns and requirements. But that likely means it will go through more iterations prior to final approval by all three agencies (City, HCD, Coastal Commission). Therefore, there will likely be some additional opportunity to make changes to the document during that process. Coastal Commission approval is not required for allocation of the grant funds.

Attachments

Housing Element

HCD Letter of Compliance

Resolution of Adoption

Resolution of Submittal

Recommended Action:

Discuss and take public comment on the draft Housing Element. Approve and adopt the Housing Element contingent upon completing SB18 Tribal Consultation by way of the attached Resolution No. 2020-##. Also adopt attached Resolution No. 2020-## authorizing submittal of the Housing Element to the Coastal Commission.

March 2020

PUBLIC REVIEW DRAFT



CITY OF TRINIDAD

HOUSING ELEMENT 2019 – 2027



Prepared by



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Introduction

Purpose

The purpose of the Housing Element is to identify housing solutions that solve local housing problems and to meet or exceed the Regional Housing Needs Allocation. The City recognizes that the provision of adequate housing is best met through various resources and interest groups. This element establishes the local goals, policies, and programs the City will implement and/or facilitate to address the identified housing issues.

State law requires the Housing Element to be consistent and compatible with other General Plan elements. The Housing Element should provide clear policy direction for making decisions pertaining to zoning, subdivision approval, housing allocations, and capital improvements. State law (Government Code Sections 65580 through 65589) mandates the content of the Housing Element and requires an analysis of:

- Population and employment trends;
- The City's fair share of the regional housing needs;
- Housing stock and household characteristics;
- An inventory of land suitable for residential development;
- Governmental and non-governmental constraints on the improvement, maintenance, and development of housing;
- Special housing needs;
- Opportunities for energy conservation; and
- Publicly assisted housing projects that may convert to market rate housing projects.

The purpose of these requirements is to develop an understanding of the existing and projected housing needs within the community and to set forth policies and schedules promoting the preservation, improvement, and development of diverse housing types available at a range of costs.

General Plan Consistency

The City of Trinidad General Plan provides goals relating to protection and utilization of resources, development consistent with service levels, and constraints to development. Any proposed land use must be compared with the entire General Plan to determine if the project is consistent with the basic land use designation and does not adversely affect an overlaying constraint. The Introduction to the General Plan lists the locations of all components of the General Plan. The General Plan establishes both opportunities for development and constraints against development.

The Housing Element update has been analyzed for consistency with the City's General Plan and does not propose any goals, policies, or programs that are considered contrary to General Plan goals, policies, and programs. No changes are proposed to the existing General Plan land use designations. The City will review and revise the Housing Element as necessary for consistency when amendments are made to the General Plan.

Regional Housing Needs Allocation

The Humboldt County Association of Governments (HCAOG) is a Joint Powers Authority (JPA). Membership includes Humboldt County and the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell and Trinidad. As directed in State Government Code Section 65584, the Department of Housing and Community Development (HCD) determines the existing and projected housing need for distinct regions in the state. In consultation with HCD, HCAOG is required to adopt a Regional Housing Needs Plan (RHNP) that allocates a share of the regional housing need to each city and county. The 8.7-year projection period begins December 31, 2018 and ends August 31, 2027.

Listed below is the breakdown of the RHNA for the City of Trinidad, by income group, for the 2018–2027 period.

Table 1: Future Housing Needs, 2018–2027

Income Category	2018–2024 RHNA
Very Low	4
Low	4
Moderate	3
Above Moderate	7
Total	18

Source: California Department of Housing and Community Development

Data Sources

In preparing the Housing Element, various sources of information were used. The City relied on the US Census, American Community Survey (ACS), California Department of Finance, and other local sources as available.

The US Census, which is completed every 10 years, is an important source of information for the community profile. It provides the most reliable and in-depth data for demographic characteristics of a locality. The ACS is conducted by the US Census Bureau and provides estimates of numerous housing-related indicators based on samples averaged over a five-year period. The Housing Needs Assessment reflects the data provided from HCD and the 2012–2016 ACS data. It should be noted that the ACS data can have a large margin of error for a community as small as Trinidad, so the data may not always be accurate.

The California Department of Finance is another source of valuable data and is more current than the census. However, the Department of Finance does not provide the depth of information that can be found in the US Census Bureau reports. Whenever possible, Department of Finance data and other local sources were used in the Housing Needs Assessment in order to provide the most current profile of the community.

Public Participation

The California Department of Housing and Community Development requires that local governments make a diligent effort to achieve the public participation of all economic segments of the community.

During the Housing Element update process, the City of Trinidad made diligent efforts to reach all segments of the community. Public input on housing needs and strategies is critical to developing appropriate and effective City housing programs. The City elicited public participation by posting notices in public locations around town and by contacting service providers (specifically representing lower-income households), local real estate agents, developers, housing needs advocacy groups, and other stakeholders.

All segments of the community were encouraged by the City to participate in the preparation of the Housing Element through a combination of general public notices and direct contacts with organizations serving low-income and special needs groups. The City also informed each group that the draft Housing Element has been submitted to HCD and to ask for input and feedback.

- Trinidad Chamber of Commerce
- Trinidad Lion's Club
- Trinidad Elementary School
- Forbes and Associates
- Humboldt Association of Realtors
- McKinleyville Family Resource Center
- Housing Humboldt
- Adult Day Health Care of Mad River

The draft Housing Element was available for review on the City's website and hard copies were available at City Hall and the Trinidad Library during the entire update process.

Planning Commission Hearings

On March 4, 2020 City staff presented the Housing Element update and Zoning Ordinance Amendments scope or work and schedule to the Planning Commission and requested feedback. No comments were received.

The City also held a Planning Commission hearing on March 18, 2020 where the draft was presented for review and comment.

Comments Received

No Public comments have been received to date.

City Council Hearings

To be completed once hearings occur.

Housing Goals, Objectives, and Programs

The City's goals, policies and objectives are intended to accomplish the broad State housing goals and requirements as appropriate for Trinidad's particular needs and circumstances. The format and organization of the goals and policies of the City's Housing Element are slightly different than the other chapters of the General Plan. Rather than there being a set of policies for each goal, all the goals and policies are grouped together because most of the policies are applicable to multiple goals.

Goal HG-1: Assure adequate, safe, cost-effective and energy efficient housing opportunities for all segments of the community, while maintaining the quality living environment and rural character of Trinidad by planning for and enabling the development of balanced residential neighborhoods with access to affordable housing, community facilities and public services.

Community Housing Policies

- HP-1.1 Review all new residential development to be consistent with the existing small-town character of the community and to ensure sustainability as well as scenic and environmental protection. Review and revise Trinidad's View Protection Criteria as necessary to provide clearer guidance and reduce community conflicts while still protecting important public and private coastal views.
- HP-1.2 Due to existing physical constraints, retain the existing emphasis on single-family dwelling units in residential designated areas. ADUs, which are a valuable source of affordable housing, shall be carefully regulated to ensure that coastal resources are protected and may not be appropriate on all residential lots. Encourage limited multi-family developments on large Planned Development lots, provided that the density does not exceed the physical limitations of the land.
- HP-1.3 Continue to allow manufactured housing to be permitted on sites where single-family dwellings would otherwise be allowed.
- HP-1.4 Promote conservation and improvement of the existing housing stock, with emphasis on older structures. Specific areas of concern include energy efficiency, electrical wiring, foundation stability, potential for water damage, and septic tank failure.
- HP-1.5 Encourage the use of private-initiated and / or publicly-funded programs to provide housing for low- and moderate-income families, and pursue as feasible, appropriate, applicable local, State, and Federal housing and economic development programs. As pertinent information becomes available, develop a program for notifying residents of the availability of housing programs and funding.
- HP-1.6 Preserve the City's more affordable housing stock along with historical and cultural heritage through preservation and innovative reuse of older structures

Goal HG-2: Provide for adequate housing for persons with special housing needs such as target income groups of low-income, the elderly, handicapped, and female-headed households.

Special Needs Housing Policies

- HP-2.1 Discrimination in housing based on race, color, religion, sex, family size, marital status, national origin, ancestry, or other arbitrary factors is not permitted. Support appropriate safeguards to ensure fair housing opportunities.

- HP-2.2 Encourage provisions for access for the handicapped in new or rehabilitated residential and commercial developments by considering exceptions or revisions to City ordinances allowing more flexibility relating to zoning, density, reduced setbacks or other incentives to provide reasonable accommodation or improve living conditions of residents as long as coastal resources are still adequately protected.

- HP-2.3 Encourage the County to allow a variety of housing types in the residential areas surrounding the City. Consider entering into a multi-jurisdictional agreement to provide housing and / or shelter for homeless persons.

- CD-9.8 Encourage new residential development in Trinidad to specifically address the needs of seniors, including projects that have smaller yards, low-maintenance landscaping, limited mobility fixtures, and appropriately sized parking spaces.

Implementation Programs

HI-1 Amend the Zoning Ordinance to address the following:

- **Accessory Dwelling Units (ADUs).** Allow Accessory Dwelling Units (ADU) in accordance with ensure Assembly Bill 2299 and Senate Bill 1069. Coordinate with the California Coastal Commission for review and ultimate ~~inclusion amendment, as appropriate of into~~ the City’s Local Coastal Program (LCP). Consider adopting a Junior Accessory Dwelling Unit (JADU) ordinance to allow for a simple and affordable housing option.
- **Manufactured housing/Mobile homes.** Allow manufactured housing and mobile homes in the same manner and in the same zone as a conventional or stick-built structures are permitted (Government Code Section 65852.3).
- **Single Room Occupancy Units (SROs).** Define and allow with a use permit in the Planned Development (PD) Zoning District.
- **Transitional and Supportive Housing.** Define supportive housing. Permit transitional and supportive housing as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure. In addition, supportive housing will be allowed as a permitted use, without discretionary review, in zones where multifamily and mixed uses are permitted, including nonresidential zones permitting multifamily uses.
- **Emergency Shelters.** Allow by-right, without discretionary review, in the Commercial (C) zoning district.
- **Employee Housing.** Comply with the State Employee Housing Act (Health and Safety Code Sections 17021.5 and 17021.6).
- **Density Bonus.** Comply with state density bonus law (Government Code Section 65915, as revised). Promote the density bonus through informational brochures which will be displayed at City Hall
- **Reasonable Accommodation.** Develop and formalize a process that a person with disabilities will need to go through to make a reasonable accommodation request in order to accommodate the needs of persons with disabilities and streamline the permit review process. The City will provide information to individuals with disabilities regarding reasonable accommodation policies, practices, and procedures based on the guidelines from HCD. This information will be available through postings and pamphlets at the City and on the City’s website.
- **Residential Care Facilities.** Allow for residential care homes with six or fewer persons by right in all residential zones subject only to the same restrictions in that zone; and allow larger group homes of seven or more persons in the UR and SR zoning districts with a conditional use permit. Additionally, the City will amend the Zoning Ordinance to update its definition of “family” to be “One or more persons living together in a dwelling unit.”

Responsibility: City Council, Planning Commission, Planning Staff, and the CCC.

Time Frame: Amend the Zoning Ordinance by January 2022, with the exception of allowing emergency shelter by-right, which will be completed concurrently with adoption of this Housing Element. Consider adoption of a JADU ordinance by January 2022. Amend the LCP by January 2022. Amendments are dependent on the California Coastal Commission review process.

Funding Source: General Fund and or grants

HI-2 AB 101 (2019), review the City’s Zoning Ordinance and make revisions if necessary, to allow low barrier navigation centers for the homeless per Government Code 65660-65668.

Responsibility: City Council, Planning Commission, and Planning Staff

Time Frame: Review zoning by 2022. Make revisions by June 30, 2023.

Funding Source: General Fund

HI-3 As resources are available, publicize available programs regarding the following topics through a local community newsletter or water billing:

- Subsidized Housing Programs
- Shared Housing Opportunities
- Available day care/nursery school programs
- Permit process to become a licensed day care provider
- Available adult day care program
- Fair Housing Practices
- Nearby Social Services
- Housing Rehabilitation Programs, Weatherization Programs
- Local Employment Opportunities

Responsibility: City Council and City Clerk

Time Frame: Ongoing, as programs are available

Funding Source: General Fund

HI-4 As Notice of Funding Available (NOFAs) are released, apply for available grant funding through the CalHome program to assist individual first-time homebuyers through deferred-payment loans for down payment assistance, home rehabilitation, including manufactured homes not on permanent foundations, acquisition and rehabilitation, homebuyer counseling, self-help mortgage assistance, or technical assistance for self-help homeownership.

Responsibility: City Council, Planning Commission, and Planning Staff.

Time Frame: Annually apply as NOFAs are released.

Funding Source: CalHome and other available funding sources

HI-5 To encourage development of housing for lower- income households including, extremely low-income, and special needs households such as, people experiencing homelessness, senior, single parent, and disabled households, work with local non-profits on a variety of activities, such as conducting outreach to housing developers on an annual basis; providing financial assistance (when feasible), or in-kind technical assistance; providing expedited processing; identifying grant and funding opportunities; applying for or supporting applications for funding on an ongoing basis; reviewing and prioritizing local funding at least twice in the planning period; and/or offering additional incentives beyond the density bonus.

In addition, support the rehabilitation of suitable structures to single room occupancy units by providing available grant funding or other financial assistance opportunities when projects are brought to the City.

Responsible Agencies: City Council, Planning Commission, and Planning Staff.

Timeframe: Annual outreach to developers, prioritize local funding at least twice in the planning period, and support expediting applications on an ongoing basis.

Funding Source: General Fund, CDBG funds

- HI-6 Encourage new and rehabilitated units to include weatherization improvements such as ceiling and floor insulation, caulking, and weather-stripping and disseminate energy conservation information for existing housing by publicizing and / or providing information regarding energy audit and weatherization programs, such as those through the Redwood Coast Energy Authority, PG&E, and Energy Upgrade California™, as they become available .

Responsibility: City Council, Planning Commission, and Building Inspector

Time Frame: Ongoing, as projects are processed.

Funding Source: General Fund

- HI-7 The City will establish a written policy or procedure and other guidance as appropriate to specify the SB 35 streamlining approval process and standards for eligible projects, as set forth under GC Section 65913.4.

Responsibility: City Council, Planning Commission, and Planning Staff

Time Frame: Annually review, develop a SB 35 streamlining approval process by January 2021.

Funding Source: General Fund

- HI-8 Continue to require all projects to comply with the current version of Title 24 of the California Building Standards Code.

Responsibility: City Building Inspector

Time Frame: Ongoing, as projects are processed.

Funding Source: General Fund

- HI-9 Consider requesting a local organization involved in housing rehabilitation (e.g. Redwood Community Action Agency (RCAA)) to survey the City of Trinidad’s housing stock as an initial step for establishing a housing rehabilitation program for targeted income groups. Once the survey is completed, the City will pursue funding and programs as appropriate.

Responsibility: City Council

Time Frame: Reach out to RCAA by January 2022, if funding is available, complete survey by January 2022. Pursue funding and programs at least twice in the planning period.

Funding Source: General Fund

HI-10 Develop a plan to Affirmatively Further Fair Housing (AFFH). The AFFH Plan shall take actions to address significant disparities in housing needs and in access to opportunity for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics protected by the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2), Section 65008, and any other state and federal fair housing and planning law.

Specific actions could include but are not limited to:

- Provide dedicated staff that investigates fair housing complaints and enforces fair housing laws.
- Facilitate public education and outreach by creating informational flyers on fair housing that will be made available at public counters, libraries, and on the City’s website. City Council meetings will include a fair housing presentation at least once per year
- Actively recruit residents from neighborhoods of concentrated poverty to serve or participate on boards, committees, and other local government bodies.
- Develop a proactive code enforcement program that holds property owners accountable.
- Provide education to the community on the importance of completing Census questionnaires.

Responsibility: City Council, Planning Commission, and Planning Staff

Time Frame: Create Plan by January 2023 and implement on an ongoing basis

Funding Source: General Fund

HI-11 The City will continue to encourage appropriately licensed / permitted cottage or home-base industries, including those related to commercial fishing / tourism to the area, to a reasonable extent, in efforts to bolster the City’s economy, promote affordable housing, and increase employment opportunities by implementing the following actions:

- Permit at least 1 licensed day care or nursery school operation where appropriate
- Increase tourism revenues by promoting community events
- Increase opportunities for development of cottage industries / home occupations that are compatible with neighborhood character and environmental constraints
- Permit appropriate and necessary ancillary services to the commercial fishing industry

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: As feasible, hold annual meetings between the City Council and Business Community.

Funding Source: General Fund

HI-12 Work with the Redwood Coast Regional Center to implement an outreach program that informs families in the city about housing and services available for persons with developmental disabilities. The program could include developing an informational brochure and directing people to service information on the City’s website.

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Develop an outreach program within two years of adopting the Housing Element to assist persons with development disabilities.

Funding Source: General Fund

HI-13 To ensure that assisted affordable housing remains affordable, the City will monitor the status of all affordable housing projects and, as their funding sources near expiration, will work with owners and other agencies to consider options to preserve such units. The City will also provide technical support to property owners and tenants regarding proper procedures relating to noticing and options for preservation.

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Ongoing, as projects approach expiration.

Funding Source: General Fund

H-14 To ensure that the use permit process for multi-family projects does not impact the timing, cost, or supply of multi-family development, the City will modify the process for objectivity and replace the use permit process with design review process, consistent with Health and Safety Code requirements. The City will also review development standards including, but not limited to, height, lot coverage and density, to ensure they do not constrain the development of housing.

In addition, to comply with new housing laws, the City will rezone all sites zoned PD to allow residential use by- right. This by-right (without discretionary review) requirement is only for housing developments in which at least 20 percent of the units are affordable to lower-income households.

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Modify the process and review development standards, and revise as appropriate, by January 2022. Rezone all sites zoned PD to allow residential use by- right within 3 years from adoption of this Housing Element.

Funding Source: General Fund

HI-15 The City will review the City’s Safety and Conservation Elements and any other General Plan Elements, as required, and ensure compliance with new State Law.

In addition, the city will bi-annually review the effectiveness of the programs in the Housing Element and make revisions as appropriate, including monitoring the effectiveness of programs to accommodate the regional housing need. If programs are not effective in making progress toward the regional housing need, the city will immediately revise strategies and amend the housing element for HCD review.

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Review by August 2020, revise as necessary by January 2022. [Monitor the Housing Element programs annually and submit to HCD by April 1 each year.](#)

Funding Source: General Fund

HI-16 To comply with SB 1087, the City as the water provider, will set up a process to grant priority for service allocations to proposed developments that include units affordable to lower-income households.

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Set up a process by January 2022, ongoing as projects are processed.

Funding Source: General Fund

HI-17 As water conservation is a priority, the City plans to consider the following as possible ways to conserve water:

- Change the rate structure to encourage conservation and developing a drought contingency plan that would require cutbacks as certain milestones/low flows are reached
- Creating a water efficient landscape ordinance
- Look into limiting individual water use based on a contract at the time of connection
- Incorporate review of water use as part of permit approvals

[The City will also explore innovative techniques and solutions to sewer constraints.](#)

Responsibility: City Council, City Clerk, and Planning Staff

Time Frame: Review water conservation possibilities by January 2022, once identified, develop a procedure(s) by January 2023. [Explore solutions to sewer constraints annually.](#)

Funding Source: General Fund

Quantified Objectives

Based on the policies and actions outlined above, the following objectives represent a reasonable expectation of the maximum number of new housing units that will be developed, rehabilitated, or conserved and the number of households that will be assisted over the next five years. Table 2 illustrates the City’s realistic expectations for development during the planning period.

Table 2: Quantified Objectives, 2019–2027

	Income Category					Total
	Extremely Low	Very Low	Low	Moderate	Above Moderate	
New Construction (1)	2	2	4	3	7	18
Rehabilitation (2)			2	2		4
Preservation (3)						
Total	2	2	6	5	7	22

Source: City of Trinidad, March 2020

(1) New construction objectives are based on the Regional Housing Needs Allocation

(2) There is not currently a funded rehabilitation program in place with the County.

(3) County staff has indicated that there are zero units at risk at this time based upon available information.

Evaluation of the Previous Housing Element

The following table provides the implementation progress of the City’s housing programs. As a part of this review and evaluation, the housing programs from the previous Housing Element have been completely reworked to be more straightforward and streamlined.

Program		Implementation status	Continue/Modify/Delete
<p>HI-1 Continue to pursue certification of an Accessory Dwelling Unit (ADU) Ordinance to allow second units where feasible, subject to certain restrictions allowed by State Law. The ADU Ordinance has been approved by the City Council and was forwarded to the California Coastal Commission (CCC) in May 2013 for review and ultimate inclusion into the City’s Local Coastal Program (LCP).</p>	<p><u>Responsibility:</u> City Council, Planning Commission, & Planning Staff</p> <p><u>Time Frame:</u> Within the next year. Dependent on CCC review process.</p>	<p>The City's ADU Ordinance has not been approved by the Coastal Commission. The Coastal Commission is requesting additional data including wastewater, geology, water, and parking.</p>	<p>Modify</p>
<p>HI-2 Continue to maintain zoning regulations that allow for manufactured housing on remaining developable residential lots within the City.</p>	<p><u>Responsibility:</u> City Council, Planning Commission</p> <p><u>Time Frame:</u> Ongoing.</p>	<p>Manufactured housing is treated as a single-family use.</p>	<p>Combine with HI-1.</p>
<p>HI-3 As relevant information becomes available, publicize available programs or resources regarding the following topics through a local community newsletter or water billing:</p> <ul style="list-style-type: none"> a. Subsidized Housing Programs b. Shared Housing Opportunities c. Available day care/nursery school programs d. Permit process to become a licensed day care provider 	<p><u>Responsibility:</u> City Council & City Clerk</p> <p><u>Time Frame:</u> Ongoing</p>	<p>The City plans to publicize available programs and resources on the City’s website or in the water bill.</p>	<p>Continue</p>

Program		Implementation status	Continue/Modify/Delete
<ul style="list-style-type: none"> e. Available adult day care program f. Fair Housing Practices g. Nearby Social Services h. Housing Rehabilitation Programs, Weatherization Programs i. Local Employment Opportunities 			
<p>HI-4 If a need or interest is identified, research and implement opportunities for group quarters for targeted groups (single persons, female-headed households, disabled, seniors, etc.). If applicable and available, assist interested applicants to apply for HCD’s Family Housing Demonstration Program (FHDP).</p>	<p><u>Responsibility:</u> City Council, City Clerk, & Planning Staff</p> <p><u>Time Frame:</u> If an applicable program is identified and program funds are available, assist at least one interested applicant to submit an application during the next five year period.</p>	<p>Due to the lack of resources, the City has not implemented this program.</p>	<p>Modify. Combine with HI-5.</p>
<p>HI-5 Pursue Senior Group Housing opportunities. If the City is eligible, consider submitting an application / proposal to HCD for the CalHome Program.</p>	<p><u>Responsibility:</u> City Council, City Clerk, & Planning Staff</p> <p><u>Time Frame:</u> If an applicable program is identified and program funds are available, assist at least one interested applicant to submit an application during the next five year period.</p>	<p>Due to lack of resources, the City did not apply for the CalHome Program.</p>	<p>Modify. Combine with HI-4.</p>
<p>HI-6 Continue implementing the requirements of the American Disabilities Act (ADA) by ensuring the use of the most recent Uniform Building Code. Support requests for reasonable accommodation as long as long as long as it is not detrimental to the public welfare or environment.</p>	<p><u>Responsibility:</u> City Council & City Building Inspector</p> <p><u>Time Frame:</u> Ongoing</p>	<p>The City has not yet adopted a reasonable accommodation ordinance.</p>	<p>Combine with HI-1.</p>

Program		Implementation status	Continue/Modify/Delete
<p>HI-7 Provide assistance to individuals requesting the development of limited care facilities for seniors and / or the disabled.</p>	<p><u>Responsibility:</u> City Council, City Clerk, & Planning Staff working with Service Providers</p> <p><u>Time Frame:</u> If an applicable program is identified and program funds are available, the, assist at least one interested applicant to submit an application during the next five year period.</p>	<p>The City has not received any requests to develop senior housing.</p>	<p>Delete.</p>
<p>HI-8 Encourage rehabilitated units to include retrofit weatherization improvements such as ceiling and floor insulation, caulking, and weather-stripping.</p>	<p><u>Responsibility:</u> City Council, City Clerk, & City Building Inspector</p> <p><u>Time Frame:</u> Ongoing</p>	<p>As part of the building permit process the City encourages retrofit weatherization improvements such as ceiling and floor insulation, caulking, and weather-stripping, etc.</p>	<p>Modify. Combine with HI-9.</p>
<p>HI-9 Disseminate energy conservation information for existing housing by publicizing and / or providing information regarding energy audit and weatherization programs, such as those through the Redwood Coast Energy Authority, PG&E, and Energy Upgrade California™, as they become available.</p>	<p><u>Responsibility:</u> City Council & City Clerk</p> <p><u>Time Frame:</u> Ongoing</p>	<p>The City continues to disseminate energy conservation information for existing housing by publicizing and / or providing information regarding energy audit and weatherization programs.</p>	<p>Modify. Combine with HI-8.</p>
<p>HI-10 New Construction and major remodels will continue to be required to comply with the current version of Title 24 of the California Building Standards Code. These requirements are approved by the City Building Department at the time of plan review or permit application.</p>	<p><u>Responsibility:</u> City Building Inspector</p> <p><u>Time Frame:</u> Ongoing</p>	<p>The City continues to comply with Title 24.</p>	<p>Continue.</p>
<p>HI-11 Consider requesting a local organization involved in housing rehabilitation (e.g.</p>	<p><u>Responsibility:</u> City Council</p>	<p>The City participates in local meetings and programs and provides</p>	<p>Continue.</p>

Program		Implementation status	Continue/Modify/Delete
Redwood Community Action Agency (RCAA) to survey the City of Trinidad's housing stock as an initial step for establishing a housing rehabilitation program for targeted income groups. City Staff or Community Members could complete this task as well.	<u>Time Frame:</u> Within two years after adoption of the Housing Element.	reports to the City Council. Brochures are also available at city hall.	
HI-12 If eligible, apply for, or support appropriate applications to HCD and other applicable agencies for funds to provide grants and / or low interest and deferred loan programs for the rehabilitation of housing occupied by targeted income households.	<u>Responsibility:</u> City Council, City Clerk, & Planning Staff <u>Time Frame:</u> If an applicable program is identified and program funds are available, assist as many <u>interested</u> applicants as feasible to submit an application during the next five year period.	Due to lack of resources, the City has not applied for grant funds to assist with housing rehabilitation.	Modify. Combine with HI-4.
HI-13 The City will continue participation in the Humboldt County Fair Housing Committee sponsored by the Board of Realtors.	<u>Responsibility:</u> City Council <u>Time Frame:</u> Ongoing	Due to lack or resources the City has not participated in the Humboldt County Fair Housing Committee.	Modify. New AFFH language.
HI-14 The City Clerk is designated as the contact for referral of fair housing complaints to the State Department of Fair Housing and Employment.	<u>Responsibility:</u> City Council & City Clerk <u>Time Frame:</u> Ongoing. Post a minimum of two notices informing residents regarding fair housing complaints each year at Town Hall and / or other appropriate public places.	The City continues to refer fair housing complaints as they are received.	Modify. Combine with HI-13
HI-15 The City will continue to encourage appropriately licensed / permitted cottage or home-base industries, including those related to commercial fishing / tourism to the area, to a reasonable extent, in efforts	<u>Responsibility:</u> City Council, City Clerk, & Planning Staff <u>Time Frame:</u> As feasible, hold annual meetings between the City Council and Business Community.	The City permitted one daycare facility and continues to promote several community events including the Fish Festival, Art Nights/Markets, etc.	Continue.

Program		Implementation status	Continue/Modify/Delete
<p>to bolster the City's economy, promote affordable housing, and increase employment opportunities by implementing the following actions:</p> <ol style="list-style-type: none"> 1. Permit at least 1 licensed day care or nursery school operation where appropriate 2. Increase tourism revenues by promoting community events 3. Increase opportunities for development of cottage industries / home occupations that are compatible with neighborhood character and environmental constraints 4. Permit appropriate and necessary ancillary services to the commercial fishing industry 		<p>The City also continues to permit appropriate and necessary ancillary services to the commercial fishing industry.</p>	

Community Profile

Population Characteristics

Housing needs are largely determined by population and employment growth, coupled with various demographic variables. Characteristics such as age, household size, occupation, and income combine to influence the type of housing needed and its affordability.

Population Growth

Between 2010 and 2018, Humboldt County’s population grew slightly by 1,379 people, or +1.0 percent. In contrast, Trinidad’s population declined by 27 people, or -7.4 percent between 2010 and 2018 (**Table 3**).

Table 3: Population Growth 2010-2018

City/County	Total Population		2010–2018 Change	
	2010	2018	Number	Percentage
Trinidad	367	340	-27	-7.4%
Humboldt County	134,623	136,002	1,379	1.0%

Source: California Department of Finance, E-4 Population Estimates for Cities, Counties, and the State.

Note: Population counts vary slightly based on the source of data and type of survey.

Age Characteristics

Current and future housing needs are usually determined in part by the age characteristics of a community’s residents. Each age group has distinct lifestyles, family type and size, incomes, and housing preferences. Consequently, evaluating the age characteristics of a community is important in determining its housing needs.

The median age of residents in Trinidad is approximately 61 years old. The median age has been increasing slowly, from 50.2 in 2000, 45.9 in 2010 to 60.7 in 2016. The city’s population is getting older, with 66.9 percent of residents over 45 years of age, and 21.4 percent of residents in the family-forming age group (25–44). **Table 4** shows the age distribution of the population of Trinidad.

Table 4: Population by Age (2016)

Age Group	Number	Percentage
0-9 years	10	4.8%
10-19 years	6	2.9%
20-24 years	8	3.8%
25-34 years	24	11.4%
35-44 years	21	10.0%
45-54 years	8	3.8%
55-59 years	26	12.4%
60-64 years	31	14.8%
65-74 years	49	23.4%

Age Group	Number	Percentage
75-84 years	25	12.0%
85+ years	1	0.5%
Median Age	60.8	100.0%

Source: 2012-2016 ACS 5-Year Estimates, Table S0101.

Employment Trends

According to the 2012-2016 American Community Survey, 114 people 16 years and over were employed in the City. Educational services, and health care and social assistance make up the majority of the job market at 51 people, or 44.7 percent. **Table 5** shows employment by industry in Trinidad.

Table 5: Employment by Industry (2016)

Industry	Number	Percentage
Civilian employed population 16 years and over	114	114
Agriculture, forestry, fishing and hunting, and mining	6	5.3%
Construction	1	0.9%
Manufacturing	0	0.0%
Wholesale trade	0	0.0%
Retail trade	5	4.4%
Transportation and warehousing, and utilities	1	0.9%
Information	0	0.0%
Finance and insurance, and real estate and rental and leasing	2	1.8%
Professional, scientific, and management, and administrative and waste management services	13	11.4%
Educational services, and health care and social assistance	51	44.7%
Arts, entertainment, and recreation, and accommodation and food services	14	12.3%
Other services, except public administration	6	5.3%
Public administration	15	13.2%

Source: 2012-2016 ACS 5-Year Estimates, Table DP03.

Household Characteristics

Households Type and Size

A household refers to the people occupying a home, such as a family, a single person, or unrelated persons living together. Family households often prefer single-family homes or condominiums to accommodate children, while nonfamily households generally occupy smaller apartments or condominiums.

In Trinidad, families comprised 44.3 percent of all households, and 7.0 percent of all households were family households with children under 18 years of age. **Table 6** displays household composition as reported by the 2012-2016 American Community Survey.

Table 6: Household Characteristics (2016)

Jurisdiction	Households	Average Household Size	Percentage of Households	
			Families	Families with Children Under 18
City of Trinidad	115	1.96	51 (44.3%)	8 (7.0%)

Source: 2012-2016 ACS 5-Year Estimates, Department of Finance, 2019.

Overcrowding

Overcrowding occurs when there is more than one person per room (excluding bathrooms and kitchens) and severely overcrowding occurs when there are more than 1.51 persons per room. Overcrowding is often a result of an inadequate supply of affordable and decent housing. According to the 2012-2016 American Community Survey, three households were living in overcrowded conditions (2.6 percent of all households) and no households were severely overcrowded. Refer to **Table 7**.

Table 7: Overcrowded Households (2016)

Persons per Room	Number	Percentage of Total Units
Owner-Occupied	76	66.1%
1.00 or less	73	63.5%
1.01 to 1.50	3	2.6%
1.51 or more	0	0.0%
Renter-Occupied	39	33.9%
1.00 or less	39	33.9%
1.01 to 1.50	0	0.0%
1.51 or more	0	0.0%
Total Occupied Housing Units	115	100.0%
<i>Total Owner Overcrowded</i>	3	2.6%
<i>Total Renter Overcrowded</i>	0	0.0%
Total Overcrowded	3	2.6%
<i>Total Owner Severely Overcrowded</i>	0	0.0%
<i>Total Renter Severely Overcrowded</i>	0	0.0%
Total Severely Overcrowded	0	0.0%

Source: 2012-2016 ACS 5-Year Estimates, Table B25014.

Household Income

The California Department of Housing and Community Development annually publishes income limits per county for use in determining eligibility for assisted housing programs in that county. The 2019 income limits are listed in **Table 8** for each income category according to household size. These income limits are based on a median income of \$64,800 (for a family of four) in Humboldt County:

- Extremely Low Income Up to 30 percent of area median income (AMI) (\$0–\$25,750)
- Very Low Income 31–50 percent of AMI (\$25,751–\$32,400)
- Low Income 51–80 percent of AMI (\$32,401–\$51,850)
- Moderate Income 81–120 percent of AMI (\$51,851–\$77,750)
- Above Moderate Income Above 120 percent of AMI (\$77,750 or more)

Table 8: Maximum Household Income by Household Size (2019), Humboldt County

Income Category	Persons per Household							
	1	2	3	4	5	6	7	8
Extremely Low	13650	16910	21330	25750	30170	34590	39010	42800
Very Low	22700	25950	29200	32400	35000	37600	40200	42800
Low	36300	41500	46700	51850	56000	60150	64300	68450
Moderate	54450	62200	70000	77750	83950	90200	96400	102650

Source: California Department of Housing and Community Development Memorandum, “State Income Limits for 2019,” May 6, 2019.

Lower Income Households and Overpayment

Overpayment is narrowly defined as the number of lower-income households that spend more than 30 percent of their income for housing (either mortgage or rent), including cost of utilities, property insurance, and real estate taxes, as defined by the federal government. **Table 10** shows the extent of overpayment. Approximately 43.0 percent of households in Trinidad were overpaying for housing—22.2 percent were renter-occupied households and 20.7 percent were owner-occupied households.

When looking at lower-income households overpaying (households earning less than \$51,850 for a household of four), approximately 10 were owner-occupied households and approximately 16 were renter-occupied households.

Table 10: Housing Cost as a Percentage of Household Income by Tenure (2015)

Total Households Characteristics	Number	Percent of Total Households
Total occupied units (households)	135	1
Total renter households	55	40.7%
Total owner households	80	59.3%
Total lower income (0-80% of HAMFI) households	42	31.1%
Lower income renters (0-80%)	18	13.3%
Lower income owners (0-80%)	24	17.8%
Extremely low-income renters (0-30%)	4	3.0%
Extremely low-income owners (0-30%)	0	0.0%
Lower income households paying more than 50%	8	5.9%
Lower income renter HH severely overpaying	8	5.9%
Lower income owner HH severely overpaying	0	0.0%
Extremely Low-Income (0-30%)	4	3.0%
ELI Renter HH severely overpaying	4	3.0%

Total Households Characteristics	Number	Percent of Total Households
ELI Owner HH severely overpaying	0	0.0%
Income between 30%-50%	4	3.0%
Income between 50% -80%	0	0.0%
Lower income households paying more than 30%	26	19.3%
Lower income renter HH overpaying	16	11.9%
Lower income owner HH overpaying	10	7.4%
Extremely Low-Income (0-30%)	4	3.0%
Income between 30%-50%	18	13.3%
Income between 50% -80%	4	3.0%
Total Households Overpaying	58	43.0%
Total Renter Households Overpaying	30	22.2%
Total Owner Households Overpaying	28	20.7%
Total households paying between 30%-50% Income	42	31.1%
Total households paying > 50% Income	16	11.9%

Source: 2006-2015 CHAS Data Sets, https://www.huduser.gov/portal/datasets/cp.html#2011-2015_data.

Housing Stock Characteristics

Vacancy and Housing Availability

Vacancy trends in housing are analyzed using the vacancy rate as an indicator of housing supply and demand. If housing demand is greater than the supply, the vacancy rate is likely to be low, and the price of housing increases. A vacancy rate of 5 percent is generally considered optimal because it is high enough to provide some flexibility in the housing market without significant increases in housing prices.

As shown in **Table 11**, the vacancy rate in Trinidad is very high, estimated to be 43.6 percent as of 2019, or which 29.4 percent are categorized as seasonal/ recreational or occasional use.

Table 11: Residential Vacancy Rate 2016

Type	Number	Percentage
Occupied	115	56.4%
Vacant	89	43.6%
For rent	8	3.9%
For sale	5	2.5%
Rented/sold, not occupied	0	0.0%
For seasonal/recreational or occasional use	60	29.4%
All other including migrant workers	16	7.9%
Total Housing Units	204	100.0%

Source: Department of Finance, E-5 Report, 2016

Housing Tenure

As shown in **Table 12**, Trinidad has a higher percentage of householders who own their home (66.1 percent of occupied units) than of householders who rent their home from a property owner (33.9 percent of occupied units).

Table 12: Household Tenure (2016)

	Number	Percentage
Owner-Occupied Units	76	66.1%
Renter-Occupied Units	39	33.9%
Total	115	100.0%

Source: 2012-2016 ACS 5-Year Estimates, Table B25009.

Unit Type

As shown in **Table 13**, the majority (83 percent) of occupied housing units in Trinidad are single-family, detached homes, followed by mobile homes units which make up 11.2 percent.

Table 13: Housing Units by Type (2019)

Housing Unit Type	Number	Percentage
Single-Family, Detached	186	83.0%
Single-Family, Attached	2	0.9%
Multifamily, 2–4 Units	11	4.9%
Multifamily, 5+ Units	0	0.0%
Mobile Homes or Other Type	25	11.2%
Total	224	100.0%

Source: California Department of Finance, E-5, 2019, City of Trinidad, March 2020.

Housing Age and Conditions

Housing conditions are an important indicator of quality of life in Trinidad. Like any asset, housing ages and deteriorates over time. If not regularly maintained, structures can deteriorate and discourage reinvestment, depress neighborhood property values, and even become health hazards. Thus, maintaining and improving housing quality is an important goal for communities.

An indication of the quality of the housing stock is its general age. Typically housing over 30 years old is likely to have rehabilitation needs that may include plumbing, roof repairs, foundation work, and other repairs. **Table 14** displays the age of the City of Trinidad's housing stock as of 2019, of which 51.9 percent were built since 1990. This means 48.1 percent of the housing stock is over 30 years old, and the rehabilitation needs are likely great in Trinidad. The building department confirms a significantly lower percentage, estimating that less than 10 percent of homes within the City are in need of some sort of rehabilitation.

Table 14: Age of Housing Stock (2016)

Year Built	Number	Percentage
2014 or later	18	8.8%
2010–2013	18	8.8%
2000–2009	46	22.5%
1990–1999	24	11.8%
1980–1989	38	18.6%
1970–1979	30	14.7%
1960–1969	19	9.3%
1950–1959	11	5.4%
1940–1949	0	0.0%
1939 or earlier	0	0.0%
Total	204	100.0%

Source: 2012–2016 ACS 5-Year Estimates, Table B25034

Housing Costs and Affordability

Rental Housing Costs

Based on market trends, in Trinidad for all rentals the median rent per month was \$1,425, and the average rent per month was \$1,828.¹

Sales Prices

According to Trulia, the median sales price for homes in Trinidad between June and December 2019 was \$572,000 based on 18 home sales.

According to the US Census and the ACS, the median value of housing in Trinidad has approximately doubled every decade since 1980. The most recent data is tempered somewhat by the recent housing market crash.

Data Source	Median Sales Price
1980 Census	\$73,500
1990 Census	\$150,000
2000 Census	\$321,000
2019 Trulia Sold Homes	\$572,000

¹ These prices are based on a point-in-time analysis of rental listings found on Craigslist within a 10-mile radius of ZIP code 95570 on 3/11/2020.

Housing Affordability

Housing affordability is dependent upon income and housing costs. According to the California Department of Housing and Community Development (HCD) income guidelines for 2019, the AMI in Humboldt County is \$64,800 for a family of four. Assuming that the potential homebuyer in each income group has sufficient credit and down payment (10 percent) and maintains affordable housing expenses (i.e., spends no more than 30 percent of their income on the mortgage, taxes, and insurance), the maximum affordable home prices can be determined. **Table 15** demonstrates the purchasing power of the income groups defined above.

When looking at rental and sales prices and comparing those to what households can afford, the City has rental housing affordable to moderate-income households and for sale prices affordable to above moderate-income households.

Table 15: Affordable Housing Costs by Income Category (2019)

(Based on a Four-person Household in Humboldt County)	Income Level		
	Very Low	Low	Moderate
Annual Income	\$32,400	\$51,850	\$77,750
Monthly Income	\$2,700	\$4,321	\$6,479
Maximum Monthly Gross Rent ¹	\$810	\$1,296	\$1,944
Maximum Purchase Price ²	\$70,400	\$138,100	\$185,600

Sources: HCD State Income Limits, 2019; <https://www.chase.com/personal/mortgage/calculators-resources/affordability-calculator>; <https://www.realtor.com/mortgage/tools/affordability-calculator/#summary>, accessed 3/11/2020.

¹ Affordable housing cost for renter-occupied households assumes 30% of gross household income, not including utility cost.

² Affordable housing sales prices are based on the following assumed variables: approximately 10% down payment, 30-year fixed rate mortgage at 3.66% annual interest rate, taxes, insurance and private mortgage insurance (since borrowers will likely put less than 20% down).

Assisted Units at Risk of Conversion

State law requires that the housing element include an analysis of the existing assisted housing developments that are eligible to change from low- to moderate-income housing uses during the next 10 years due to termination of subsidy contracts, mortgage prepayment, or expiration of restrictions on use. There are no subsidized projects in the City of Trinidad at this time.

Special Needs Groups

This section assesses the special needs households in Trinidad. Special needs households can be constrained by lower incomes and a lack of housing that is suitable to their special needs.

Senior Households

The limited incomes of many elderly people make it difficult for them to find affordable housing. Many elderly people have physical disabilities and dependence needs that limit their selection of housing. As of 2016, it was estimated that there were 51 senior citizens living in Trinidad. **Table 16** shows the senior population as of 2016.

Table 16: Senior Householder (2016)

Age Group	2016
Ages 65–74	37
Ages 75–84	13
Ages 85+	1
Total	51

Sources: 2012–2016 ACS 5-Year Estimates, Table DP05.

Persons with Disabilities

As defined by the California Government Code, disabilities include physical and mental disabilities. A “mental disability” involves any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities that limit a major life activity. A “physical disability” includes any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss of body functions. Physical disabilities include those that are neurological, immunological, or musculoskeletal in nature as well as those that involve the respiratory, cardiovascular, reproductive, genitourinary, hemic and lymphatic, or digestive systems and those involving the special sense organs, speech organs, skin, or endocrine system.

Table 17 show the number of persons with disabilities in Trinidad. Approximately 11.1 percent of the total population (5 years old or older) has some type of disability, and half of those are below the age of 65.

Table 17: Persons with Disability (2016)

	Number	Percentage
Persons Age 5–64 with a Disability	18	5.5%
Persons Age 65 + with a Disability	18	5.5%
Total Persons with a Disability (Age 5+)	36	11.1%
Total Population	325	100.0%

Source: 2012–2016 ACS 5-Year Estimates, Table S1810.

Table 18 shows the total number of persons in Trinidad by disability type for the 5 to 64 and 65 and over age groups. Many of these persons have more than one disability, which is why more disabilities are listed than there are disabled persons. Ambulatory living difficulties and Independent Living Difficulty are the most common forms of disability among residents ages 5 to 64 in Trinidad. Seniors age 65 and above in Trinidad are more likely to have to either ambulatory difficulties or hearing difficulties.

Table 18: Persons with Disability by Disability Type (2016)

	Number	Percentage
Total Disabilities Tallied	36	100.0%
Total Disabilities Tallied for People 5 to 64 years	18	50.0%
Hearing difficulty	3	8.3%
Vision difficulty	0	0.0%
Cognitive difficulty	7	19.4%

	Number	Percentage
Ambulatory difficulty	17	47.2%
Self-care difficulty	2	5.6%
Independent living difficulty	16	44.4%
Total Disabilities Tallied for People 65 Years and Over	18	50.0%
Hearing difficulty	11	30.6%
Vision difficulty	1	2.8%
Cognitive difficulty	3	8.3%
Ambulatory difficulty	12	33.3%
Self-care difficulty	3	8.3%
Independent living difficulty	7	19.4%

Source: 2012–2016 ACS 5-Year Estimates, Table S1810.

Development Disabilities (Senate Bill 812)

Senate Bill (SB) 812 requires the City to include in the special housing needs analysis, needs of individuals with a developmental disability in the community. A developmental disability is a disability that occurs before an individual reaches 18 years of age, is expected to continue indefinitely, and constitutes a substantial handicap. Developmental disabilities include mental retardation, cerebral palsy, epilepsy, autism, and disabling conditions closely related to mental retardation or requiring similar treatment. Housing Element Program HI-12 specifically addresses the needs of the developmentally disabled.

Table 19 includes information about Trinidad’s population of developmentally disabled persons by age and zip code.

Table 19: Persons with Developmental Disabilities (2018)

Zip Code	0–17 years	18+ years
95570	<11	<11

Source: California Department of Developmental Services 2018.

Redwood Coast Regional Center

Redwood Coast Regional Center (RCRC) serves individuals and their family who have a developmental disability, or who are at risk for developing a disability, and individuals who are at risk of having a child with a disability in Del Norte, Humboldt, Lake, or Mendocino County. RCRC also serves families whose Infants and toddlers (birth to 36 months) who are at “high risk” for a developmental disability.

In order to fulfill the diverse needs of persons from infancy to end of life, some of the services and supports provided by RCRC include:

- Information and Referral
- Assessment and Diagnosis
- Prenatal Diagnostic Services
- Early Intervention Supports and Services

- Lifelong Individualized Planning and Service Coordination
- Behavioral Supports
- Employment and Day Services
- Health and Medical Services
- Family Support
- Residential Care
- Transportation

Large Families

Large families are defined as households containing five or more persons. They are considered a special needs group because there is a limited supply of adequately sized housing to accommodate their needs. A five-person household requires a three- or four-bedroom home; a six-person household requires four bedrooms; and a seven-person household requires four to six bedrooms.

According to the 2012–2016 American Community Survey, there were no households in in Trinidad that included five or more persons.

As of 2016, there was no shortage of housing for large families in Trinidad due to the availability of housing by bedroom size. There are 32 two to four-bedroom housing units, , and seven units with five or more bedrooms, respectively comprising 15.7percent, and 3.4 percent of all housing units in the city. Since the population of Trinidad grows gradually and the average household size is 1.96 persons per household, it can be presumed that the current supply of housing is sufficient to accommodate large families.

Female-Headed Households

Female-headed households are households headed by a single female parent with children under the age of 18 living at home. Single-parent households generally have lower incomes than two-parent households and often require special attention due to their need for affordable child care, health care, and housing assistance. Additionally, female-headed households tend to have lower incomes, limiting the availability of housing.

As of the 2012–2016 American Community Survey, approximately 1.96 percent of households in Trinidad were female-headed households with children, and no households were female-headed households under the poverty level.

Farmworkers

Agricultural workers earn their primary income through permanent or seasonal agricultural labor. As of the 2012–2016 American Community Survey, 6 persons, or approximately 5.3 percent of Trinidad’s population were employed in agriculture, forestry, fishing and hunting.

Most farmworkers earn relatively low wages, and thus they fall into the extremely low– and very-low-income categories. According to the occupational profile for Humboldt County (accessed March 11, 2020, at www.labormarketinfo.edd.ca.gov), the current weekly mean income is \$674. This income falls within the low-income category or below, since many farmworkers are unlikely to work every week of the year. According to the USDA Census of Farmworkers (2017), 859 farm workers, or 56 percent of all farm workers in Humboldt County worked fewer than 150 days per year.

Homeless Persons

Homeless individuals and families have the most immediate housing need of any special needs group. Their needs are difficult to meet because of the diversity and complexity of the factors that lead to homelessness. California state law requires that housing elements estimate the need for emergency shelter for homeless people.

According to the 2019 Point-In-Time count released by the Humboldt County Department of Health and Human Services, there were approximately 1,473 people without shelter in Humboldt County. Of this count, only 6 persons were identified in Trinidad.

Students

College students are typically income limited individuals in need of inexpensive rental housing. Students from nearby Humboldt State University (HSU) and College of the Redwoods make up a small portion of Trinidad's population. In 2016, two residents (0.6% of the total population) were enrolled in college or graduate school. Of these, none were between the ages of 18-24, indicating that the two residents enrolled in college were age 25 or older at that time. According to the 2012-2016 ACS 5-Year Estimates, both residents in the City were female.

Traditionally, college students between the ages of 18-24 reside in the less expensive section of the City's housing stock (e.g. second units, mobile homes, trailers, studios, etc.) or share single-family dwelling units. Considering that the City's student population is over the age of 25, they may not necessarily be as income limited and in need of smaller inexpensive housing units. These individuals may live in family households in larger single-family dwelling units. Due to the high cost of housing and distance from local colleges, the City of Trinidad has not traditionally been a highly desirable location for college students to live.

Coastal Zone Analysis

The entire City of Trinidad is within the coastal zone. The City is required to review coastal-zone affordable-housing obligations including the preservation of existing occupied units affordable to low- or moderate-income households and where feasible include low- and moderate-income housing in new developments.

To comply with Section 65590 and determine whether the affordable housing stock in the coastal zone is being protected and provided as required, new construction, demolition, conversion, and replacement housing units for low- and moderate-income households within the coastal zone is summarized below.

- There have been approximately 55 housing units constructed since 1980.
- The City does not require the development of affordable housing units.
- There are no affordable housing units that have been authorized to be demolished or converted and therefore no need for replacement.

Housing Resources and Opportunities

This section includes an evaluation of the availability of land resources, financial resources for future housing development, the City’s ability to satisfy its share of the region’s future housing needs, and the financial resources available to assist in implementing the City’s housing programs. Additionally, this section examines opportunities for energy conservation.

Regional Housing Need

The Regional Housing Needs Allocation (RHNA) is a minimum projection of housing units needed to accommodate projected household growth at all income levels by the end of the housing element’s statutory planning period.

Table 20 shows the City’s regional housing need by income for the projection period beginning December 31, 2018, and ending August 31, 2024.

Table 20: Regional Housing Need, 2018–2027

Income Group	Total RHNA
Very Low*	4
Low	4
Moderate	3
Above Moderate	7
Total	18

Source: City of Trinidad, March 2020

*Note – it is assumed that 50% of the very low income RHNA is allocated towards extremely low income.

Unaccommodated Need

The City of Trinidad did not adopt a Housing Element for the 5th cycle and therefore has an unaccommodated need of 5 units. The sites included in this Housing Element were available and appropriately zoned prior to, and during the 5th cycle and had the capacity to accommodate all 5 units. Therefore, the City does not have a carry over.

Table 21: Unaccommodated Regional Housing Need, 2014–2019

Income Group	Total RHNA
Very Low	2
Low	0
Moderate	1
Above Moderate	2
Total	5

Source: City of Trinidad, March 2020

Adequate Sites Inventory and Analysis

This section addresses the requirements of Government Code Sections 65583 and 65583.2 for a parcel-specific inventory of appropriately zoned, available, and suitable sites that can provide realistic opportunities for the provision of housing to all income segments within the community.

Available Sites

As shown in **Table 23** - Inventory of Land Available for Residential Development below, as of March 2020 there remained approximately 43 vacant, residentially zoned lots (UR, SR or PD) within City boundaries. However, sites with less than 4,000 sq. ft. of developable area, are likely too small or constrained to accommodate an onsite wastewater treatment system (OWTS) and a residence. Vacant parcels are shown in **Figure 1**. The sites on the map are categorized into three categories, developable, questionably developable, and not likely to develop. Site capacity has been adjusted based on these site constraints.

Yellow sites are as follows:

- 042-071-002
- 042-091-010
- 042-151-012
- 515-331-050
- 515-331-028

Red Sites are as follows:

- 042-081-006
- 042-091-002
- 042-061-024
- 042-063-033
- 042-063-034

All of the sites included are subject to Trinidad’s program of pre-development review (including sewage disposal capacity and design review). The four Planned Development (PD) parcels are large enough to allow clustering of multi-family units and improvements.

Trinidad’s inherent land-use constraints severely limit the development potential of all vacant land. The developable lots listed in **Table 23** are considered to be the build out for the City. These lots are zoned for single-family dwellings and carry a minimum lot size of 8,000 to 20,000 square feet and are dependent on lot constraints.

Aside from the existence of three large, currently undeveloped Planned Development (PD) parcels, no non-residential property in the City is available for conversion to residential use. The City has no industrial or agricultural zones. Most surrounding undeveloped property is within State Park boundaries or is Open Space and unsuitable for development due to geological instability or the existence of sensitive habitat and / or cultural resources.

Largely as a result of septic-system capability, slope stability constraints and the subdivision of most of the City into urban sized lots prior to zoning and other land use regulations, few previously developed parcels are available for subdivision for the purpose of creating more developable parcels. There are eight SR zoned lots and nine UR zoned that could potentially be subdivided (at least double the minimum lot size / maximum density). However, for most of these lots, subdivision is unlikely due to the configuration of the existing development and other constrains. New housing development is generally restricted to the sites identified in **Table 23**.

Alternate Affordable Housing Options

Another option to meet a portion of the City’s RHNA is through accessory dwelling units (ADU) and junior accessory dwelling units (JADU). ADUs are permitted on lots that are a minimum of 40,000 square feet (.92 acres). **Table 23** identifies six sites that are of that size or larger, and based on the nature of this type of unit’s affordability, the City has assumed a credit of six units towards meeting the lower-income RHNA. The City has also considered the possibility of relying on JADUs as another affordable housing option which will allow for additional capacity towards meeting the City’s lower income RHNA. The City has included program HI-1 to amend the ADU standards to ensure compliance with State Law and consider adoption of a JADU ordinance to allow for an affordable housing option.

Both of these options give homeowners the flexibility to share independent living areas with family members and others, allowing seniors to age in place as they require more care and helping extended families to be near one another while maintaining privacy. Relaxed regulations and the cost to build an ADU make it a very feasible affordable housing option. In nearby communities, conversion of large single-family homes, similar to creating a JADU, to multiple units seems to be a trend that allows for an affordable housing option in an areas where affordable is not common.

Currently, there are 188 single family homes in the City. Based on trends from surrounding comparable jurisdictions, the City has taken a conservative approach and assumed that at least five single family units (2.6 percent of the total units) would allow for a JADU during the planning period. This capacity, coupled with the City’s current ADU capacity, identifies that the City is able to meet its lower-income RHNA (**Table 22**).

Meeting the Regional Housing Need

Table 22 compares the City of Trinidad’s RHNA for the 6th cycle planning period to the available site inventory capacity.

The City has a surplus of 37 units available to lower-income households (including extremely low-, very-low, and low-income households) and 26 units available to moderate- and above-moderate-income households, a total surplus of 64 units.

Table 22: Comparison of Regional Growth Need and Residential Sites

Income Group	2018–2027 RHNA	ADU/JADU Capacity	Site Capacity	RHNA Surplus
Very Low	4	11	34	37
Low	4			
Moderate	3		8	5
Above Moderate	7		28	21
Total	18	11	82	64

Source: City of Trinidad, March 2020

Table 18 – Inventory of Vacant Land Available for Residential Development

APN	Acreeage	GP Des.	Zoning	Max. Allowable Density	Realistic Unit Potential	Site Constraints	RHNA Category Met
042-051-032	2.92	PD	PD	Multi-family 1 unit/ 8,000 sf	10	Soil limitations (wetland and fill); Alquist-priolo fault zone	Lower
042-051-037	0.49	PD	PD	Multi-family 1 unit/ 8,000 sf	2	Alquist-priolo fault zone	Lower
042-063-037	2.84	PD	PD	Multi-family 1 unit/ 8,000 sf	10	Creek setback, easements	Lower
515-151-066	3.11	PD/SE	PD/SE	Single-multifamily 1 unit/8,000 sf	12	Creek setback	Lower
PD Total	9.37				34		
042-031-023	0.19	UR	UR	Single-family 1 unit/8,000 sf	1		Moderate
042-041-029	0.17	UR	UR	Single-family 1 unit/8,000 sf	1	No road access, sloped	Moderate
042-041-056	0.52	UR	UR	Single-family 1 unit/8,000 sf	1	On a bluff edge; likely not subdividable	Moderate
042-042-006	0.11	UR	UR	Single-family 1 unit/8,000 sf	1	small	Moderate
042-061-024	0.07	UR	UR	Multi-family 1 unit/ 8,000 sf	0	Likely too small	Moderate
042-063-027	0.38	UR	UR	Single-family 1 unit/ 8,000sf	1	Creek setback	Moderate
042-063-033	0.04	UR	UR	Single-family 1 unit/ 8,000sf	0	Too small	Moderate
042-071-002	0.50	OS/UR/C	OS/UR/C	Single-family 1 unit/ 8,000sf	0	Zoning, on a steep hillside	Moderate

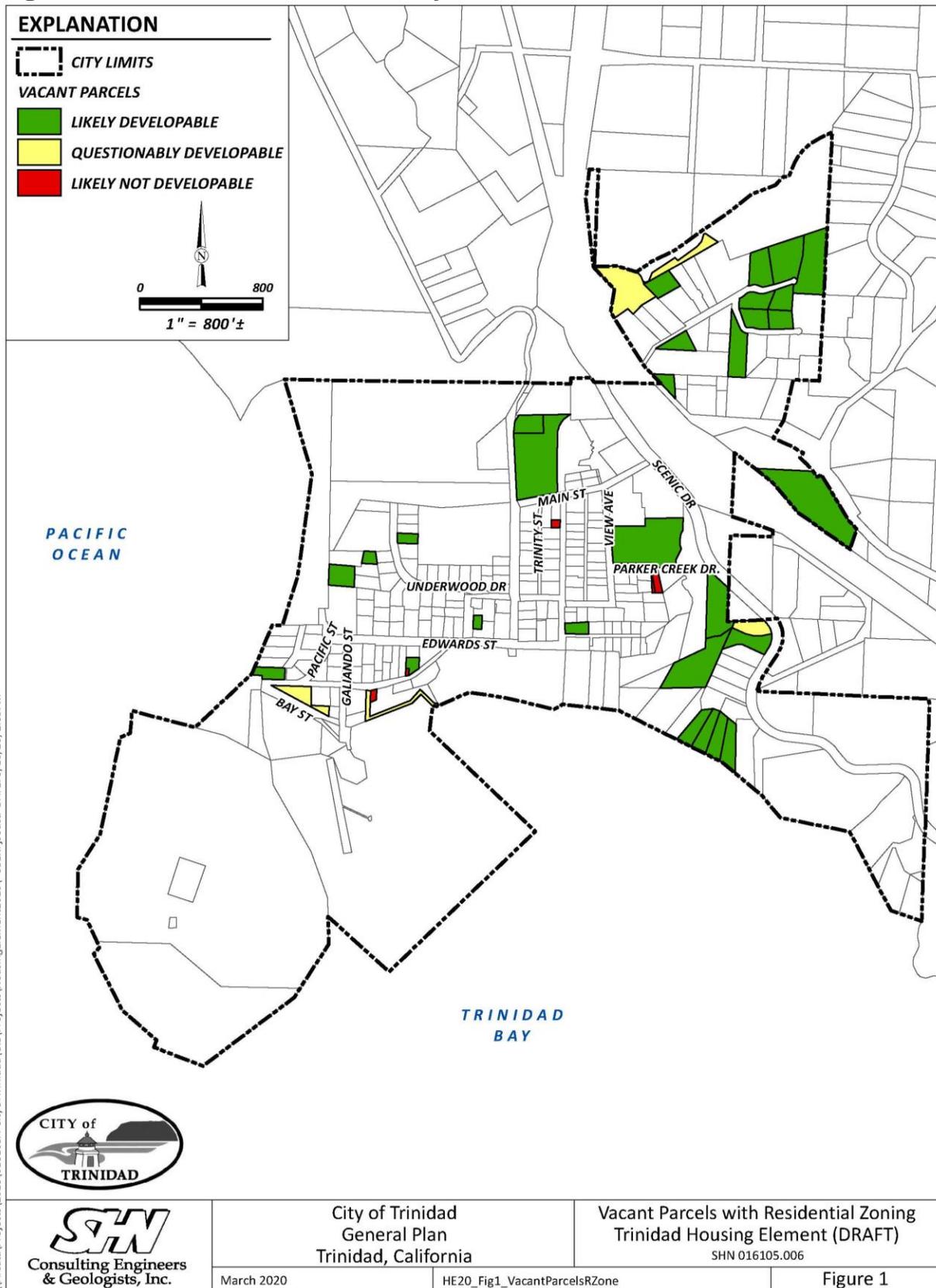
APN	Acreage	GP Des.	Zoning	Max. Allowable Density	Realistic Unit Potential	Site Constraints	RHNA Category Met
042-081-006	0.02	UR	UR	Single-family 1 unit/8,000 sf	0	Too small	Moderate
042-081-024	0.17	UR	UR	Single-family 1 unit/ 8,000sf	0	Too small	Moderate
042-082-019	0.33	UR	UR	Single-family 1 unit/8,000 sf	1	On bluff edge	Moderate
042-091-002	0.07	UR	UR	Single-family 1 unit/8,000 sf	0	Too small	Moderate
042-091-010	0.38	OS/UR	OS/UR	Single-family 1 unit/8,000 sf	1	OS Zoning, shape, on a bluff	Moderate
042-101-006	0.01	UR	UR	Single-family 1 unit/8,000 sf	0	Too small	Moderate
042-101-006	0.00	UR	UR	Single-family 1 unit/8,000 sf	0	Too small	Moderate
042-102-043	0.26	UR	UR	Single-family 1 unit/8,000 sf	1		Moderate
UR Total	3.23				8		
042-111-008	1.74	SE/SR	SE/SR	Single-family 1 unit/ 20,000 sf	1	SE Zoning, steep slopes, creek setback	Above Moderate
042-111-009	1.24	SE/SR	SE/SR	Single-family 1 unit/ 20,000 sf	1	SE Zoning, steep slopes, creek setback	Above Moderate
042-141-019	0.07	SR	SR	Single-family 1 unit/ 20,000 sf	0	Too small	Above Moderate
042-141-020	2.00	SR	SR	Single-family 1 unit/ 20,000 sf	4		Above Moderate
042-151-001	0.57	SR	SR	Single-family 1 unit/ 20,000 sf	1	Steep slope/bluff, potentially unstable	Above Moderate

APN	Acres	GP Des.	Zoning	Max. Allowable Density	Realistic Unit Potential	Site Constraints	RHNA Category Met
042-151-003	0.55	SR	SR	Single-family 1 unit/ 20,000 sf	1	Steep slope/bluff, potentially unstable	Above Moderate
042-151-004	0.51	SR	SR	Single-family 1 unit/ 20,000 sf	1	Steep slope/bluff, potentially unstable	Above Moderate
042-151-005	0.49	SR	SR	Single-family 1 unit/ 20,000 sf	1	Steep slope/bluff, potentially unstable	Above Moderate
042-151-011	0.65	SE/SR	SE/SR	Single-family 1 unit/ 20,000 sf	1	Zoning, slopes, creek setback	Above Moderate
042-151-012	0.46	SE/SR	SE/SR	Single-family 1 unit/ 20,000 sf	1	Zoning, slopes, creek setback	Above Moderate
515-331-028	0.52	SE	SE	Single-family 1 unit per parcel	1	Zoning, creek setback, slopes	Above Moderate
515-331-049	0.68	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-331-050	1.58	SE	SE	Single-family 1 unit per parcel	1	Zoning, creek setback, slopes	Above Moderate
515-331-055	0.26	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-002	0.71	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-007	0.49	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-008	0.44	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-011	0.47	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-012	0.49	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate

APN	Acreage	GP Des.	Zoning	Max. Allowable Density	Realistic Unit Potential	Site Constraints	RHNA Category Met
515-350-013	0.75	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
515-350-014	1.20	SR	SR	Single-family 1 unit/ 20,000 sf	2		Above Moderate
515-350-015	1.55	SR	SR	Single-family 1 unit/ 20,000 sf	3		Above Moderate
515-350-016	0.51	SR	SR	Single-family 1 unit/ 20,000 sf	1		Above Moderate
SE Total	17.92				28		

Source: City of Trinidad, March 2020

Figure 1 – Vacant Sites Inventory



Site Constraints

Circulation Infrastructure

All of the vacant and developable lots in the City are accessible by either by existing roads or private access easements and would not require substantial increases in road surfaces if developed. If a proposed subdivision or development may require the construction of additional access roads, the developer is responsible for such construction and such roads would be short in length with only minor traffic (less than 5 units).

Service Infrastructure

The primary constraints to development in Trinidad are limited septic capability and water availability.

Water and Sewer Capacity

The City has its own water system and provides water to residents in the City as well as some properties outside the City within the City Service Area. The County Division of Environmental Health is contracted to serve as the City's Health Department and regulates the design and construction of OWTS. The City has an OWTS Management Program on top of that, which requires operating permits, periodic maintenance and upgrades. The sites included in the sites inventory have water and sewer capacity.

Wastewater

Individual onsite wastewater treatment systems (OWTS) are currently the only means of sewage disposal in the City. Much of Trinidad is more densely developed with smaller lots than what would now be considered adequate for OWTS. Fortunately, much of Trinidad has ideal soils for OWTS, but there is documented bacterial contamination in the water around the City. A significant increase in development and density in Trinidad is not feasible with the use of OWTS. OWTS are likely to remain the primary method of wastewater treatment as there are several major hurdles to the construction of a sewer treatment plant. The initial costs of construction are prohibitive to a community as small as Trinidad, and at this time, funding sources for a sewage treatment plant are generally unavailable. In addition, available land on which to construct such a plant is severely limited, and because the ocean surrounding Trinidad has been designated as an Area of Special Biological Significance (ASBS) with a zero-discharge standard, location of a sewer outfall is also problematic. Trinidad has considered the feasibility of hooking into the McKinleyville Community Services District's sewer system approximately eight miles to the south, but that is also very expensive. In addition, there is a lot of community resistance to the idea of a centralized sewer due to the potential growth inducing impacts and resulting changes to the character of the community.

The City's land use regulations are based on the long-term use of OWTS for sewage disposal. In order to protect water quality, the City has adopted, and recently started implementing, an OWTS Management Program that requires all property owners to maintain an operating permit for their OWTS that requires periodic inspections and maintenance. The program also requires upgrades and repairs to septic systems at the time of property sales or improvements. City Staff also obtained a Clean Beaches grant which included funding for inspecting and repairing non-functioning septic systems. Through these programs, septic systems for 90 residences in the Trinidad-Westhaven area were repaired or replaced. By ensuring that OWTS are functioning properly development on existing lots under existing zoning can continue. However, there is only so much that can be done, because only so much wastewater can be treated onsite. Therefore, densities will continue to be constrained by the use of OWTS.

Water Supply

Trinidad withdraws its municipal water supply from Luffenholtz Creek, located 1.5 miles southeast of the City. The City has a designated Service Area that extends well outside City limits. All development within City

boundaries (221 connections), and some development within County jurisdiction (101 connections), is connected to this system for a total of 322 metered connections. The City has ample water rights, so production capacity of the water plant and low flows on the creek are the primary limiting factors for water supply. The City of Trinidad completed several studies in 2019 to evaluate its water system capacity and future water demand. The water plant has an excess production capacity of about 48,000 gpd, which is more than enough to serve build-out within the City, including ADUs. However, droughts can reduce the water availability, particularly during the late summer when demand is highest. In addition, climate change is expected to result in fewer, larger storms with more runoff and less groundwater recharge. One of the limiting factors at the treatment plant is that the infiltration gallery and wet well, where water is withdrawn from the creek bed, become less efficient at lower flows. Therefore, low flows during droughts or resulting from climate change over time, not only reduce the volume of available water, but the City’s ability to extract it. So, the City has taken a conservative approach in determining whether to extend any additional connections outside City limits.

The recent water studies provided other insights into the City’s water system. While the system is generally functioning with adequate pressure throughout the system, water loss is high at nearly 30%. The City has made several efforts to find and repair larger leaks, but the remaining leaks are just a function of the old infrastructure that needs replacing. Water storage is minimally adequate with two 150,000-gallon storage tanks (285,000-gallon capacity). This provides enough water for residential fire-fighting needs, but not enough to supply water for more than 2-3 days should something fail. In addition, not enough information regarding flows on Luffenholtz Creek exist in order to be able to accurately predict low return flows. Information is also lacking as to the number and size of existing and potential water rights and diversions on Luffenholtz Creek. Therefore, there is a lot of uncertainty as to the reliability of the City’s water supply into the future.

The City’s water treatment plant is currently in compliance with state potable water treatment standards. Trinidad’s water system currently consists of a 105 gallons per minute (gpm) (138,600 gallons per day (gpd)) capacity surface water treatment plant. This includes recent construction of a new membrane filtration system which decreased capacity from a previous maximum of 176 gpm (253,440 gpd), due to changes in operation needed to meet new State turbidity and chlorine contact standards. Raw water is collected from an infiltration gallery located 10 ft. below Luffenholtz Creek and treated by direct filtration and chlorination. The City maintains three wet well pumps capable of delivering 120 gpm. The City typically only operates one of the three pumps, but during peak demand periods, the City can run two pumps with the combined flow rate of 220 gpm. The distribution system consists of approximately 13 miles of predominantly asbestos-cement piping and includes two 150,000 gallon redwood storage tanks. 180,000 gallons of storage is reserved for fire flows, leaving 120,000 gallons of storage available for regular use. Periodic upgrades and updates are done as the need arises and funding becomes available.

Table 19 – Summary of Current Water System Capacity, Demand and Availability

Conditions	Flows (in gallons per day)	Notes
Current Treatment Capacity	138,600 gpd	Maximum production capacity
Raw Water Available (worst case drought conditions)	Unknown	N/A
2009 City Peak Day Demand	85,289 gpd	Current system peak demand
Available System Capacity	48,578 gpd	July through October

There is minimal potential for development approved by Humboldt County outside City limits to impact the City's water supply. Existing County policies protect Luffenholtz Creek from significant additional development through its designation as a critical water supply; commercial cannabis is also heavily regulated. The approval of a recent subdivision verified the County's commitment to protecting the City's water supply through the imposition of several strict conditions. In addition, current State law (Government Code Section 56133) does not allow the City to extend services outside of its jurisdictional boundaries without approval of the Humboldt County Local Agency Formation Commission (LAFCo) and the City has prioritized areas that may be annexed in the future for extending water service outside City limits. Climate change, existing unused riparian rights, and illegal diversions could impact, however, the City's supply if not carefully monitored.

~~To comply with SB 1087, the City will immediately forward its adopted Housing Element to its water and wastewater providers so they can grant priority for service allocations to proposed developments that include units affordable to lower income households.~~

Stormwater

As previous mentioned, Trinidad Bay is designated by the State as an ASBS as well as a State Water Quality Protection Area (SWQPA). There are 34 ocean ASBS areas monitored and maintained for water quality by the State Water Resources Control Board (SWRCB). ASBS occur along the entire length of California's coastal waters. They support an unusual variety of aquatic life, and often host unique individual species. Stormwater discharge from the City that is conveyed to the existing outfall has the potential to impact the sensitive habitat within the ASBS. Primary pollutants and threats to water quality that have been identified are bacteria, nutrients, sediment, and hydrocarbons.

In 2004, the City received a letter from the State Water Resources Control Board regarding the "Prohibition of Waste Discharge into the kelp beds at Trinidad Head ASBS." This led to a series of monitoring and planning activities that culminated in the Trinidad-Westhaven Integrated Coastal Watershed Management Plan. Through that process, stormwater was identified as a primary constituent of concern, and initial plans for implementing BMPs and infiltrating stormwater were developed.

The City received a temporary exemption to the prohibition which requires a number of special conditions including MS4 requirements. Compliance with the substantial conditions of the discharge exception is prohibitively difficult for a City the size of Trinidad with limited staff and budget resources. The ASBS Compliance Plan requires structural BMPs in order to meet the Instantaneous Maximum Water Quality Objectives of the CA Ocean Plan and the "Natural Water Quality Guidelines." In addition to compliance with regulations, water quality impairments from the discharge of polluted runoff has potential to damage the ASBS ecosystem which could impact the City residents, many who rely on tourism and fishing for income which are both recognized beneficial uses of the ASBS. The beaches along the ASBS also provide an area for water contact and non-contact recreation, including aesthetic enjoyment. Unfortunately, poor water quality discharges threaten these beneficial uses and the inhabitants of the ASBS.

To address this issue, the City applied for grant funding for improvements to the stormwater system that are being constructed in phases, with the final phase set for construction in 2020. The purpose of the project is to infiltrate the City's stormwater in a series of swales, raingardens and infiltration chambers and eliminate the stormwater outfall altogether. As part of the project planning, the City conducted a comprehensive geotechnical and groundwater study and built a peer-reviewed groundwater model. These were necessary to determine if infiltration of stormwater would impact leachfields and bluff stability, which were two primary concerns. The model was used for locating infiltration basins such that they would not impact leachfields and bluff stability.

However, the model did show that unregulated infiltration of stormwater along with inputs from leachfields can negatively impact bluff stability, which limits potential growth in the City.

Seismic / Slope Conditions

Seismicity

The City of Trinidad lies within a geographic region laden with numerous seismic faults and shear zones. The entire northern coast of California is subject to seismic activity, due mainly to the proximity of the Mendocino Triple Junction (MTJ). Multiple tectonic plates (pieces of the Earth's crust) collide off the coast of northern California and southern Oregon to form the MTJ. In particular, this is where the San Andreas Fault meets the Cascadia Subduction Zone (CSZ), a 750-mile-long thrust fault capable of producing a megathrust quake of magnitude 9.0 or more. The tectonic activity most relevant to Humboldt County is the movement of the Gorda and Juan de Fuca plates underneath the North American plate. This movement causes the Earth's crust to compress and break, resulting in an extensive system of onshore faults and frequent offshore earthquakes. The Trinidad Fault, an active fault that is part of the Mad River Fault Zone, runs through a portion of town. There are also several other small offshoots of the Mad River Fault that run through Trinidad's Planning Area, or just offshore, most of which are not considered active.

Most local earthquakes originate offshore, within tectonic plates rather than along plate boundaries. The Gorda plate is most susceptible to seismic activity because it undergoes a large amount of stress, and consequent fragmentation, as it is pushed beneath the North American plate. Offshore, intraplate quakes are generally less damaging to human communities than onshore quakes, but they can still be quite large. The type of potentially damaging quake most likely to occur would be centered offshore with a magnitude between 5.0 and 7.5. Onshore earthquakes are less probable, having an average recurrence interval of 20 years. This type of quake could have a magnitude of 7.5 to 8.0, which would be more intense, and more damaging, than any modern historic quake. Although most earthquakes in the region originate offshore within the Gorda plate, they can also occur on the CSZ boundary. Evidence of prehistoric subduction zone earthquakes suggests that they could have magnitudes of 8.0 to 9.0 or more on an interval of every 300 to 600 years; the most recent one occurred in 1703. There is little that can be done to prepare for and mitigate damage from a large CSZ quake other than warning and evacuation systems

The general risks associated with earthquakes in the Trinidad area are structural damage, slope failures, liquefaction, and tsunamis. With the exception of tsunamis, these risks tend to be greater in areas of unstable slopes, wet conditions, alluvial deposits, or fill material. Trinidad is less vulnerable to damage and inundation of residential areas resulting from tsunamis due to its elevation and protective bluffs, but significant toe erosion could occur, compromising slope stability. In addition to occasional tsunamis, the City is susceptible to violent wave attacks during harsh winter storms. Development in the lower, more exposed portion of the near shore area must continue to be avoided to ensure its protection from waves.

Stability

Local topography is characterized by a series of marine terraces, which in cross-section have the appearance of wide stair-steps. These gently sloping surfaces were formed in the geologic past by wave erosion and deposition, and have been moved above sea level due to periodic sea-level changes and uplifting of the coastline. The terrace surfaces range in elevation from about 140 feet at the western edge of town, to 600 feet at the eastern edge of the Trinidad area. Most of the ground surface in Trinidad has a slope of 15% or less, but steeper slopes are found at sea cliffs, stream banks, and the boundaries between marine terraces.

The Franciscan bedrock that underlies Trinidad is composed of pieces of relatively resistant rock within a matrix of sheared, unstable material. Area geology is characterized by outcroppings of this material, especially at the

coastline, and by the poorly consolidated alluvial deposits that cover the surfaces of the marine terraces. These different materials are subject to erosion and various types of slope failure.

Portions of Trinidad are composed of moderately to highly unstable slopes. Such slopes are prone to accelerated erosion and mass movement during earthquakes, storms, periods of high water tables, and as a result of poorly planned nearby construction. The City requires geologic reports for any parcel mapped as 'unstable' or of 'questionable stability' on Plate 3 (Slope Stability) of the City's General Plan (Figures 9a or 17 in the Draft General Plan update). It is also worth noting that development may be limited in areas near bluffs. Areas that have been mapped as being 'unstable' have been zoned either Open Space (OS) or Special Environment (SE) to limit or preclude development.

Rates of bluff retreat vary along the coastline depending on local bedrock characteristics and degree of protection from waves. Coastal bedrock varies from sheared and fractured shales, which are highly erodible, to erosion-resistant diorite and greenstone. Bluff retreat also occurs at different rates over time, as rates of sea level rise and geologic uplift change. Most of the Trinidad coast is approaching an equilibrium state, meaning that sea cliff erosion is more or less balanced by geologic uplift. The rates of these processes, however, are not constant and cannot be predicted.

Steep slopes and unstable geologic material create erosion and landslide hazards in some of the Trinidad area. Coastal bluffs are especially subject to these hazards because of continuous wave erosion, which could be exacerbated by climate change and sea level rise. Development should be located far enough from the edge of the bluffs so that structures are not in danger of being undercut by wave activity in the foreseeable future. Development should also be restricted in areas of steep slopes or those dominated by the clayey matrix component of the Franciscan Complex, as these materials are susceptible to earthflows and debris flows

Service Infrastructure

The current minimum lot size in Trinidad is 8,000 s.f. for the Urban Residential (UR) zone and 20,000 s.f. for the Suburban Residential (SR) zone. Both of these minimum lot sizes are less than what the County Division of Environmental Health (DEH), which serves as the City's Health Department, currently allows for lots that utilize septic systems. The minimum lot area allowed in the Planned Development (PD) zone is 2,500 s.f. per lot for planned developments with five or more dwellings, but the maximum density is still one residential unit per 8,000 sq. ft. There are many lots in town that do not meet the minimum size requirement, and at least 4,000 to 5,000 sq. ft. is generally necessary to accommodate a small residence with a septic system; the City's regulations allow lots smaller than the minimum size to be developed as long as wastewater disposal requirements can be met. Under the City's Land Use Plan (LUP), all new individual septic systems must meet the minimum standards set by the State and Regional Water Quality Control Board (RWQCB) and DEH. Septic requirements will likely be a limiting factor for any future developments. The City has an Onsite Wastewater Treatment System (OWTS) Management Program in place that requires all systems to be regularly inspected and maintained through an operating permit system.

The City has a water ordinance, but it does not limit uses based on expected water demand and does not put any volume limits on users. However, "change in the intensity and use of water" falls under the Coastal Act's and City's definition of development. And the City has started discussions about how to revise the regulations and policies to better monitor and control individual water use as well as to make it a consideration in approving permit applications. Due to a substantial water request from the adjacent Trinidad Rancheria to build a hotel, the City has recently been focused on developing policies for evaluating connection requests from outside City limits. Once that is complete, the City will look at addressing existing users and requests from inside City limits

as the recent water studies have shown that the City's water supply is more limited than previously thought. Water supply is likely going to become more of a limiting factor for development in the future.

ii. Seismic / Slope Protections

Within the City, the Trinidad Fault (part of the Mad River Fault Zone) has been designated under the Alquist-Priolo Act of 1972 (Fig. 17, Noise and Safety Element). Approximately 60 acres in the Trinidad area lie within this Special Study Zone, as designated by the State Division of Mines & Geology under the Alquist-Priolo Fault Hazard Zoning Act. Although this equates to approximately 19% of Trinidad's land area, much of it runs along the freeway corridor, and most of the affected lots are large, or already developed, and several of the parcels have already been investigated for faults. The purpose of the Zone is to ensure that local development patterns do not create seismic hazards. In this Zone, any subdivisions or new development of structures for human occupancy, other than a single-family wood-frame dwelling less than 2 stories, would be required to undergo a geologic study. According to the Alquist-Priolo Act, no buildings may be constructed within 50 feet of any active fault in the Zone. All buildings outside this buffer, and throughout the rest of Trinidad, are subject to specific design guidelines established by the City including a Fault Study for subjected properties. All of Humboldt County falls under UBC zone 4, which is the highest factor of safety for seismic hazards. There are also several other small offshoots of the Mad River Fault that run through Trinidad's Planning Area, or just offshore. These faults do not constrain development because they are either located offshore or are older and not considered active.

The Trinidad Land Use Plan (LUP) states that no new development may occur on unstable lands. Such development may include the construction of buildings and driveways or the placement of individual septic systems. These specific development types may not occur on sites of questionable stability, or within 100 feet upslope of such sites, unless the proposed development is analyzed and found not to increase instability by a registered geologist. In addition, no new structures may be located on the shoreline less than 20 feet above the Mean Lower Low Water line, with the exception of harbor and public access facilities. Most development of unstable and shoreline site is restricted by the City's zoning regulations, and most of these areas are zoned Open Space and Special Environment, which prohibit most development in these locations.

Dry Utilities

Dry utilities, including electricity, and telephone service, are available to all areas within the City. The extension of power to service new residential development has not been identified as a constraint. No natural gas lines exist in Trinidad, so individual property owners maintain propane tanks.

Service providers are as follows:

- Electricity: Pacific Gas and Electric Company (PG&E)
- Telephone: AT&T
- Fiber Cable: Suddenlink

Constraints on the Development of Housing

Various interrelated factors can constrain the ability of the private and public sectors to provide adequate housing and meet the housing needs for all economic segments of the community. These factors can be divided into two categories: (1) governmental constraints and (2) nongovernmental constraints. Governmental constraints consist of land use controls, development standards, processing fees, development impact fees, code enforcement, site improvement costs, development permit and approval processing, and provision for a variety of housing. Nongovernmental constraints consist of land availability, the environment, vacancy rates, land cost, construction costs, and availability of financing.

Governmental Constraints

Governmental constraints are policies, standards, requirements, or actions imposed by the various levels of government upon land and housing ownership and development. Although federal and state agencies play a role in the imposition of governmental constraints, these agencies are beyond the influence of local government and are therefore not addressed in this document.

Zoning Standards

Due to the small lot sizes and septic space requirements, off-street parking requirements could be a limiting factor for potential new development, particularly residential units added to existing commercial structures as promoted by policies to encourage mixed use. To some extent, parking requirements (1 additional space) may also limit the development of second units on small residential lots, but it is likely that septic requirements are more of a factor. This is not considered a significant constraint due to the high level of build-out on these properties and the low number of inquiries desiring second units.

The City’s Zoning Ordinance currently has a parking-in-lieu alternative when there would otherwise be a shortage of off-street parking in the mixed use (PD) zone. However, this alternative has not been used for many projects since being incorporated into the Zoning Ordinance and has been controversial when used; variances for parking have been more common. The City currently requires a use permit for all multifamily development. Program HI-14 has been included to monitor this process to ensure it does not cause a constraint to development. Development standards for the three residential zoning designations are shown in **Table 20**.

Table 20 – Development Standards from the City of Trinidad Zoning Ordinance*

Zone	Use Permit	Minimum Lot Area	Density Unit/s.f.	Maximum Height	Setbacks F-R-S	Off-Street Parking # Spaces/Unit
SR (Suburban Residential)						
Single-Family	No	20,000 s.f.	1/20,000	<u>25'</u>	30-20-10	2/unit
Two-Family	Yes	20,000 s.f.	1/20,000		30-20-10	2/unit
UR (Urban Residential)						
Single-Family*	No	8,000 s.f.	1/8,000	<u>25'</u>	20-15-5	2/unit
PD (Planning Development)						
Less than 5 Units	Yes	8,000 s.f.	1/8,000	<u>25'</u>	20-15-5	2/unit
5 or More Units	Yes	2,500 s.f.	1/8,000		**	1.5/unit

**This does not include provisions for accessory dwelling units that have been adopted by the City, but have not yet been certified by the Coastal Commission for implementation. **Where the two-thousand five hundred square foot minimum lot area applies (For Planned Developments with five or more dwelling or commercial units), no setbacks are required, except when adjacent to any other zone the yard shall be the same as that required in the adjacent zone.*

Typical Densities for Development

The City of Trinidad has not had any recent development and therefore information on timing from approval time to issuance of a building permit is not available.

Parking Standards

The City's parking requirements vary according to the type of dwelling unit, as shown in **Table 23**.

Table 23: Residential Parking Standards

Type of Residential Development	Required Parking
Single Family and Mobile Home Dwellings	Two parking spaces + any garage spaces
Attached dwellings (duplex, townhouse)	1.5 spaces per dwelling unit
Accessory Dwelling Unit	One parking space

Source: City of Trinidad Municipal Code, Section 17.56.180.

Provisions for a Variety of Housing

Housing element law specifies that jurisdictions must identify adequate sites to be made available through appropriate zoning and development standards to encourage the development of various types of housing for all economic segments of the population. This includes single-family housing, multifamily housing, manufactured housing, mobile homes, emergency shelters, and transitional housing. **Table 24** summarizes the permitted housing types.

Table 24: Housing Types Permitted by Zoning District

Residential Use	Zone						
	SE	SR	UR	PD	VS	C	PR
Single-Family — Detached	P	P	P	UP	UP	UP	-
Single-Family — Attached	-	-	-	-	-	-	-
2-4 Dwelling Units	-	-	-	UP	-	-	-
5+ Dwelling Units	-	-	-	UP-	-	-	-
Residential Care < 6P	-	-	-	-	-	-	-
Residential Care > 6P	-	-	-	-	-	-	-
Emergency Shelter	-	-	-	-	-	-	-
Single-Room Occupancy	-	-	-	-	-	-	-
Manufactured Homes	P	P	P	UP	UP	UP	-
Mobile Homes	P	P	P	UP	UP	UP	-
Transitional Housing	-	-	-	-	-	-	-
Farmworker Housing	-	-	-	-	-	-	-
Supportive Housing	-	-	-	-	-	-	-
Accessory Dwelling Units	UP	UP	UP	UP	UP	UP	-

Source: City of Trinidad Municipal Code, 2019

"P" = Permitted "UP" = Special Use Permit "-" = Not Permitted

Emergency Shelters

The California Health and Safety Code (Section 50801) defines an emergency shelter as "housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or households may be denied emergency shelter because of an inability to pay."

Senate Bill 2 (Cedillo, 2007) requires jurisdictions to allow emergency shelters and transitional housing without a conditional use permit. The City must identify a zone or zones where emergency shelters will be allowed as a permitted use without a conditional use permit or other discretionary permit. The zone or zones identified must have land available to accommodate an emergency shelter.

The City of Trinidad's Municipal Code does not have any provisions identifying or allowing emergency shelters within the city. The City has included program HI-1 to comply with State Law and is processing a zoning amendment concurrent with the Housing Element update.

While it is unlikely due to the limited services that an emergency shelter would be developed in the City of Trinidad, the commercial (C) zone has been identified as appropriate to accommodate an emergency shelter, should one be needed. The commercial zone would provide the most access to services and shopping. There City assumes the emergency shelter would be best suited as a reuse of a commercial building instead of a new development based on land constraints. While the City has several commercial properties, there are two that would most likely work best, APN 042-063-036 and APN 042-061-015. These sites include several suites and have had some turnover.

APN 042-063-036 is part of part of Saunder's Shopping Center which includes the Lighthouse Grill (1,750 sq. ft.), Salty's tackle shop (650 sq. ft.) and two office/commercial spaces (1,500 sq. ft. each) that have changed several times over the years. One space is currently a pizzeria and the other is vacant. APN 042-061-015 has a 3,000 sq. ft. commercial building with several suites, including a coffee shop/café, brick oven pizza, office space and an apartment.

Housing for Persons with Disabilities

In compliance with SB 520, a complete evaluation of the City's zoning laws, practices, and policies was done as a part of the Housing Element update process.

- **Reasonable accommodations.** The City's Zoning Ordinance does not have a reasonable accommodation procedure but has included implementation program HI-1.
- **Separation requirements.** Once allowed (program HI-1), the City's Zoning Ordinance will not impose any separation requirements between residential care facilities.
- **Site planning requirements.** Once allowed (program HI-1), site planning requirements for residential care facilities will be no different than for other residential uses in the same zone.
- **Definition of family.** The City's current definition is as follows "Family" means one person; or two or more persons; or a group not in excess of five persons living together as a single housekeeping unit". The City's has included program HI-1 to update the ensure the City's definition of family is consistent with current housing law.

Accessory Dwelling Units

Assembly Bill (AB) 1866 requires local governments to use a ministerial process for considering second-unit applications for the purpose of facilitating the production of affordable housing. The City has included program HI-1 to comply with State Law.

Local Processing and Permit Procedures

Shown in **Table 25** are the typical permit processing times for residential development.

Table 25: Typical City Permit Process and Timelines

Project Type	Typical Processing Time
Conditional Use Permit	5 to 10 weeks
Zone Change	8 to 12 weeks + Coastal Commission processing time of several months to a year
General Plan Amendment	8 to 12 weeks + Coastal Commission processing time of several months to a year
Site Plan Review (non-discretionary)	N/A
Design Review	4 to 8 weeks
Tract Maps (Major Subdivisions)	N/A
Parcel Maps (Minor Subdivisions)	3–4 months minimum of staff time (not including applicant’s revisions or special studies)
Initial Environmental Study	2 weeks preparation (excluding special studies); 8 weeks processing
Environmental Impact Report	N/A

Source: *City of Trinidad, 2020.*

Shown in **Table 26** are the typical processing procedures for residential development.

Table 26 Typical Processing Procedures by Project Type

	Single-Family Unit	Subdivision	Multifamily < 5 Units
Typical Approval Requirements	Coastal Development Permit	Tentative Map Review (including approval by Planning Commission and City Council)	Coastal Development Permit
	Design Review	CEQA	Design Review
Est. Total Processing Time	4 to 8 weeks	9 months	8 to 12 weeks

Source: *City of Trinidad, 2020.*

Design Guidelines

The City of Trinidad details its design guidelines in Chapter 17.60 of its Municipal Code. The City's design guidelines aim to preserve the community's identity by the coastline by preserving lines-of-sight and viewsheds, the size and bulk of structures, and the community's unique character. The guidelines include the following regulations:

- The project should be designed to the site rather than modifying the land to fit the development;
- Color palettes for buildings next to open spaces should use “natural” tones;
- Pre-set designs should be avoided – each project must match its surroundings;
- Vacant lots in the SR and UR zones are guaranteed a height of at least 15 feet and a floor area of at least 1,500 square feet even if the structure would obstruct views of the harbor, Little Trinidad Head, Trinidad Head, or the ocean from public roads, trails, and vista points;
- Similarly, any site plans for buildings erected within 100 feet to any of the historic landmarks in the City may be reviewed and amended so as not to cause view blockages of these historic resources.

For the full list of design guidelines please refer to the Trinidad Municipal Code. None of these design guidelines seem to be a burden on new housing development in Trinidad.

Planning and Building Permit Fees

The City uses full-cost recovery for its planning, building, and community development permitting and ministerial approval processes. The minimum deposit charged to applicants for community development permits (e.g. use permit, design review, ministerial review, etc.) is \$750 but costs usually can exceed \$1,400 during typical plan review.

Development Fees

The City does not have development impact fees.

Building and Code Enforcement

Building Standards

The City of Trinidad's Municipal Code indicates that the officially adopted building standards on file are the 1997 Uniform Codes. The City has indicated, however, that staff have been using the 2016 Edition of the California Building Code (CBC). It is unclear if there are any local amendments to the 2016 CBC. Trinidad's officially adopted codes include:

- Uniform Building Code (1997 Edition) and the Uniform Building Code Standards (1997 Edition);
- Uniform Mechanical Code (1997 Edition);
- Uniform Housing Code (1997 Edition);
- Uniform Code for the Abatement of Dangerous Buildings (1997 Edition);
- Uniform Fire Code (1997 Edition);
- Uniform Plumbing Code (1997 Edition);
- National Electric Code (1997 Edition);
- Uniform Sign Code (1997 Edition); and
- Uniform Administrative Code (1997 Edition).

The City has amended the Uniform Building Code to match the local context by making the following housing development-related adjustments:

- Allowing the Building Inspector to halt occupancy and require property owners to bring buildings into compliance with load-bearing or setback regulations if they exceed the City’s officially-adopted ordinances;
- Creating a Board of Appeals body to approve buildings materials and construction methods—full details of this body are defined in Trinidad Municipal Code subsection 15.04.050;
- Mandating possession of building permits from the Building Official for certain activities as described in Trinidad Municipal Code subsection 15.04.060;
- Amending certain aspects of the Building Permit approval process as detailed in Trinidad Municipal Code subsection 15.04.070;
- Allowing the Building Official to employ a consultant if the Official requires specialized knowledge for ministerial review of an application; and
- Requiring the possession of an encroachment permit by an applicant if work occurs in a public right-of-way.

The City of Trinidad Planning and Building Services Department views code enforcement as the means to ensure safe and uniform construction practices critical to providing decent, suitable shelter for all economic segments of the community, and to safeguard the general health, safety, and welfare of the community. Therefore, enforcement of the Building Code is not viewed as an obstacle to the provision of affordable housing in the city. The Department will, however, need to adopt and transition over from the Uniform Building Code to the most recent version of the California Building Code to ensure maximum safety and sustainability of all future housing structures. This also helps ensure full compliance with the latest state building regulations and goals. At the time of writing, the most recent version of the California Building Code is the 2019 Edition, which many jurisdictions in California adopted in January 2020.

On- and Off-Site Improvements

On- and off-site improvement requirements consist primarily of paving of off-street parking and construction of wastewater and drainage facilities. These requirements are comparable with other surrounding jurisdictions and are not excessive. Most streets in Trinidad don’t have sidewalks or curbs, and improvements aren’t usually required for new development, which reduces some of the burden on property owners. Some additional septic and storm water regulations or conditions are being considered as part of the current General Plan update because of bluff saturation issues and the sensitive environments around Trinidad, including the Trinidad Head Area of Special Biological Significance (ASBS) / State Water Quality Protection Area (SWQPA) and Tsurai Study Area. Setbacks and lot coverage restrictions are also comparable to surrounding jurisdictions and do not represent a constraint to development. Trinidad does have a 2,000 sq. ft. maximum floor area guidelines for residential structures, which helps to keep homes modestly sized and priced.

Review of Local Ordinances

The City does not have any locally adopted ordinances that hinder the development of housing.

Local Coastal Plan

The City's Local Coastal Plan (LCP) implements Coastal Act policies which include review of new development for compliance with design review and view protection findings. These tend to result in some restrictions on development to minimize the bulk or structures, or 'mansionization' and to preserve viewsheds. However, there are no known cases where development was precluded. All policies are applied as equally as possible, considering the somewhat subjective criteria and public involvement, regardless of the type of development proposed.

The most notable of these constraints are the mandates set forth by the California Coastal Commission (CCC) pursuant to the California Coastal Act. Almost the entire City of Trinidad falls within the Coastal Zone, meaning that all proposals for new development are subject to the standards and regulatory procedures included in the City's Local Coastal Program (LCP). At the heart of the LCP is the Trinidad Land Use Plan (LUP), equivalent to a General Plan, which establishes numerous land use regulations relevant to the City's coastal location and characteristics.

In general, the purpose of an LCP is to allow for a partnership between the State and local governments in protecting the Coastal Zone from expansive, environmentally detrimental development. Several Coastal Act policies may apply to development proposals in Trinidad. These should be considered when assessing governmental constraints to development within the City. They are as follows:

- Maximum public access and recreational use of the coast must be provided, with consideration of private property rights and the environment;
- Marine and land resources, including riparian areas, tide pools, wetlands, and rare and endangered habitat areas must be protected;
- The scenic integrity and viewsheds of the coastal landscape must be preserved

It is also important to note that, under the Coastal Act, coastal-dependent development proposals (such as those oriented toward recreation or tourism, or those involving the organized study of coastal/marine resources) receive higher approval priority by the Coastal Commission than do non-coastal-dependent developments (such as residential dwellings). This is particularly true in certain designated areas such the Trinidad Harbor area and Visitor Service areas; in addition, the CCC generally encourages short-term / overnight accommodations, including vacation rentals, as long as coastal resources are protected.

At this time, the City of Trinidad is currently updating its LCP. It will be critical that the LCP and the Housing Element update work concurrently to achieve both the goals of protecting Trinidad's coastline while also helping the City fulfill its RHNA requirements and associated housing goals for this planning cycle.

Nongovernmental Constraints

Development Costs

Local residential construction cost information was not readily available for the City of Trinidad but residential construction cost data for Fortuna and Arcata—two Humboldt County cities which are similar in size and location both along US-101 and the coastline—was available. In Arcata, single-family residential construction costs ranged from \$122 to \$136 per square foot in 2019. Based on that estimate, the total construction cost for an average 1,200 square-foot single-family home would therefore equate to as low as \$146,400 or as high as \$163,000 total. The average multi-family residential development construction cost in Arcata was slightly higher at an approximate \$245 per square-foot. Based on that estimate, the total construction cost for a multi-family development consisting of a gross total of 8,000 square feet was an estimated \$1,959,696. This equates to an

approximate construction cost of \$244,962 per each 1,000 square-foot unit in the 8,000 square-foot, multi-family residential shell space. In Fortuna, the average single-family residential construction cost per square foot was \$156 in 2019. Based on that estimate, therefore, the gross construction cost for a 1,200 square-foot, single-family home in Fortuna would be an estimated \$187,200. There were no estimates available for multi-family residential construction costs in Fortuna.

Construction costs for both single- and multi-family residential developments in Trinidad, therefore, are most likely similar to these estimates in both Fortuna and Arcata.

Construction costs vary widely according to the type of development, with multifamily housing generally less expensive to construct than single-family homes. However, wide variation within each construction type exists depending on the size of the unit and the number and quality of amenities provided, such as fireplaces, swimming pools, and interior fixtures, among others.

In addition to construction costs, the price of land is one of the largest components of housing development costs. Land costs vary depending on whether the site is vacant or has an existing use that must be removed. Similarly, site constraints such as environmental issues (i.e., steep slopes, soil stability, seismic hazards, or flooding) can also be factor in the cost of land. Other costs stem from professional services such as land surveying and engineering, soils engineering/analysis, site design, landscape and architectural design, and permit processing.

If labor or material costs increase substantially, the cost of construction in Trinidad could rise to a level that impacts the price of new construction and rehabilitation. Therefore, increased construction costs have the potential to constrain new housing construction and the rehabilitation of existing housing. The City will continue to do its part in reducing development processing times and providing a more streamlined review process.

Availability of Financing

The cost of borrowing money to finance the construction of housing or to purchase a house affects the amount of affordably priced housing in Trinidad. Fluctuating interest rates can eliminate many potential homebuyers from the housing market or render a housing project that could have been developed at lower interest rates infeasible. Typically, when interest rates decline, sales increase. The reverse has been true when interest rates increase. **Table 27** illustrates interest rates as of March 2020. The table presents both the interest rate and the annual percentage rate (APR) for different types of home loans.

Table 27: Interest Rates

Conforming	Interest	APR
30-Year Fixed	3.500	3.624
15-Year Fixed	2.625	2.843
5-Year ARM	3.000	3.284
Jumbo		
30-Year Fixed	3.375	3.409
7-Year ARM	2.500	2.969

Source: *www.wellsfargo.com, March 2020.*

Price of Land

An online survey of listings of vacant lots on Trulia and Craigslist in March 2020 indicated that there were no vacant lots available for sale in Trinidad proper but there was one vacant lot for sale and two lots had recently been sold within the unincorporated lands immediately outside of the city limits. These lot costs ranged from \$235,000 to \$500,000 with the median cost being \$299,000 and the average cost being \$344,667. If any vacant lots were to be sold in Trinidad in the future, they would likely be sold at similar price or even higher since the amount of developed lands versus undeveloped lands in Trinidad is higher than in Unincorporated Humboldt County.

The City provided additional data summarizing land sales within the last five years. **Table 28** describes each year the land sales occurred and how much each lot was sold for.

When viewing all the data, it becomes clear that most vacant lots tend to be sold between \$150,000 and \$400,000 in Trinidad. This is consistent with the current for-sale vacant lots in Unincorporated Humboldt County immediately outside Trinidad.

Table 28: Vacant Lots Sold 2015-2018

APN	Year Sold	Cost
515-331-049	2015	\$150,000
515-331-048	2015	\$188,318
042-031-028	2016	\$390,150
042-081-024	2018	\$263,000
042-031-028	2018	\$390,150
042-041-056	2018	\$700,000

Source: City of Trinidad, 2020

Residential Energy Conservation

Housing elements must include a review of opportunities to encourage energy conservation in residential development (Government Code Section 65583(a)(7)). Energy conservation policies could reduce housing costs, promote sustainable design, and help reduce greenhouse gases. Title 24 of the California Administrative Code sets mandatory energy standards for new development and requires the adoption of an “energy budget.”

The California Department of Housing and Development encourages jurisdictions to take steps toward better energy conservation through their housing element updates. Policy ideas are listed on HCD’s website to help jurisdictions toward this goal. Additional resources are listed below.

Energy Conservation Resources

California Solar Initiative Rebates

Rebates vary according to system size, customer class, and performance and installation factors (www.gosolarcalifornia.org). There are two rebate programs: Expected Performance-Based Buydown (for systems that are less than 30 kilowatts) and Performance-Based Incentive (for all systems greater than 30 kilowatts).

Single-Family Affordable Solar Housing

The Single-Family Affordable Solar Housing (SASH) program offers incentives to qualified low-income homeowners to help offset the costs of a solar electric system. The SASH program is overseen by the California Public Utilities Commission and administered by GRID Alternatives, a nonprofit organization.

California Solar Initiative Multifamily Affordable Solar Housing

The Multifamily Affordable Solar Housing (MASH) program offers solar incentives for qualifying affordable multifamily dwellings. The program is overseen by the California Public Utilities Commission and offers incentives to qualifying affordable housing within the service territories of PG&E, Southern California Edison Company, and San Diego Gas & Electric. MASH provides fixed, upfront, capacity-based incentives for qualifying solar energy systems. The amount of the incentive depends on which track the applicant is eligible for.

Federal Solar Investment Tax Credit

The Federal Investment Tax Credit (ITC) for residential and commercial solar systems is 26 percent of net system cost. This tax credit is available on residential properties that commence construction by 2020. The ITC then steps down to 22 percent in 2021. After 2023, the residential credit will drop to zero, while the commercial and utility credit will drop to a permanent 10 percent.

Redwood Coast Energy Authority and Pacific Gas & Electric

PG&E owns and maintains all the electrical and natural gas infrastructure in Humboldt County. In May 2017, all electrical services were transferred from PG&E’s management to a newly-appointed joint power authority called the Redwood Coast Energy Authority (RCEA). The RCEA includes the County of Humboldt; the cities of Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, and Trinidad; and the Humboldt Bay Municipal Water District. RCEA’s goal is to implement sustainable energy programs to reduce energy demand and enhance regional energy efficiency. RCEA’s energy sources come from more renewable sources (e.g. biomass & biowaste,

geothermal, eligible hydroelectric, solar electric, and wind). Residents may opt out of RCEA's power supply and return to PG&E service when they wish but residents otherwise are automatically opted in by default to RCEA's power service when they purchase property in Humboldt County. RCEA currently has a goal to adopt completely renewable energy sources by 2025 and furthermore achieve 100% local renewable electricity in 2030.

The Authority administers a number of programs for its customers, including residents in Trinidad, including:

- Free Energy Advisor Consultation.
- Supporting installations of electric vehicle charging stations.
- Free Energy Efficiency Kit.

For residents who opt out of RCEA and return to PG&E energy service, PG&E offered the following energy conservation programs as of March 2020 (www.pge.com):

- SmartAC. Provides free equipment and installation for the efficient regulation of central air conditioning systems and heat pumps for residential and small business customers.
- AC Quality Care Program. Provides rebates to customers to help pay for work done by AC Quality Care certified contractors.
- Energy analyzers and calculators (online).
- Zero Net Energy (ZNE) program. Began in 2010 to support the 2008 California Long Term Energy Efficiency Strategic Plan; ZNE goals state that all new residential construction will be ZNE by 2020.
- Rebate Program. Offers a range of rebates on energy-saving products for residential owners.
- Home Upgrade program. Offers up to \$4,500 in rebates from PG&E for energy-efficiency upgrade projects.
- Energy Upgrade California Home Upgrade rebate program.

Local Program

As of March 2020, the City of Trinidad had not published any current plans or programs relating to energy conservation.

Appendix – Glossary

Affordable Housing: Under State and federal statutes, housing which costs no more than 30 percent of gross household income. Housing costs include rent or mortgage payments, utilities, taxes, insurance, homeowner association fees, and other related costs. TRPA defines affordable housing as deed-restricted housing to be used exclusively for lower-income households (income not in excess of 80 percent of the county’s median income) and for very low-income households (income not in excess of 50 percent of the county’s median income), and with costs that do not exceed recommended state and federal standards.

Assisted Housing: Housing that has been subsidized by federal, state, or local housing programs.

California Department of Housing and Community Development - HCD: The State Department responsible for administering State-sponsored housing programs and for reviewing housing elements to determine compliance with State housing law.

CalHome Program: A grant program administered by HCD and awarded to local public agencies and nonprofits to be used to assist local homeownership programs aimed at lower and very-low income households in order to increase and maintain homeownership, encourage neighborhood revitalization and sustainable development, and maximize the use of existing homes.

Census: The official United States decennial enumeration of the population conducted by the federal government.

Community Development Block Grant (CDBG): A grant program administered by the U.S. Department of Housing and Urban Development (HUD) on a formula basis for entitlement communities, and by the State Department of Housing and Community Development (HCD) for non-entitled jurisdictions. This grant allots money to cities and counties for housing rehabilitation and community development, including public facilities and economic development.

Compatible: Capable of existing together without conflict or ill effects.

Condominium: A building or group of buildings in which units are owned individually, but the structure, common areas and facilities are owned by all owners on a proportional, undivided basis.

Consistent: Free from variation or contradiction. Programs in the General Plan are to be consistent, not contradictory or preferential. State law requires consistency between a general plan and implementation measures such as the zoning ordinance.

Contract Rent: The monthly rent agreed to, or contracted for regardless of any furnishings, utilities, or services that may be included.

Density: The number of dwelling units per unit of land. Density usually is expressed “per acre,” e.g., a development with 100 units located on 20 acres has density of 5.0 units per acre.

Density, Residential: The number of permanent residential dwelling units per acre of land. Densities specified in the General Plan may be expressed in units per gross acre or per net developable acre.

Density Bonus: The allocation of development rights that allows a parcel to accommodate additional square footage or additional residential units beyond the maximum for which the parcel is zoned. Under Government Code Section 65915, a housing development that provides 20 percent of its units for lower income households, or ten percent of its units for very low-income households, or 50 percent of its units for seniors, is entitled to a density bonus and other concessions.

Developable Land: Land that is suitable as a location for structures and that can be developed free of hazards to, and without disruption of, or significant impact on, natural resource areas.

Development Impact Fees: A fee or charge imposed on developers to pay for a jurisdiction's costs of providing services to new development.

Development Right: The right granted to a land owner or other authorized party to improve a property. Such right is usually expressed in terms of a use and intensity allowed under existing zoning regulation. For example, a development right may specify the maximum number of residential dwelling units permitted per acre of land.

Dwelling, Multi-family: A building containing two or more dwelling units for the use of individual households; an apartment or condominium building is an example of this dwelling unit type.

Dwelling, Single-family Attached: A one-family dwelling attached to one or more other one-family dwellings by a common vertical wall. Row houses and town homes are examples of this dwelling unit type.

Dwelling, Single-family Detached: A dwelling, not attached to any other dwelling, which is designed for and occupied by not more than one family and surrounded by open space or yards.

Dwelling Unit: A room or group of rooms (including sleeping, eating, cooking, and sanitation facilities), that constitutes an independent housekeeping unit, occupied or intended for occupancy by one household on a long-term basis.

Element: A division or chapter of the General Plan.

Emergency Shelter: An emergency shelter is a facility that provides shelter to homeless families and/or homeless individuals on a limited short-term basis.

Encourage: To stimulate or foster a particular condition through direct or indirect action by the private sector or government agencies.

Enhance: To improve existing conditions by increasing the quantity or quality of beneficial uses or features.

Family: (1) Two or more persons related by birth, marriage, or adoption [U.S. Bureau of the Census]. (2) An individual or a group of persons living together who constitute a bona fide single-family housekeeping unit in a dwelling unit, not including a fraternity, sorority, club, or other group of persons occupying a hotel, lodging house or institution of any kind [California].

Feasible: Capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, and technological factors.

General Plan: The General Plan is a legal document, adopted by the legislative body of a City or County, setting forth policies regarding long-term development. California law requires the preparation of seven elements or chapters in the General Plan: Land Use, Housing, Circulation, Conservation, Open Space, Noise, and Safety. Additional elements are permitted, such as Economic Development, Urban Design and similar local concerns.

Goal: The ultimate purpose of an effort stated in a way that is general in nature and immeasurable.

Gross Rent: Contract rent plus the estimated average monthly cost of utilities (water, electricity, gas) and fuels (oil, kerosene, wood, etc.) To the extent that these are paid for by the renter (or paid for by a relative, welfare agency, or friend) in addition to the rent.

Group Quarters: A facility which houses groups of unrelated persons not living in households (U.S. Census definition). Examples of group quarters include institutions, dormitories, shelters, military quarters, assisted living facilities and other quarters, including single-room occupancy (SRO) housing, where 10 or more unrelated individuals are housed.

Homeless: Unsheltered homeless are families and individuals whose primary nighttime residence is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (e.g., the street, sidewalks, cars, vacant and abandoned buildings). Sheltered homeless are families and persons whose primary nighttime residence is a supervised publicly or privately operated shelter (e.g., emergency, transitional, battered women, and homeless youth shelters; and commercial hotels used to house the homeless).

Household: All those persons—related or unrelated—who occupy a single housing unit.

Household Income: The total income of all the persons living in a household. A household is usually described as very low income, low income, moderate income, and upper income based upon household size, and income, relative to the regional median income.

Housing and Community Development, Department of (HCD): The State agency that has principal responsibility for assessing, planning for, and assisting communities to meet the needs of low- and moderate-income households.

Housing and Urban Development, U.S. Department of (HUD): A cabinet-level department of the federal government that administers housing and community development programs.

Housing Authority, Local (LHA): Local housing agency established in State law, subject to local activation and operation. Originally intended to manage certain federal subsidies, but vested with broad powers to develop and manage other forms of affordable housing.

Housing Unit: The place of permanent or customary abode of a person or family. A housing unit may be a single-family dwelling, a multi-family dwelling, a condominium, a modular home, a mobile home, a cooperative, or any other residential unit considered real property under State law. A housing unit has, at least, cooking facilities, a bathroom, and a place to sleep. It also is a dwelling that cannot be moved without substantial damage or unreasonable cost.

Impact Fee: A fee, also called a development fee, levied on the developer of a project by a city, county, or other public agency as compensation for otherwise-unmitigated impacts the project will produce.

Implementation Program: An action, procedures, program, or technique that carries out general plan policy. Implementation programs also specify primary responsibility for carrying out the action and a time frame for its accomplishment.

Income Category: Four categories are used to classify a household according to income based on the median income for the county. Under state housing statutes, these categories are defined as follows: Very Low (0-50% of County median); Low (50-80% of County median); Moderate (80-120% of County median); and Upper (over 120% of County median).

Infill Development: Development of vacant land (usually individual lots or left-over properties) within areas that are already largely developed.

Large Household: A household with 5 or more members.

Manufactured Housing: Housing that is constructed of manufactured components, assembled partly at the site rather than totally at the site. Also referred to as modular housing.

Median Income: The annual income for each household size within a region which is defined annually by HUD. Half of the households in the region have incomes above the median and half have incomes below the median.

Mitigate: To ameliorate, alleviate, or avoid to the extent reasonably feasible.

Mixed-use: Properties on which various uses, such as office, commercial, institutional, and residential, are combined in a single building or on a single site in an integrated development project with significant functional interrelationships and a coherent physical design. A “single site” may include contiguous properties.

Mobile Home: A structure, transportable in one or more sections, built on a permanent chassis and designed for use as a single-family dwelling unit and which (1) has a minimum of 400 square feet of living space; (2) has a minimum width in excess of 102 inches; (3) is connected to all available permanent utilities; and (4) is tied down (a) to a permanent foundation on a lot either owned or leased by the homeowner or (b) is set on piers, with wheels removed and skirted, in a mobile home park.

Multi-family Dwelling Unit: A building or portion thereof designed for or occupied by two or more families living independently of each other, including duplexes, triplexes, quadplexes, apartments, and condominiums.

Overcrowding: Households or occupied housing units with 1.01 or more persons per room.

Parcel: A lot in single ownership or under single control, usually considered a unit for purposes of development.

Poverty Level: As used by the U.S. Census, families and unrelated individuals are classified as being above or below the poverty level based on a poverty index that provides a range of income cutoffs or “poverty thresholds” varying by size of family, number of children, and age of householder. The income cutoffs are updated each year to reflect the change in the Consumer Price Index.

Quantified Objective: The housing element must include quantified objectives which specify the maximum number of housing units that can be constructed, rehabilitated, and conserved by income level within a five-year time frame, based on the needs, resources, and constraints identified in the housing element (§65583 (b)). The number of units that can be conserved should include a subtotal for the number of existing assisted units

subject to conversion to non-low-income households. Whenever possible, objectives should be set for each particular housing program, establishing a numerical target for the effective period of the program. Ideally, the sum of the quantified objectives will be equal to the identified housing needs. However, identified needs may exceed available resources and limitations imposed by other requirements of state planning law. Where this is the case, the quantified objectives need not equal the identified housing needs, but should establish the maximum number of units that can be constructed, rehabilitated, and conserved (including existing subsidized units subject to conversion which can be preserved for lower- income use), given the constraints.

Regional Housing Needs Plan (RHNP): The Regional Housing Needs Plan (RHNP) is based on State of California projections of population growth and housing unit demand and assigns a share of the region’s future housing need to each jurisdiction within the AMBAG (Association of Monterey Bay Area Governments). These housing need numbers serve as the basis for the update of the Housing Element in each California city and county.

Regional Housing Needs Share: A quantification by a COG or by HCD of existing and projected housing need, by household income group, for all localities within a region.

Rehabilitation: The repair, preservation, and/or improvement of substandard housing.

Residential, Multiple Family: Usually three or more dwelling units on a single site, which may be in the same or separate buildings.

Residential, Single-family: A single dwelling unit on a building site.

Rezone: An amendment to the map and/or text of a zoning ordinance to effect a change in the nature, density, or intensity of uses allowed in a zoning district and/or on a designated parcel or land area.

Second Unit: A self-contained living unit, either attached to or detached from, and in addition to, the primary residential unit on a single lot. “Granny Flat” is one type of second unit intended for the elderly.

Seniors: Persons age 65 and older.

Shall: That which is obligatory or necessary.

Should: Signifies a directive to be honored if feasible.

Site: A parcel of land used or intended for one use or a group of uses and having frontage on a public or an approved private street. A lot.

Special Needs Groups: Those segments of the population which have a more difficult time finding decent affordable housing due to special circumstances. Under California Housing Element statutes, these special needs groups consist of the elderly, handicapped, large families, female-headed households, farmworkers and the homeless. A jurisdiction may also choose to consider additional special needs groups in the Housing Element, such as students, military households, other groups present in their community.

Subdivision: The division of a tract of land into defined lots in accordance with the Subdivision Map Act, either improved or unimproved, which can be separately conveyed by sale or lease, and which can be altered or developed.

Subsidize: To assist by payment of a sum of money or by the granting of terms or favors that reduce the need for monetary expenditures. Housing subsidies may take the forms of mortgage interest deductions or tax credits from federal and/or state income taxes, sale or lease at less than market value of land to be used for the construction of housing, payments to supplement a minimum affordable rent, and the like.

Substandard Housing: Residential dwellings that, because of their physical condition, do not provide safe and sanitary housing.

Supportive Housing: Housing with a supporting environment, such as group homes or Single Room Occupancy (SRO) housing and other housing that includes a supportive service component such as those defined below.

Supportive Services: Services provided to residents of supportive housing for the purpose of facilitating the independence of residents. Some examples are case management, medical or psychological counseling and supervision, child care, transportation, and job training.

Transitional Housing: Transitional housing is temporary (often six months to two years) housing for a homeless individual or family who is transitioning to permanent housing. Transitional housing often includes a supportive services component (e.g. job skills training, rehabilitation counseling, etc.) to allow individuals to gain necessary life skills in support of independent living.

U.S. Department of Housing and Urban Development (HUD): The cabinet level department of the federal government responsible for housing, housing assistance, and urban development at the national level. Housing programs administered through HUD include Community Development Block Grant (CDBG), HOME and Section 8, among others.

Vacant: Lands or buildings that are not actively used for any purpose.

Zoning: The division of a city or county by legislative regulations into areas, or zones, which specify allowable uses for real property and size restrictions for buildings within these areas; a program that implements policies of the General Plan.

**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



April 2, 2020

Eli Naffah, City Manager
City of Trinidad
P.O. Box 390
Trinidad, CA 95570

Dear Eli Naffah:

RE: Review of the City of Trinidad's 6th Cycle (2019-2027) Draft Housing Element

Thank you for submitting the City of Trinidad's (City) draft housing element received for review on March 20, 2020 along with revisions on March 31 and April 1 and 2, 2020. Pursuant to Government Code section 65585, subdivision (b), the California Department of Housing and Community Development (HCD) is reporting the results of its review. In addition, HCD has expedited this review to facilitate meeting funding requirements.

The draft element, incorporating the revisions submitted, meets the statutory requirements of State Housing Element Law (Article 10.6 of Government Code). However, this finding is based on, among other things, Implementation Program HI-1 that commits to amend zoning to permit emergency shelters without discretionary action. The element cannot be found in full compliance until zoning is available to permit emergency shelters without discretionary action pursuant to Government Code section 65583, subdivision (a)(4)(A). The housing element will comply with State Housing Element Law when zoning is amended to permit emergency shelters without discretionary action and the element is adopted, submitted to, and approved by HCD, in accordance with Government Code section 65585, subdivision (g).

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 must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available, while considering and incorporating comments where appropriate.

Government Code section 65588, subdivision (e)(4) requires a jurisdiction that does not adopt its housing element within 120 calendar days from the statutory due date to revise its element every four years until adopting at least two consecutive revisions by the applicable due dates. Trinidad did not meet the requirements of Government Code section 65588, subdivision (e)(4); therefore, it is subject to the four-year revision requirement until the adoption of at least two consecutive housing element updates by the applicable due dates. The next opportunity to adopt on time will be the four-year update due August 31, 2023.

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 Strategic Growth Council and HCD's Affordable Housing and Sustainable Communities programs; and the ongoing SB 2 funding 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 funding sources.

HCD appreciates the hard work and dedication provided in preparation of the housing element and looks forward to receiving the City of Trinidad's adopted housing element. If you have any questions or need additional technical assistance, please contact Paul McDougall, of our staff, at paul.mcdougall@hcd.ca.gov.

Sincerely,

A handwritten signature in black ink that reads "Shannan West". The signature is written in a cursive, flowing style.

Shannan West
Land Use & Planning Manager

Trinidad City Hall
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
707-677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION NO. 2020-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD ADOPTING THE CITY OF TRINIDAD SIXTH CYCLE 2019-2024 HOUSING ELEMENT, AND ADOPTING AN CATEGORICAL EXEMPTION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, Government Code Section 6558(e)(3)(b) requires the City to adopt a Housing Element in compliance with Housing Element law; and,

WHEREAS, the City of Trinidad has prepared the 2019-2024 Housing Element in conformance with the requirements of the Government Code; and,

WHEREAS, the 2019-2024 Housing Element incorporates comments resulting from the Department of Housing and Community Development's review, and based on this review HCD indicated in writing that the 2019-2024 Housing Element substantially complies with State Housing Element law; and,

WHEREAS, the content of Housing Element has been the subject of a public meeting on March 4, 2020 to seek input on housing need, and duly noticed public hearings on March 18 and April 1, 2020 and April 14, 2020; and,

WHEREAS, the City Council has found the draft 2019-2024 Housing Element to be consistent with the General Plan; and,

WHEREAS, the adoption of the Housing Element is Statutorily Exempt from CEQA per §15265 of the CEQA Guidelines exempting adoption of coastal plans and programs; and,

WHEREAS, the approval is provisional upon the successful completion of Tribal Consultation pursuant to SB18; and,

WHEREAS, the approval is provisional upon the approval and certification by the California Coastal Commission pursuant to the Coastal Act; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Trinidad

1. Adopts a Statutory Exemption from CEQA per §15265 for the Adoption of the City of Trinidad Housing Element 6th Cycle 2019- 2024; and,
2. Adopts the City of Trinidad 2019-2024 Housing Element

PASSED, APPROVED AND ADOPTED this 14th Day of April, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor

Trinidad City Hall
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
707-677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION NO. 2020-04

A RESOLUTION OF THE CITY OF TRINIDAD, CALIFORNIA, SUBMITTING A LOCAL COASTAL PROGRAM AMENDMENT TO AMEND GENERAL PLAN / LAND USE PLAN TO ADD A COMPLIANT HOUSING ELEMENT TO THE CALIFORNIA COASTAL COMMISSION FOR CERTIFICATION

WHEREAS, the City of Trinidad City Council has amended the City's General Plan by adopting a 6th cycle 2019-2024 Housing Element; and

WHEREAS, the Department of Housing and Community Development has indicated in writing that the 2019-2014 Housing Element substantially complies with State Housing Element law; and

WHEREAS, this amendment has been reviewed and processed pursuant to the provisions of the Local Coastal Program and City laws; and

WHEREAS, the ordinance is Statutorily exempt from CEQA per §15265 of the CEQA Guidelines exempting adoption of coastal plans and programs by local governments; and

WHEREAS, after due notice and public hearing, and in accordance with the Local Coastal Program (Trinidad Zoning Ordinance section 7.03), the Planning Commission approved the amendment to the General Plan with recommendations on April 1, 2020, and the Trinidad City Council adopted the amendment on April 14, 2020; and

WHEREAS, this amendment is intended to be carried out in a manner in conformity with the Coastal Act and the implementing Local Coastal Program; and

WHEREAS, this amendment is consistent with the City's certified Local Coastal Program; and

WHEREAS, this amendment shall take effect immediately upon certification by the California Coastal Commission if approved as submitted. If the California Coastal Commission certifies the amendment subject to conditions that change the nature of the amendment, final approval by the Trinidad City Council shall be required prior to the amendment taking effect; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Trinidad as follows:

1. City staff is directed to apply to, and work with, the California Coastal Commission for approval of this Local Coastal Program amendment.

PASSED, APPROVED AND ADOPTED this 14th Day of April, 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION ATTACHED

2. Discussion/Decision regarding Draft Water Policy.

AGENDA ITEM
April 14, 2020

Item: Draft Water Policy for evaluating hook-up requests from outside City limits, within the City Water Service Area

At a specially scheduled meeting on April 1, 2020, the Planning Commission recommended the attached draft water policies to the City Council for consideration. These are policies for evaluating water service requests for properties outside City limits. However, the findings and application requirements were written so they could also be applied to policies for evaluating service requests inside City limits when those are developed at some point in the future. Staff and the Planning Commission generally agree that water service should be part of the review process for development applications inside City limits. Some of the background information included below will look familiar, because it includes some information provided at your February 11, 2020 meeting, but it has been updated as needed. As part of their recommendation, the Planning Commission suggested that the City Attorney should review the policies before they are finalized.

Rationale

Staff and the Planning Commission have taken a holistic approach to developing these policies and criteria, meaning they were written to accommodate a broad range of situations, without any one scenario in mind. Development of these policies and criteria were guided by a couple of key premises.

First, the City does not currently have the production capacity to serve the entire Service Area at full build-out (including reserving capacity to serve full build-out within City limits); therefore, certain areas and/or uses should be prioritized for service. The Planning Commission discussed several ways of prioritizing connection requests, primarily based on the relative benefits to the City.

Second, sound planning principles and practice dictate that provision of services outside a jurisdiction's boundaries does not promote orderly growth and is generally undesirable. Therefore, annexation should be a component of any decision to provide additional water service connections outside City limits. Annexation can provide several benefits to the City, including additional revenue, land use control, increased housing opportunities (this may be a good way for Trinidad to meet State housing requirements for example), and a higher population base to serve on councils, commissions and committees. However, a decision as to when and where to annex is complex and would require additional information and studies. The proposed policy is intended to address when and where future water service connections may be appropriate and when annexation should potentially occur in conjunction to the connection request.

Based on the above premises, the proposed criteria have prioritized service to (1) build-out within City limits, (2) an allowance for Accessory Dwelling Units (ADUs) in the City, (3) areas outside the City that the City has the capacity to serve and that would be appropriate for future annexation, and to a lesser degree, (4) health and safety. In addition, there are provisions for the City Council to allow exceptions to the above priorities if certain findings can be made. The policies are set up in tiers based on the priorities. The first tier is for requests from within the Priority Service Area. Within that tier, Areas A and B have somewhat different requirements from Area C, because Areas A and B already have water infrastructure and represent relatively small potential demand. Health and safety provisions are included in the tier for service requests from outside the Priority Service Area, but the approval process is easier than for an exception, which requires more scrutiny and analysis of costs and benefits.

Priorities

The City has a basic obligation to give priority to users and properties inside City limits. Existing general plan policy 23a codifies this with the following language: “Users within city limits should be given preference for service connections.” The [Water Demand Assessment \(SHN August 2019\)](#) also provided an allowance for ADUs in addition to estimates for build-out under existing zoning within the City. The amount of water needed to serve build-out within City limits, including ADUs, has been “reserved” when considering how much of the remaining Service Area can be served (see Table 1).

Utilizing the areas identified in the Water Demand Assessment, Areas A and B were prioritized in the policy for several reasons. They are the areas closest to the east side of the City (providing a logical expansion boundary), where City water infrastructure already exists, and many properties are already connected to the City’s water system. The potential increased water demand from serving these areas is small, particularly when considering the length of time it will take for build-out to occur (see Figure 1). In addition, these areas share strong social and economic ties with the City and could make sense for the City to annex in the future as they are already within the City’s designated “Sphere of Influence.”

Area C was prioritized because it contains Coastal Act priority uses and zoning. General Plan policy 27a states: “Water service extensions shall not remove water system capacity needed to serve Coastal Act priority uses within the North Trinidad Service Area described in policy 26.” In addition, Area C has high revenue-generating potential for the City if it were annexed. While residential areas, particularly those that are already developed (like Areas A and B), are likely to provide a net negative revenue to the City if annexed, at least for a period of time, (due to the property tax sharing agreement with the County), commercial areas are likely to generate revenue, because the City would not have to share the sales and TOT tax with the County. However,

Area C currently contains no water lines. Also, it has a very high water demand potential, and the City may not be able to serve the entire area during times of peak usage. Therefore, more studies and information would be needed before the City could decide whether to serve this area and how much of it to serve.

Finally, health and safety water connection requests, regardless of what area they are in (as long as the property is in or near an area already serviced with City water) have also been given some priority. These would be situations where someone’s well has become contaminated or has stopped producing enough water to serve the existing use(s) on the property; this would not include water service for new or unpermitted development.

Pre-prioritizing the areas where the City knows it has the capacity to serve and where future annexation could be beneficial simplifies the procedures for responding to hook-up requests. In addition, staff would recommend that the new water model be used to test the build-out scenarios for these service areas to determine whether the existing infrastructure is adequate. If the water model shows that there would be negative impacts to the water system, financing any necessary improvements can be made a condition of water service connection approvals.

For service requests that do not fall under one of the priorities, a process for the City Council to grant an exception has been included in the policies/criteria if certain findings can be made. This is where the Rancheria’s water request would fall.

Other Useful Data

Table 1: Remaining Water Production Capacity After Build-Out

Area	Additional Total Build-out Peak Demand (GPD)	Remaining Capacity (GPD)
Water Plant Total	NA	48,000
City Limits	20,269	27,731
ADUs (inside City)	4,968	22,763
Service Area A	3,382	19,381
Service Area B	6,682	12,699
*Option 1: Service Area C Vacant Parcels	12,500	199
-OR-		
*Option 2: Service Area C North to Anderson Lane	10,100	2,599

*These options have not been vetted and are for illustrative purposes only. The City should also explore the potential for sharing existing water sources or requiring storage and forbearance during the dry season to minimize the impacts to the City’s water system during peak usage.

Table 1 shows the water demand of the priority areas after full build-out in relation to the remaining treatment capacity of the water plant. Since this table was created, it was pointed out that the 48,000 gpd capacity at the water plant is raw water treatment that doesn't account for potential losses in the system. I spoke with the City Engineer's office about this issue, and the existing system losses are static and would not be expected to increase with increased volume. In addition, any new lines would be expected to have minimal loss. However, backflushing the filters and other processes that occur at the water plant could result in a loss of up to about 10%. Therefore, the plant capacity is likely closer to 43,200 gpd during peak usage.

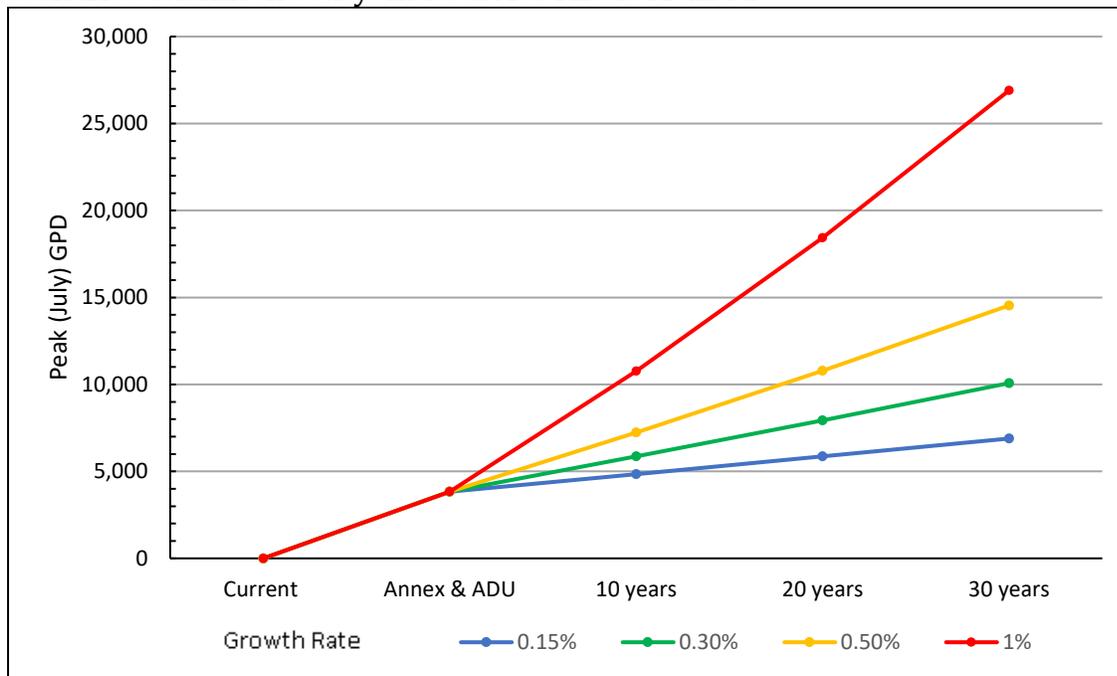
Additional information can be found in the Planning Commission packets for the [February 4, 2010](#), [January 15, 2020](#), and [December 18, 2019 meetings](#).

Build Out Scenarios and Timing

The Planning Commission felt that an important consideration was looking at data regarding the length of time to achieve build-out and estimates for water demand over the next several decades. Previous discussions had focused on total water demand after full build-out of the City and the Service Area outside City limits. However, based on current growth rates, build-out would not be expected to occur for several decades. In addition, policies and regulations can and should be reviewed periodically and revised as needed based on changing conditions. For example, a general plan planning horizon is generally 20 years, and it should be updated at least every five years. Planning for things like droughts and climate change may have longer planning horizons but should still be revisited periodically. The function and capacity of the water plant is likely to change over the next 20 to 30 years, as is our understanding of the capacity of Luffenholtz Creek and the effects of climate change on it. Figure 1 provides a better understanding of expected water demand over that time frame (and longer) rather than just talking about full build-out.

The annual growth rate over the past 10 years or so has been around 0.15% in Humboldt County, the Service Area, and Trinidad itself. Using a 0.15% or even a 0.25% annual growth rate, it would take more than 100 years for build out to occur within either the City or the Service Areas. Even at a 1% annual growth rate, build-out would take decades. Therefore, agreeing to provide water to (or annexing) small portions of the City Service Area, with the exception of Area C, would not result in an immediate, significant increased water demand.

Figure 1: Expected increased water demand over time under various growth rate scenarios within the City and Service Areas A and B.



Notes about Figure 1

- The actual annual growth rate over the past 8-10 years in Trinidad, the City’s Service Area, and Humboldt County has been around 0.15% annually. For Humboldt County, that is based on population estimates. For Trinidad and the Service Area, this number is based on the number of new homes built, because the population estimates for such small areas are unreliable and have shown a decrease in population since 2010.
- Although the graph starts at 0, because it represents increased demand, I used existing water use as the baseline for calculating the increased usage. Therefore, the increased water use volumes should be compared to the remaining capacity of the water plant determined in GHD’s May 1, 2019 memo.
- For Service Areas A and B, I added existing development not already served by City water to the baseline (the ‘annex’ part of “Annex & ADU”). That unserved existing development may already be experiencing problems with their water supply and so would request water if given that option. And if the City were to annex these areas, that development would be an immediate additional water demand.
- I also added a factor to the baseline water use for ADUs, assuming there would be a small boom of ADU development should the City pass an ADU ordinance (the ‘ADU’ part of “Annex & ADU”).
- I used the following website to calculate water use into the future based on the various growth rates: <http://www.metamorphosisalpha.com/ias/population.php>.

Table 2 shows the same data as Figure 1, but in terms of remaining water plan capacity over time given various growth rates.

Table 2: Remaining Water Production Capacity Over Time at Various Growth Rates

Time	Remaining Capacity (GPD) @ 0.15% Growth Rate	Remaining Capacity (GPD) @ 0.3% Growth Rate	Remaining Capacity (GPD) @ 0.5% Growth Rate	Remaining Capacity (GPD) @ 1% Growth Rate
Current	43,200	43,200	43,200	43,200
Annex & ADUs	39,358	39,358	39,358	39,358
10 years	38,357	37,343	35,968	32,423
20 years	37,341	35,266	32,405	24,762
30 years	36,310	33,125	28,659	16,299

I did not include growth estimates for Area C, because it is much more complicated to estimate both demand and growth rates in that area. Growth would tend to happen episodically as each of the few remaining large parcels are developed. One of the reasons staff is recommending that the City not serve this area with water unless it is annexed, is so the City can exert land use control over the area in order to better control growth. However, this area needs significantly more study and consideration before the City decides to serve it. It has been included as a priority area primarily because the Coastal Commission has essentially required it to be so. I did not include areas beyond A, B and C, because the City does not currently have the water production capacity to serve those areas at full build-out.

Area C

I have provided a little more detailed information regarding Area C for consideration, particularly as it may relate to compliance with Policy 27a, which states: “Water service connections shall not remove water system capacity needed to serve Coastal Act priority uses within the North Trinidad Service Area described in Policy 26.”

Area C consists of 12.5 parcels (one parcel is split by the service area boundary to exclude the residentially zoned portion of the parcel). Five of the parcels are zoned CG (commercial general) and are located west of Patrick’s Point Drive. Eight of the parcels are zoned CR (commercial recreation), which is the priority coastal use zoning, and are located east of Patrick’s Point Drive.

The CG parcels range from 1.58 acres to 4.36 acres and contain the following uses/development: Ocean Grove, mini-storage, vacant hardware store, a residence and a mostly vacant parcel. The CR parcels range from 0.63 acres to 11.23 acres and include three RV Parks (Extended Stay, Emerald Forest, Sylvan Harbor), a church camp, two

residences, and two vacant or mostly vacant parcels. The only Coastal Act priority uses currently existing in Area C are the three RV parks.

Estimated peak build-out water use from the Water Demand Assessment for Area C is as follows:

- 3 RV Parks: 14,500 gpd
- Vacant and mostly vacant CR parcels: 9,000 gpd
- Other CR parcels (residential and camp): 4,300 gpd
- All CG parcels (including vacant): 6,800 gpd
- Total: 34,600 gpd

As has been described before, the potential build-out demand for these parcels is difficult to estimate, because the allowable uses can vary significantly in their expected water use. My estimates are primarily based on talking to the owners or operators of the existing developments who told me what their average daily and peak daily water use is. However, the peak daily use was generally from the 4th of July weekend or other large holiday, and so would not be expected to occur over an entire month. So, the peak estimates are likely skewed high. Therefore, I wanted to look at some other ways to estimate the maximum demand.

Using the expected daily wastewater flows set forth by Humboldt County DEH (100 gpd for hook-up spaces and 50 gpd for non-hook-up spaces) to calculate water use results in an even higher estimate for water demand at the RV Parks (21,800 gpd). But these numbers are intended to predict the highest peak flows with a factor safety for sizing septic systems; they usually significantly over-estimate actual use.

For comparison, I looked at water use within the two RV parks in Trinidad, both of which now accommodate mostly long-term tenants (>30 days). Peak usage for both parks in 2018 and 2019 averaged about 35 to 45 gpd. A 2007 USFS study found that RVs averaged 30 gpd and recommended planning for 35 gpd for each RV camping space with hook-ups. Using 45 gpd, the peak usage at the three RV Parks on Patrick's Point Dr. would total 11,250 gpd, and at 35 gpd, the usage would total 8,750 gpd. That is 3,250 and 5,760 gpd less than estimated in the Water Demand Assessment respectively.

Another way to estimate water use in the CR zoned parcels is by area/density. RV parks are likely to be some of the highest water demanding uses that are allowed in the CR zone. And there are likely environmental and other factors that would limit the density and intensity of any allowable use. The RV parks (two in the City and three in Service Area C) average 3,530 sq. ft. per RV space. If you add up all the acreage in the CR zone, divide by 3,530, and multiply the result by 45 gpd, that equates to 22,728 gpd, or 17,677 gpd at 35 gpd per RV space. That is 5,072 and 10,123 gpd less than the Water Demand Assessment estimated for all the CR parcels at 27,800 gpd.

All this is to show that the Water Demand Assessment intentionally skewed towards overestimating water demand in order to provide a factor of safety when planning for water service. This data provides justification that hooking up users within Service Areas A and B would not remove capacity needed to serve visitor serving uses within Area C, especially when considering a timeline of 20 to 30 years rather than full-build-out. In addition, as I have mentioned before, if the City were to serve and/or annex Area C, it may not have to provide all the needed water; a combination of City water and existing water sources may be used. Or, the City could require these properties to install enough storage to get them through the peak season in order to reduce the demand on the City's water system during that critical time.

Future Tasks

Staff and the Planning Commission recognize that these criteria are not the end of the water service planning in Trinidad. The Planning Commission will need to circle back to the General Plan update and finish updating those policies. In addition, the City will need to address criteria for evaluating hook-up requests and new/changed uses within the City. The Coastal Act definition of "development" includes a "change in the intensity of use of water, or of access thereto," but the City has rarely evaluated water demand for individual projects in the City. Other important planning priorities should be to develop ways to encourage and/or require water conservation, develop a drought contingency plan, and inventory and monitor water rights and diversions on Luffenholtz Creek.

Attachments

- Draft Administrative Water Connection Policies and Criteria for Evaluating Connection Requests Outside City Limits
- Service Area Map (Figure 1 from Water Demand Assessment)

Recommended Action

Review and discuss draft water policies/criteria and take public input and direct staff to make any necessary changes to the document prior to adoption.

City of Trinidad

Draft Administrative Water Connection Policies and Criteria for Evaluating Connection Requests Outside City Limits

Intent

The City of Trinidad has a limited water supply and must carefully allocate this important limited resource. In addition, the provision of water can encourage development. The City desires to limit and regulate water service connections outside City limits in order to ensure continued sufficient capacity to serve City needs and to encourage orderly development and growth of the Trinidad community. These policies are to be used within the context of existing regulations and adopted general plan policies. If anything herein conflicts with those adopted policies and regulations, the adopted policies and regulations shall take precedence.

Limitations

If the City determines that a water extension is warranted, such service will be permitted only on an individual contractual basis for a specific property, which contract or agreement will specify the terms and conditions of such service in detail, including any exceptions allowed and any conditions imposed which may be different from the statement of policy of this chapter. The City shall not have an express or implied obligation to provide water service to any property outside the City limits, regardless of that property's location within a preferred service area, the health and safety concerns of the property's current water supply, the property's proximity to services, or the location in an area that is otherwise served by the City.

Findings and Statements of Facts

- The City's water plant currently has a reliable excess capacity of 48,000 gpd during peak usage (July and August) in normal to dry years.
- There is limited data available for creek flow at the treatment plant and very limited data for extractions of water from the creek up- and downstream from the City's diversion.
- Climate change over the coming decades is expected to change precipitation patterns resulting in more runoff and less percolation as well as higher average temperatures and less fog, which could further reduce dry period flows and may also change demand characteristics.
- Extracting water becomes increasingly more difficult with lower creek flows.
- A conservative approach to allocating this limited but critical resource is warranted.

- The City does not currently have the production capacity to serve the entire Service Area at estimated build-out; therefore, certain areas and uses should be prioritized.
- Build out is not expected to occur for several decades, even if growth rates increase.
- Sound planning principles and practice dictate that provision of services outside a jurisdiction does not promote orderly growth and is generally undesirable.
- Annexation should be a consideration in any decision to provide additional water service connections outside City limits.
- The City has prioritized service to (1) build-out within City limits, (2) an allowance for ADUs, (3) areas outside the City that the City has the capacity to serve and that would be appropriate for future annexation, (4) health and safety.

Requests for City Water

Definitions

City: *City* shall mean the City of Trinidad

Connection: Water service *connection* shall mean an individual service connection (lateral) to an existing main water line.

Extension: Water service *extension* includes a water *connection*, but also entails construction of additional main water line(s) in order to accommodate a connection.

Intensification of an Existing Use: The *intensification of an existing use* means an expansion or other change to the existing use(s) that will increase projected water demand (based on DEH expected daily wastewater flows or other methodology deemed appropriate by the City) by more than 50 gpd.

New Use: A *new use* shall mean an additional or modified use(s) that alters the project water demand of an existing connection.

Priority Service Area. *Priority Service Area* means a portion of the Service Area, as mapped on Figure # of the Trinidad General Plan, that the City has determined to be a good candidate for possible annexation into the City, and where the City has determined that it has adequate water capacity to serve that area.

Application Requirements

All requests for new water service or a new use or an intensification of an existing use on an existing connection outside City limits shall be subject to the following conditions and processes:

- A. *Application from persons of interest in property.* The applicant and any other persons with an interest in the property to be connected to the water distribution system shall execute an application for conditional water use and connection permit formulated by the City; and

- B. *Conditions on use.* The City shall place conditions on the water use and connection permit, including on the allowable volume of water use, as needed to ensure compliance with applicable policies and regulations and equitable distribution of the limited water supply.
- C. *Responsibility for costs.* The proponent of the connection is responsible for all costs of the connection, including physical infrastructure, application review costs, connection fees, capacity expansion, and annexation (as applicable); and
- D. *Fees paid.* The applicant has paid all fees required to be paid; and
- E. *Comply with Trinidad Municipal Code.* The applicant agrees in a form suitable for recordation to comply with all water service-related provisions of the Trinidad Municipal Code and requirements and/or conditions of the Public Works Department and the water use and connection permit; and
- F. *Adequacy of wastewater treatment system.* The City shall ensure that the provision of water service will not negatively impact any onsite wastewater treatment systems (OWTS). The applicant shall demonstrate that their OWTS is adequate for the type and level of use that will be served.
- G. *Prohibition to transfer water.* No applicant or person with an interest in the premises connected to the water distribution system shall sell, transfer, assign or otherwise separate the water use and connection permit from the premises for which it was originally granted, for the use of any other premises, without the express written consent of the City Council or its designee.
- H. *Valid building permit.* The applicant shall provide evidence of one of the following:
 - 1. A valid building permit that authorizes the erection or construction of a residential or nonresidential structure upon the property, or
 - 2. An existing legal structure and use on the property, or
 - 3. A valid permit for a change of use; and
- I. *Waive right to protest annexation.* If not already within City limits, the owner of the property applying for water service shall execute the “waiver of the right to protest annexation” formulated by the City in a form suitable for recordation. To facilitate the waiver’s preparation, the applicant shall provide the City with all documents the public works department requires to ascertain the identity of all persons having an interest in the property and to ascertain the identity of the authorized representatives of any business entity having an interest in the property; and
- J. *Environmental Review.* The City shall determine the appropriate level of environmental review, subject to the requirements of CEQA, for each proposed connection. If needed, the applicant shall be required to complete such review prior to the appropriate decision-making body considering the application.

- K. *City Discretion.* Nothing in this section shall be construed to require the provision of water service outside of the City limits and the City's decision to provide such service shall remain a discretionary authority of the City.

Outside City Limits, within Priority Service Area.

All persons or entities requesting a water service connection outside City limits may be granted a new water connection permit or a permit for a new use or the intensification of an existing use, pursuant to the *Application Requirements*, under the following standards:

- A. *Service Charge for Connections Outside the City within the Priority Service Area.* Service charges for connection and monthly service shall be as provided under the current rate ordinances of the City, plus a 50 percent surcharge or as otherwise set by resolution of the City Council.
- B. *Priority Service Areas.* To ensure orderly outward extension of public services, the City has prioritized water service to those properties that may be appropriate for future incorporation or may otherwise benefit the city and its residents. Trinidad may grant water connections outside City limits under the following circumstances:
1. *Priority Service Areas A & B.* The approving body, with recommendations from the Public Works Director, City Engineer, and City Clerk, shall have the discretion to execute a contract for, and issue a water connection to those premises located within Priority Service Areas A or B under the following circumstances:
 - a. *Minor water user.* If the location of service is within Priority Service Area A or B, and the requested connection is for use(s) requiring an annual average of less than 500 gpd with a peak usage of no more than 1,000 gpd as averaged over any one month, the City Manager may approve the connection if he/she issues a written determination that:
 - I. The connection's primary use will support one or more of the following uses:
 - i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per [California Coastal Act Section 30101](#), or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies.
 - b. *Major water user.* If the location of service is within Priority Service Area A or B, and the requested connection is for use(s) requiring an annual average of more than 500 gpd or 1,000 gpd as averaged over any one month, the City Council may approve the connection if the following findings can be made:
 - I. The connection's primary use will support one or more of the following uses:

- i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per [California Coastal Act Section 30101](#), or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies, and;
 - III. The City has the excess capacity, beyond what is needed to serve existing customers and all anticipated development within the City, sufficient to serve to applicant connection.
 - IV. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or that improvements will be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
- c. *Annexation.* Annexation to the City may be required for any water service connections in Priority Service Areas A & B.
 - I. Timing of annexation proposals will be determined based on what is most beneficial to the citizens of the community. The annexation may be required prior to, concurrent with, or subsequent to the service connection.
 - II. The applicant shall be responsible for all costs associated with the annexation application, or a share of those costs. The applicant's share of annexation costs, as determined by the City Manager, shall be due at the time of the water service connection, regardless of timing of the annexation application.
 - III. If the City Council determines that the timing for annexation is not ripe, the applicant shall record a Waiver of Right to Protest Annexation, in a form approved by the City attorney, on the property deed. Such waiver shall apply to all heirs, successors and others having an interest in the property.
 - IV. The City Council may waive the annexation requirement and issue a written finding that annexation of the affected property is infeasible.
2. *Priority Service Area C.* New connections in Priority Service Area C shall not be allowed until and unless the City Council makes a determination that the City has the capacity to serve all, or a designated portion of it. If and when that determination is made, the following policies shall apply.
 - a. *Annexation.* Annexation to the City may be required for any water service extensions in Priority Service Area C.

- I. Timing of annexation proposals will be determined based on what is most beneficial to the citizens of Trinidad. The annexation may be required prior to, concurrent with, or subsequent to the service extension.
 - II. The applicant shall be responsible for all costs associated with the annexation application, or a share of those costs. The applicant's share of annexation costs, as determined by the City Council, shall be due at the time of the water service extension, regardless of timing of the annexation application.
 - III. If the City Council determines that the timing for annexation is not ripe, the applicant shall record a Waiver of Right to Protest Annexation, in a form approved by the City Attorney, on the property deed. Such waiver shall apply to all heirs, successors and others having an interest in the property.
 - IV. The City Council may waive the annexation requirement and issue a written finding that annexation of the affected property is infeasible.
- b. In order to extend a water service connection prior to, or concurrent with an annexation application, the City Council shall issue a written determination that:
- I. The connection's primary use will support one or more of the following uses:
 - i. Visitor-serving commercial recreational facilities designed to enhance public opportunities for coastal recreation, or
 - ii. Coastal-dependent industry per [California Coastal Act Section 30101](#), or
 - iii. Private residential development, or
 - iv. Essential public services (i.e. Fire Dept., Schools, etc.), and;
 - II. Water service provision is consistent with the water service policies of the City and other applicable jurisdictional agencies, and;
 - III. The City has the excess capacity beyond what is needed to serve existing customers and all anticipated development within the city sufficient to serve to applicant connection.
 - IV. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or that improvements will be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.

Outside City Limits, not in Priority Service Areas.

- A. *Service Charge for Connections Outside the City and Priority Service Area.* Service charges for connection and monthly service shall be as provided under the current rate ordinances of the City, plus a 75 percent surcharge or as otherwise set by resolution of the City Council.

- B. *Limitations*. When City water service is sought for a connection that is not within a Priority Service Area, or that does not meet the criteria set forth above, then the request shall be denied, unless authorized by an exception from the City Council, for a “*Health and Safety Concern*” or per “*City Council Exception*” as outlined below.
- C. *Health and Safety Concern*. The City Council may authorize a water service connection to any legally developed premises located outside the City jurisdictional boundary to respond to an existing or impending threat to health or safety, if the following requirements are met:
1. The premises are presently being served by a well that has been verified as being rendered unsafe from contamination. The applicant shall be responsible for providing documentation of a health and safety threat to the satisfaction of the City Manager;
 - OR
 2. The premises was intended to be served by a water well that had adequate capacity at the time of entitlement, but now has an insufficient water flow to serve its needs
 3. The connection meets the following criteria:
 - a. The provision of municipal water to the premises shall not promote the creation of a subdivision of the parcel proposed to receive water service, and
 - b. There is no other feasible alternative water source to the premises, and
 - c. The need for municipal water service is the result of unintentional and exceptional circumstances that are not the product of a non-permitted use of the property, or improper well design and maintenance or any failure to undertake diligent efforts to pursue the development of a well consistent with the state of the then-present technology. The applicant shall provide such evidence to the satisfaction of the City Engineer, and
 4. If the connection requires an annual average of more than 500 gpd or 1,000 gpd as averaged over any one month, the City Council shall make a written determination of excess capacity, beyond what is needed to serve existing customers and all anticipated development within the City, sufficient to serve to applicant connection.
 5. The provision of municipal water service must not conflict with any California or Humboldt County adopted laws, regulations, policies or standards for the provision of municipal water services, and
 6. The new water service connection shall not negatively impact other users or components of the City’s water system as determined by the City Engineer, or improvements shall be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
 7. The service lateral shall not exceed the length of five hundred feet.

D. *City Council Exception.* Upon approval by motion of the City Council, the City may, but is in no way obligated to, approve the connection to City water services outside of the City limits. The City Council may only approve such connections upon making the following findings:

1. When it is demonstrated that the connection would benefit the City, including
 - a. There is a demonstrated equal or near equal return to the City based on the cost of such service, and
 - b. That the provision of such service outside the City benefits directly the health and safety of residents or the condition of municipal services of the City; and
2. The City has capacity to serve the proposed connection as well as all existing connections and future build-out within the City; and
3. The new connection will not remove water system capacity needed to serve Coastal Act priority uses within Area C.
4. The new water service connection will not negatively impact other users or components of the City's water system as determined by the City Engineer, or improvements will be required as part of the connection, at the expense of the applicant, that will eliminate or minimize those negative impacts to the satisfaction of the City Engineer.
5. That the provision of such service will not induce additional growth and urban development outside the City that will negatively impact the City, coastal resources consistent with §30250(a) of the Coastal Act, or the rural character of the Trinidad area.

Appeals

- A. Any person affected by an approval or denial of a water service connection outside city limits as authorized under this section by the City Manager may appeal to the City Council by filing a notice of appeal with the Clerk of the City within 30 working days of the action of the City Manager. The notice of appeal shall be accompanied by a filing fee set by resolution of the City Council of the City in an amount sufficient to cover costs. The appeal shall stay the effect of the action of the City Manager.
- B. The appeal shall be in writing and addressed to the City Council. The applicant shall file the appeal with the City Clerk. The City Clerk shall forward copies of the appeal to the City Council, City Manager, and Public Works Director. In the notice of appeal, the appellant shall state in full the facts and circumstances which make the action of the service connection authorization unreasonable. It shall also state the date of the claimed unreasonable action of the City Manager.
- C. The City Council shall cause the matter to be set for hearing not earlier than 20 days after the appeal has been filed with the Clerk of the City. The Clerk of the City shall

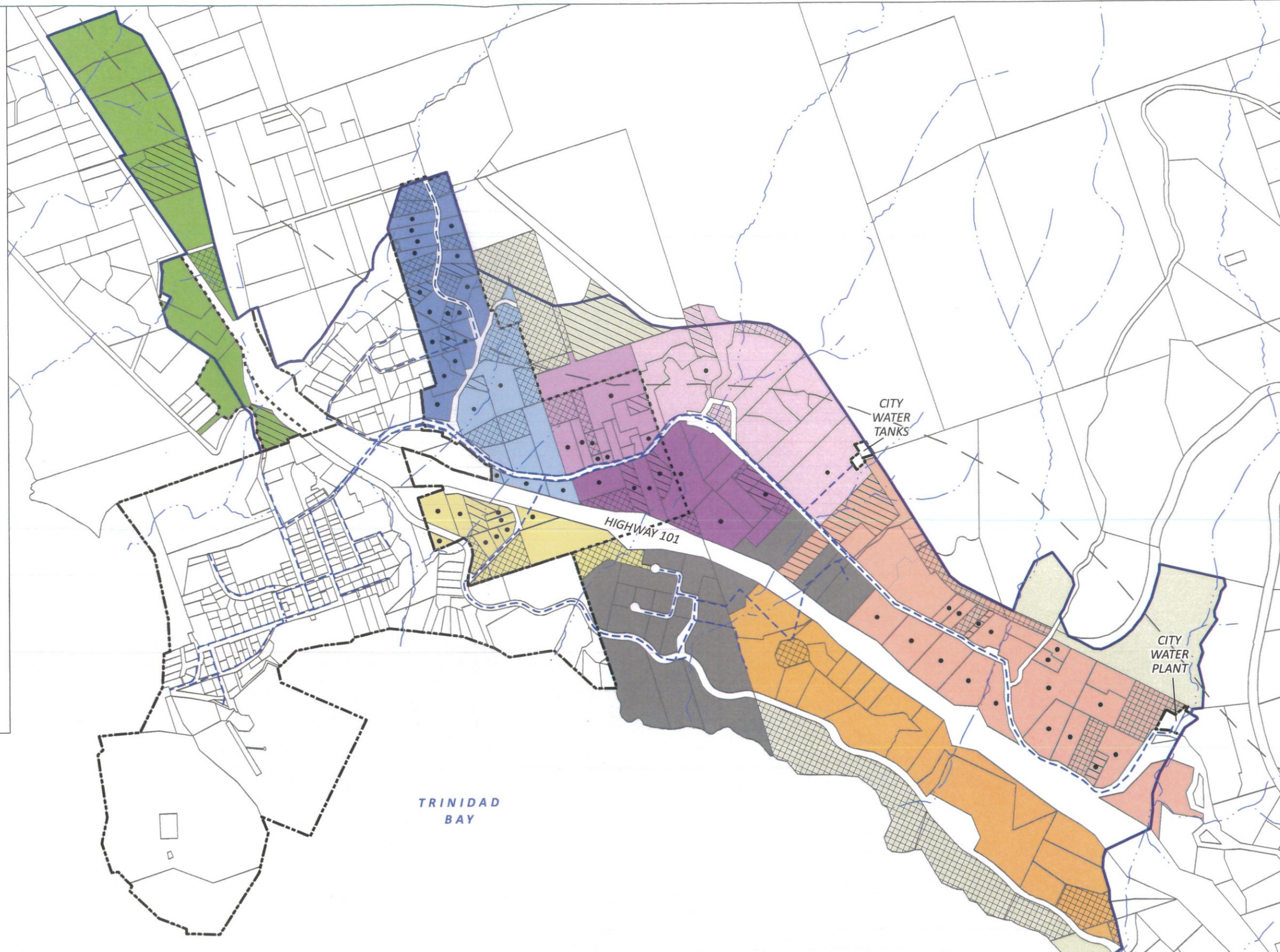
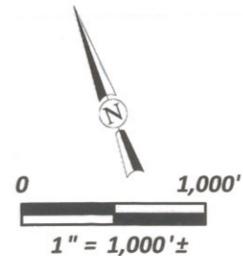
cause notice to be mailed to all affected persons (within 100 feet of the property boundaries) at least 10 days prior to the hearing.

- D. At the time and place set for the hearing, the City Council shall proceed to hear the testimony of the City Manager, the testimony of the owner or their representatives, and the testimony of other competent persons concerning conditions upon which the action of the City Manager is based and other matters which the City Council may deem pertinent. Any person affected may be present at such hearing, may be represented by counsel, may present testimony, and other witnesses. The hearing may be continued from time to time. The City Manager may be represented by counsel. At the request of the City Manager, the City Attorney shall represent the City Manager.
- E. The City Council may upon the appeal either affirm the action of City Manager or modify the City Manager's action in whole or in part. The decision of the City Council upon an appeal shall be based upon the facts presented to it.

DRAFT

EXPLANATION

-  CITY WATER SERVICE AREA
-  HAS EXISTING WATER SERVICE
-  A
-  B1
-  B2
-  C
-  D1
-  D2
-  D3
-  E
-  F
-  EXCLUDED
-  VACANT
-  MINIMAL IMPROVEMENTS
-  TRINIDAD RANCHERIA (PUBLIC WATER SERVICE)
-  WATERLINES
-  CITY BOUNDARY
-  SPHERE OF INFLUENCE
-  COASTAL ZONE BOUNDARY
-  CREEKS



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PACIFIC OCEAN



City of Trinidad Water Service Area Demand Assessment Trinidad, California		Water Service Trinidad General Plan (DRAFT) SHN 018013.002
July 2019	Fig1_WaterServiceArea	Figure 1



DISCUSSION AGENDA ITEM 3

NO SUPPORTING DOCUMENTATION ATTACHED

3. Discussion/Decision regarding Trinidad Rancheria's Request/Proposal for Water Service for the Proposed Hotel Project.

No staff report was submitted for this item. The Rancheria will present information during the meeting.



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION ATTACHED

4. Discussion/Decision regarding Ordinance 2020-01; Amending the Zoning Ordinance Title 17 of the Trinidad Municipal Code to Define Emergency Shelter and Allow them in the Planned Development (PD) and Commercial (C) Zones as a Principally Permitted Use.

AGENDA ITEM

April 14, 2020

Item: First Reading of a Zoning Ordinance Amendment to allow Emergency Shelters
Amendment to the Zoning Ordinance (Implementation Plan portion of the City's Local Coastal Program) to allow emergency shelters as a principally permitted use in the Commercial Zone as required by State law; additionally, emergency shelters will be allowed in the PD zone with a use permit and parking requirements for emergency shelters were added.

Summary

Government Code Section 65583(a)(4) requires every jurisdiction to identify a zone or zones where emergency (as in short-term, less than 6 months) homeless shelters are allowed as a permitted use without a conditional use permit or other discretionary permit. Certain limitations, such as the number of beds and parking requirements, can be put on the allowed shelters. There are number of recent State laws like this related to housing opportunities that the City is not in compliance with, but this one is key to getting the City's Housing Element certified, and in turn being able to obtain \$160,000 in SB2 grant funding. I made the amendment as simple as possible by adding the definition from the State Code and then adding the use, with 10 beds or less and onsite management, to the principally permitted uses in the C (Commercial) zone. I don't think the City can't get around the necessity for a Coastal Development Permit though, which is discretionary.

In addition, the Planning Commission wanted to consider allowing Emergency Shelters in the PD zone as well as the C zone, because the area of C zoning is so limited. All uses in the PD zone currently require a use permit, and I added Emergency Shelters as another allowable use (with a use permit) to section 17.44.020. The Planning Commission was also concerned about parking requirements, so I added specific parking requirements for Emergency Shelters to section 17.56.180 of the Zoning Ordinance. The Planning Commission recommended approval of this amendment to the City Council at their specially schedule April 1, 2020 meeting.

Government Code Section 65583(a)(4) allows jurisdictions to regulate only the following things in relation to these emergency shelters (listed below). Several of these limitations have been incorporated into the amendment, such as the maximum number of beds. But other items, such as length of stay and lighting were either deemed unnecessary or are things the City doesn't regulate for other uses, so adding them would make the amendment more complex.

- (i) The maximum number of beds or persons permitted to be served nightly by the facility.
- (ii) Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- (iii) The size and location of exterior and interior onsite waiting and client intake areas.

- (iv) The provision of onsite management.
- (v) The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- (vi) The length of stay.
- (vii) Lighting.
- (viii) Security during hours that the emergency shelter is in operation.

Because this amendment is part of the City's certified zoning ordinance/implementation plan, it will need to be submitted to the Coastal Commission for certification prior to going into effect. The second reading of the ordinance, which can be done by consent, will include a Resolution of Submittal for the LCP amendment application to the Coastal Commission.

Attachments

Summary of new State housing laws
Proposed Amendment

Recommended Action:

Approve the first reading of the proposed Zoning Ordinance Amendment.

BY RIGHT PERMANENT SUPPORTIVE HOUSING: ASSEMBLY BILL 2162 (2018)

This law requires that jurisdictions change their zoning to provide a “by right” process and expedited review for supportive housing. Zoning regulations must be updated if needed to prohibit local governments from applying a conditional use permit or other discretionary review to the approval of 100 percent affordable developments that include a percentage of supportive housing units, either 25 percent or 12 units whichever is greater. The change in the law applies to sites that are zoned for residential use in zones where multi-family and mixed uses are permitted, including in non-residential zones permitting multi-family use. It also requires developers to include facilities and onsite services for residents of the supportive housing units and to provide the local government with the name of the service provider, staffing levels, and funding sources for the services.

ADDITIONAL HOUSING ELEMENT SITES ANALYSIS REQUIREMENTS: ASSEMBLY BILL 879 (2017) AND ASSEMBLY BILL 1397 (2017)

The 2017 updates to state housing law require additional analysis and justification of the sites included in a jurisdiction’s Housing Element sites inventory. Analysis is required to demonstrate that non-vacant sites included in one previous housing element inventory and vacant sites included in two previous housing elements can only continue to be counted if subject to a program to allow affordable housing by-right. Additionally, legislation has made it more difficult to demonstrate the adequacy of sites by requiring additional analysis of non-vacant sites, additional analysis of infrastructure capacity, and by placing size restrictions on all sites.

ACCESSORY DWELLING UNITS: ASSEMBLY BILL 1866 (2002), ASSEMBLY BILL 2299 (2016), SENATE BILL 1069 (2016), ASSEMBLY BILL 494 (2017), AND SENATE BILL 229 (2017)

The first statewide regulations related to second units or accessory dwelling units (ADUs) passed in 2002. Multiple bills adding further requirements for local governments related to ADUs passed in 2016 and 2017. Jurisdictions were required to update their ADU ordinance by January 1, 2018, and local ordinances became void and must defer to state law after January 1 until updated. The 2016 and 2017 updates to state law included changes related to the allowed size of ADUs, permitting ADUs by right in at least some areas of a jurisdiction, and parking requirements related to ADUs.

AFFORDABLE HOUSING STREAMLINED APPROVAL PROCESS: SENATE BILL 35 (2017)

SB 35 creates a streamlined, ministerial entitlement process for qualifying multi-family, urban infill projects in jurisdictions that have failed to approve housing projects sufficient to meet their state-mandated RHNA. Among other requirements, to qualify for streamlining under SB 35, a project must incorporate one of two threshold levels of affordable housing: (1) 10 percent of the project’s units in jurisdictions that have not approved housing projects sufficient to meet their RHNA for above moderate-income housing or have failed to submit an Annual Progress Report as required under state law; or (2) 50 percent of the project’s units in jurisdictions that have not approved housing projects sufficient to meet their RHNA for below moderate-income housing.

SENATE BILL 1000 (2016): PLANNING FOR HEALTHY COMMUNITIES ACT

SB 1000 requires local governments with disadvantaged communities to address environmental justice when they update two or more general plan elements on or after January 1, 2018. The law requires an environmental justice element be added to the general plan, or relevant environmental justice goals may be integrated into other required elements identifying disadvantaged communities and providing policies and objectives to reduce the disproportionate health risks in

disadvantaged communities. Objectives and policies should promote civic engagement in the public decision-making process. The purpose is to promote policies that improve the health and overall wellbeing of vulnerable and at-risk communities through reductions in pollution exposure, access to healthy foods, healthy homes, improved air quality, and increased physical activity.

ASSEMBLY BILL 686 (2017): AFFIRMATIVELY FURTHERING FAIR HOUSING

Assembly Bill (AB) 686 requires cities and counties to administer its programs and activities relating to housing in a manner to affirmatively further fair housing and not take any action that is inconsistent with this obligation. This means taking actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. Housing elements must now, among other things, include an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively further fair housing.

SENATE BILL 1035 (2016): SAFETY ELEMENT UPDATE TO ADDRESS CLIMATE ADAPTATION AND RESILIENCY

SB 1035 requires the safety element to be reviewed and revised to address climate adaptation and resiliency strategies. The update must occur upon each revision of the housing element or local hazard mitigation plan to identify new information relating to flood and fire hazards and climate adaptation and resiliency strategies.

ORDINANCE 2020-01

AN ORDINANCE OF THE CITY OF TRINIDAD
ADDING SECTION 17.08.265 AND AMENDING SECTIONS 17.44.020 AND 17.36.020 AND
17.56.180 OF TITLE 17 OF THE TRINIDAD MUNICIPAL CODE TO DEFINE 'EMERGENCY
SHELTER' AND TO ALLOW EMERGENCY SHELTERS AS A USE PERMITTED WITH A
USE PERMIT IN THE PLANNED DEVELOPMENT ZONE AND AS A PRINCIPALLY
PERMITTED USE IN THE COMMERCIAL ZONE AND ADDING PARKING REQUIREMENTS
FOR EMERGENCY SHELTERS (AMENDING SECTIONS 2.03 AND 4.07.A AND 4.09.A AND
6.18.B OF THE COASTAL COMMISSION CERTIFIED ZONING ORDINANCE)

Chapter 17.08
DEFINITIONS

Sections:

17.08.010	Construction.
17.08.020	Advertising area.
17.08.030	Aggrieved person.
17.08.040	Agriculture.
17.08.050	Bluff.
17.08.060	Building.
17.08.070	Building, accessory.
17.08.080	Building inspector.
17.08.090	Campground.
17.08.100	City, city council.
17.08.110	City clerk.
17.08.120	Coastal commission.
17.08.130	Coastal development permit.
17.08.140	Coastal zone.
17.08.150	Condominium.
17.08.160	Day care center.
17.08.170	DBH.
17.08.180	Density.
17.08.190	Design assistance committee.
17.08.200	Development.
17.08.210	Duplex.
17.08.220	Dwelling, multi-family.
17.08.230	Dwelling, single-family.
17.08.240	Dwelling, townhouse.
17.08.250	Dwelling unit.
17.08.260	Emergency.
<u>17.08.265</u>	<u>Emergency Shelter</u>
17.08.270	Family.
17.08.280	Feasible.
17.08.290	Fence.
17.08.300	Fill.
17.08.310	Floor area, gross.

17.08.320	General plan.
17.08.330	Grade.
17.08.340	Guest house.
17.08.350	Height.
17.08.360	Home occupation.
17.08.370	Kennel.
17.08.380	Lot.
17.08.390	Lot area.
17.08.400	Lot, corner.
17.08.410	Lot frontage.
17.08.420	Lot, interior.
17.08.430	Lot lines.
17.08.440	Lot line, rear.
17.08.450	Lot, nonconforming.
17.08.460	Mobile home.
17.08.470	Mobile home park.
17.08.480	Motel, <i>inn</i> .
17.08.490	New.
17.08.500	Nonconforming.
17.08.510	Off-street parking.
17.08.520	Off-street loading.
17.08.530	Ownership.
17.08.540	Person.
17.08.550	Public works project.
17.08.560	Recreation, commercial.
17.08.570	Recreational vehicle or RV.
17.08.580	Rest home.
17.08.590	Servant's quarters.
17.08.600	Services, personal and professional.
17.08.610	Sign.
17.08.620	Sign, freestanding.
17.08.630	Sign, off-premise.
17.08.640	Parking lot, public.
17.08.650	Sign, on-premise.
17.08.660	Story.
17.08.670	Street.
17.08.680	Structure.
17.08.690	Structure, accessory.
17.08.700	Use.
17.08.710	Use, accessory.
17.08.720	Use, principal permitted.
17.08.730	Yard.
17.08.740	Yard, front.
17.08.750	Yard, rear.
17.08.760	Yard, side.
17.08.770	Zone.

...

17.08.260 **Emergency.** "Emergency" means a sudden, unexpected occurrence demanding immediate action to prevent or mitigate loss or damage to life, health, property or essential public services. (Ord. 84-180 §6(part), 1984)

17.08.265 **Emergency Shelter.** "Emergency shelter" means housing with minimal supportive services for homeless persons that is limited to occupancy of six months or less by a homeless person. No individual or household may be denied emergency shelter because of an inability to pay.

17.08.270 Family. "Family" means one person; or two or more persons; or a group not in excess of five persons living together as a single housekeeping unit. (Ord. 90-204 §2(T), 1990; Ord. 166 Appx. A(part), 1979)

...

Chapter 17.36

PD ZONE

Sections:

17.36.010	Established--Purpose.
17.36.020	Uses permitted with a use permit.
17.36.030	Minimum lot area.
17.36.040	Maximum density.
17.36.050	Minimum yards.
17.36.060	Maximum building height.
17.36.070	Open space.
17.36.080	Application procedure.

17.36.010 Established--Purpose. The planned development (PD) zone is intended to be used in areas designated as planned development in the general plan. These areas are either residential areas where limited commercial activity may be appropriate, subject to special *integrating design*, or they are areas where design flexibility is needed to adapt appropriate uses to the site and to *surrounding uses*. Limited commercial uses, *including visitor accommodations, visitor services, recreational uses, offices, gift shops and personal services* may be appropriate. The PD zone is not intended for campgrounds and recreational vehicle parks.

The following regulations in this chapter shall apply in all planned development zones. (Ord. 166 §4.07(part), 1979)

17.36.020 Uses permitted with a use permit. Uses permitted with a use permit in the PD zone are:

- A. Single-family dwelling, duplex, condominiums and townhouses with not more than four dwellings in a building; groups of permitted types;
- B. Motels, *inns, gift shops, restaurants (not drive-in), personal services, professional offices, retail sales and visitor services;*
- C. Home occupations as provided in Section 17.56.060;
- D. Rest homes, day care centers, emergency shelters with onsite management and not more than 10 beds;
- E. A combined residence with a business use allowed by this section, other than a motel, where the business is not a home occupation as described by this title. (Ord. 87-190 §1(Exh. A(part)), 1987; Ord. 168 §3, 1980; Ord. 167 §7, 1980; Ord. 166 §4.07(A), 1979)

17.36.030 Minimum lot area. For planned developments with five or more dwelling or commercial units, two thousand five hundred square feet per dwelling lot; none for commercial units; provided that the ground floor area of the unit shall not exceed one hundred percent of the lot area, except ground floor area shall not exceed seventy-five percent of the area of a corner lot. Lots shall be not less than thirty feet in width, except that corner lots shall not be less than forty-two feet in width. For planned development with less than five dwelling or commercial units, eight thousand square feet. (Ord. 166 §4.07(B)(1), 1979)

17.36.040 Maximum density. The number of dwelling units permitted shall be determined by dividing the net development area by eight thousand square feet. Net development area shall be determined by subtracting the area devoted to commercial uses including yards, open space, parking and access roads serving commercial uses, and areas over thirty percent slope. If septic tanks are the intended means of wastewater disposal, density shall be based on soil suitability and the requirements of the city's wastewater disposal regulations. (Ord. 166 §4.07(B)(2), 1979)

17.36.050 Minimum yards. Minimum yard requirements in the PD zone are as follows: where eight thousand square feet minimum lot area applies, same as UR zone; where two thousand five hundred square feet minimum lot area applies, none, except when adjacent to any other zone the yard shall be the same as that required in the adjacent zone. The minimum yard between buildings shall be equal to the height of the higher building. (Ord. 166 §4.07(8)(3), 1979)

17.36.060 Maximum building height. Maximum building height is twenty-five feet, except that the design assistance committee may require a lesser height as provided in Section 17.56.190. (Ord. 166 §4.07(B)(4), 1979)

17.36.070 Open space. Twenty-five percent of the project site shall be common open space when dwellings are included. In addition, eight hundred square feet of common usable open space shall be provided per dwelling unit. The developer shall landscape and provide suitable recreational facilities within the usable open space areas and establish a homeowners' association or other means of providing for the perpetual maintenance of both usable and unusable common open space. Private open space, consisting of balconies or fenced area, shall be provided adjacent to each dwelling unit, and the area of such private open space shall be at least ten percent of the gross floor area of the dwelling unit. (Ord. 166 §4.07(B)(5), 1979)

17.36.080 Application procedure. The applicant shall submit three copies of the following information to the city clerk:

- A. A map to scale showing:
 1. Division of the land for the sale of individual lots, if any,
 2. Existing contours at intervals of not less than five feet and location of trees and other significant natural features,
 3. Proposed automobile and pedestrian accessways,
 4. Areas proposed to be reserved for common open space,
 5. Location of commercial uses, dwellings, related off-street parking and any other proposed uses with dimensions showing building size, setbacks and yard areas,
 6. Proposed landscaping, fencing and screening,
 7. Provision for drainage of surface waters:
- B. A tabulation of total number of acres and percent thereof designated for various uses, the number of dwelling units proposed by type, and the estimated population by type of dwelling;
- C. A statement setting forth a program for installation and maintenance of parking areas, lighting, courts, public and private grounds, landscaping, streets, utilities, community buildings and common open space including copies of legal documents;
- D. Building elevations to scale, and a statement of design principles for structures and streetscapes;
- E. Such additional information as may be required by the planning commission;
- F. An initial environmental study which satisfies the requirement of the California Environmental Quality Act and city regulations adopted pursuant thereto.

Within thirty days of submittal, the applicant, interested staff and the planning commission shall meet to discuss the proposed development. A letter shall be transmitted by the city clerk within five working days after the meeting to the applicant indicating whether or not the proposal conforms with the general plan, zoning and subdivision titles and other applicable city regulations. If the applicant wishes

to proceed, a use permit application shall be submitted to the city clerk. The application shall include seven copies of the information required above and a legal description of the property. If, after following the procedures in Chapters 17.60 through 17.68 regarding consideration of use permit applications, the planning commission approves, or approves subject to conditions, the plan and any conditions shall be forwarded to the city council for consideration and the use permit shall not become effective until ten days following approval by the city council. Unless changes are approved by the city council after receiving a recommendation from the planning commission, all aspects of the planned development shall conform to the approved development plan, which shall be made a part of the use permit. Use permits may specify a development completion period of not more than three years at which time the use permit shall expire unless the applicant obtains the one-year extension. (Ord. 166 §4.07(B)(6), 1979)

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Chapter 17.44

C ZONE

Sections:

17.44.010	Established--Intent.
17.44.020	Principal permitted uses.
17.44.030	Uses permitted with a use permit.
17.44.040	Minimum lot area.
17.44.050	Maximum density.
17.44.060	Minimum yards.
17.44.070	Maximum building height.

17.44.010 Established--Intent. The commercial zone is intended to be applied to areas designated commercial in the general plan. It provides for the commercial services that meet the convenience and retail needs of the residents and visitors. Uses serving the commercial fishing industry are also appropriate. The following regulations shall apply in all commercial zones. (Ord. 166 §4.09(part), 1979)

17.44.020 Principal permitted uses. Principal permitted uses in the C zone are:

- A. Professional and business offices;
- B. Social halls, fraternal and social organizations and clubs;
- C. Emergency shelters with onsite management and not more than 10 beds;
- D. Retail stores, agencies and services of a light commercial nature conducted entirely within an enclosed building such as antique shops, art galleries, retail bakeries, banks, barbershops, beauty salons, book stores, clothing and apparel stores, coin operated dry cleaning and laundry establishments, drugstores, florist shops, food markets, furniture stores, hardware and appliance stores, radio and television sales and service, restaurants and appurtenant licensed premises, service stations, studios, tailor shops, enclosed theaters, variety stores, plant nurseries, smokehouses and related sales, secondhand sales *appurtenant* to another permitted use. (Ord. 166 §4.09(A), 1979)

17.44.030 Uses permitted with a use permit. Uses permitted in the C zone are:

- A. Motels; single-family dwellings associated with a commercial use;
- B. Major auto repair, new and used auto, RV and boat sales, licensed premises not appurtenant to any restaurant, secondhand sales, storage warehouses, small animal hospital within a building, cabinet shops, contractor yards, handicraft manufacture, lumber yards, metal working shops, printing, wholesaling, commercial recreational facilities, piers, manufacture, repair and storage of fishing equipment, storage and processing of ocean produce. (Ord. 166 §4.09(B), 1979)

17.44.040 Minimum lot area. Minimum lot area in the C zone is eight thousand square feet. (Ord. 166 §4.09(C)(1), 1979)

17.44.050 Maximum density. Maximum density in the C zone is one motel unit per two thousand five hundred square feet of lot area; eight thousand square feet of lot area per dwelling unit. (Ord. 166 §4.09(C)(2), 1979)

17.44.060 Minimum yards. Minimum yards in the C zone are front, twenty feet; rear and side, none except five feet when adjacent to any other zone. (Ord. 166 §4.09(C)(3), 1979)

17.44.070 Maximum building height. Maximum building height in the C zone is twenty-five feet, provided that greater height may be permitted subject to obtaining a use permit. (Ord. 166 §4.09(C)(4), 1979)

...

17.56.180 Parking. Off-street parking and loading space shall be provided in all zones in conformity with the following:

A. Each required parking space shall not be less than eight feet six inches wide, eighteen feet long and seven feet high, provided that where three to four spaces are required, one space may be sixteen feet long to accommodate compact cars; where five spaces are required, two may be sixteen feet long; and where six or more spaces are required, up to fifty percent of the spaces may be sixteen feet long.

B. Parking spaces shall be as follows:

1. Campground, RV park, motel: two spaces plus one space per unit;
2. Single-family dwelling and mobilehome on a lot: two spaces in addition to any garage spaces;
3. Attached dwellings (duplex, townhouse): 1.5 spaces per unit;
4. Offices and retail business: one space per three hundred square feet of gross floor area, with a minimum of three spaces. One additional space per employee in a medical or dental office;
5. Restaurant, lounge: one space for each four seats or two hundred square feet of gross floor area, whichever is the largest;
6. Drive-in restaurant: one space per one hundred square feet of gross floor area;
7. Wholesale, service station, vehicle and equipment repair, day care center, retail sale of bulky items: two spaces plus one space per employee on largest shift;

8. Emergency shelters: two spaces plus one space for every five beds;

9. Within the PD planned development zone: gift shops, personal services, professional offices, retail sales, visitor services and combined residence and businesses other than a home occupation: a minimum of three spaces for up to five hundred square feet of gross floor area of the business; an additional one space per each additional three hundred square feet of gross floor area of the business. This provision applies only in PD or planned development zones.

C. Required parking spaces shall be located on the same lot with the use to be served. Required parking shall not be located closer than twenty feet to the intersection of street right-of-ways. Where four or more dwellings are located on the same lot, outdoor parking shall not be closer than five feet to any on-site building and not closer than three feet to any side or rear lot line. Where more than four parking spaces are required, they shall not be located so as to require backing into the public street right-of-way. Where parking spaces or an aisle serving a parking facility is adjacent to the UR or SR zones, a sight-obscuring fence at least four feet high shall be provided.

D. Any parking facility of four or more vehicles, including access driveways and aisles, shall be graded and drained to dispose of surface water to the satisfaction of the city engineer, and shall be surfaced with concrete, asphaltic concrete, bituminous surface treatment or an equivalent satisfactory to the city engineer, and shall be maintained in good condition free of weeds, trash and debris. Individual parking spaces shall be designated by contrasting paint or markers.

- E. Driveways providing access to a parking facility shall be at least twelve feet wide for each lane of travel, and aisles providing access to parking spaces shall be as follows:
1. One-way aisle serving angle parking less than fifty degrees, twelve feet wide;
 2. One-way aisle serving angle parking fifty to seventy-five degrees, or two-way aisle serving angle parking less than fifty degrees, eighteen feet wide;
 3. Two-way aisle serving angle parking fifty degrees or more, or aisle serving more than seventy-five degree angle parking, twenty-four feet wide.
- F. Parking facilities for nonresidential uses which will be used after dark shall be lighted, provided that the light source shall be directed away from adjoining residential premises.
- G. Required parking for residences and for uses requiring less than four parking spaces shall be graded and surfaced to provide an all-weather surface.
- H. In the PD, planned development zone, in lieu of providing parking facilities required by the provisions of this section, the requirements may be satisfied by payment to the city, prior to the issuance of the building permit, of an amount per parking space, prescribed by the council, for each parking space required by this section but not provided. The payment shall be deposited with the city in a special fund and shall be used, whenever possible, for the purpose of acquiring, developing, maintaining or enhancing parking facilities located, insofar as practical, in the vicinity of the use for which the payment is made. The council may decline to accept payment in lieu of providing parking facilities. (Ord. 87-190 §1(Exh. A(part)), 1987; Ord. 167 §10, 1980; Ord. 166 §6.18, 1979)

PASSED, APPROVED AND ADOPTED this 14th Day of April, 2020 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Gabriel Adams
Trinidad City Clerk

Steve Ladwig
Mayor

First Reading: Tuesday, April 14, 2020

Second Reading:



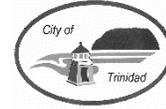
DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION ATTACHED

5. Discussion/Decision regarding Resolution 2020-05; Declaring a Local Emergency Due to the COVID-19 Pandemic.

TRINIDAD CITY HALL
P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2020-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD DECLARING A LOCAL EMERGENCY AND AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY OPERATIONAL, PURCHASING AND PERSONNEL DECISIONS IN RESPONSE TO THE COVID-19 PANDEMIC

WHEREAS, international, national, state, and local health and governmental authorities are responding to an outbreak of respiratory disease caused by a novel coronavirus disease named "coronavirus disease 2019," abbreviated COVID-19, ("COVID-19"); and

WHEREAS, on January 30, 2020, the International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a "public health emergency of international concern"; and

WHEREAS, on January 31, 2020, the U.S. Department of Health and Human Services declared a public health emergency to aid the nation's healthcare community in responding to COVID-19; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 11, 2020, the Director-General of the World Health Organization characterized COVID-19 as a pandemic; and

WHEREAS, on March 12, 2020, Governor Newsom issued Executive Order N-25-20 requiring all resident to heed any orders and guidance of state and local health officials, including the imposition of social distancing measures to control the spread of COVID-19; and

WHEREAS, on March 13, 2020, President Trump declared a National Emergency and that the federal government would make \$50 billion in emergency funding to assist state and local governments in preventing the spread of and addressing the effects of COVID-19; and

WHEREAS, the national Centers for Disease Control (CDC) and the California Department of Public Health (CDPH) are regularly announcing and disseminating ever more stringent guidelines and orders regarding social distancing, gathering of groups, and travel; and

WHEREAS, it is anticipated that further national and state executive orders as well as guidelines from CDC and CDPH will be promulgated in the near future; and

WHEREAS, this declaration of emergency will be reviewed at least once every 90 days until the City Council terminates this local emergency.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Trinidad, California that:

1. The City Council declares that a local emergency now exists.

2. The City Manager is delegated the authority to make all necessary decisions and to take all necessary actions without prior approval of the City Council in order to protect employees, city residents and visitors, and public utility customers, specifically including, but not limited to, the purchasing of goods and contracting for services, personnel policies, and operational policies and procedures.
3. This resolution is effective until repealed or superseded.

PASSED _____ **AND ADOPTED BY THE TRINIDAD CITY COUNCIL** of Humboldt County of the State of California this 14th Day of April, 2020.

Attest:

Eli Naffah
Trinidad City Manager

Steve Ladwig
Mayor

DRAFT



DISCUSSION AGENDA ITEM 6

SUPPORTING DOCUMENTATION ATTACHED

6. Discussion/Decision regarding Resolution 2020-06; Adoption of the County Shelter-In-Place Order - as it relates to the City's Short-Term Rental Moratorium.

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Steve Ladwig, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2020-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TRINIDAD RECOGNIZING THE APPLICABILITY OF ORDERS OF THE HEALTH OFFICER OF HUMBOLDT COUNTY , WITHIN THE CITY LIMITS OF THE CITY OF TRINIDAD

WHEREAS, the City of Trinidad does not have a public health department, and

WHEREAS, the City of Trinidad relies on the County of Humboldt to provide public health services for the City, and

WHEREAS, a public health emergency has been declared in light of the "coronavirus disease 2019," abbreviated COVID-19, ("COVID-19"); and

WHEREAS, the Health Officer for the County of Humboldt has issued a public health order for the County on March 30, 2020.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Trinidad, California that:

1. The City of Trinidad hereby recognizes the following Order of the Health Officer of Humboldt County as applicable within the city limits of the City of Trinidad, and shall be deemed effective until modified or repealed by the Health Officer and/or the County of Humboldt:

ORDER OF THE HEALTH OFFICER OF THE COUNTY OF HUMBOLDT DIRECTING ALL INDIVIDUALS LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF RESIDENCE EXCEPT THAT THEY MAY LEAVE TO PROVIDE OR RECEIVE CERTAIN ESSENTIAL SERVICES OR ENGAGE IN CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR ESSENTIAL BUSINESSES AND GOVERNMENTAL SERVICES; EXEMPTING INDIVIDUALS EXPERIENCING HOMELESSNESS FROM THE SHELTER IN PLACE ORDER BUT URGING THEM TO FIND SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT; DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES TO CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL LOCATIONS IN THE COUNTY; PROHIBITING ALL NON- ESSENTIAL GATHERINGS OF ANY NUMBER OF INDIVIDUALS; ORDERING CESSATION OF ALL NON-ESSENTIAL TRAVEL; AND PLACING LIMITS ON PROPERTIES AVAILABLE FOR RENT

DATE OF ORDER: MARCH 30, 2020. The full text of the order is attached as Exhibit A.

2. The City Manager per Resolution 2020-03, can authorize any future Orders of the Health Officer or Sheriff of Humboldt County as applicable within the city limits of the City of Trinidad during the effective period of said resolution.
3. This resolution is effective until repealed or superseded.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 14th Day of April, 2020, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Attest:

Eli Naffah
Trinidad City Manager

Steve Ladwig
Mayor



Teresa Frankovich, MD, MPH
Humboldt County Health Officer
529 I Street, Eureka, CA 95501

phone: (707) 445-6200 | fax: (707) 445-6097

**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF HUMBOLDT DIRECTING ALL INDIVIDUALS
LIVING IN THE COUNTY TO SHELTER AT THEIR PLACE OF
RESIDENCE EXCEPT THAT THEY MAY LEAVE TO PROVIDE OR
RECEIVE CERTAIN ESSENTIAL SERVICES OR ENGAGE IN
CERTAIN ESSENTIAL ACTIVITIES AND WORK FOR ESSENTIAL
BUSINESSES AND GOVERNMENTAL SERVICES; EXEMPTING
INDIVIDUALS EXPERIENCING HOMELESSNESS FROM THE
SHELTER IN PLACE ORDER BUT URGING THEM TO FIND
SHELTER AND GOVERNMENT AGENCIES TO PROVIDE IT;
DIRECTING ALL BUSINESSES AND GOVERNMENTAL AGENCIES
TO CEASE NON-ESSENTIAL OPERATIONS AT PHYSICAL
LOCATIONS IN THE COUNTY; PROHIBITING ALL NON- ESSENTIAL
GATHERINGS OF ANY NUMBER OF INDIVIDUALS; ORDERING
CESSATION OF ALL NON-ESSENTIAL TRAVEL; AND PLACING
LIMITS ON PROPERTIES AVAILABLE FOR RENT**

DATE OF ORDER: MARCH 30, 2020
EFFECTIVE UNTIL RESCINDED

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code 120295, et seq.)

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101085, 120175, and Penal Code 409.5(a), THE HEALTH OFFICER OF THE COUNTY OF HUMBOLDT ("HEALTH OFFICER") ORDERS:

This Order hereby rescinds and replaces the prior Shelter in Place Order previously issued by the Humboldt County Health Officer on March 20, 2020. The changes from the previous order are reflected in red.

1. The intent of this Order is to ensure that the maximum number of people self-isolate in their places of residence to the maximum extent feasible, while enabling essential services to continue, to slow the spread of COVID-19 to the maximum extent possible. When people need to leave their places of residence, whether to obtain or perform vital services, or to otherwise facilitate authorized activities necessary for continuity of social and commercial life, they should at all times reasonably possible comply with Social Distancing Requirements as defined in



Mental Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
phone: (707) 476-4700
fax: (707) 441-2096

Section 9 below. All provisions of this Order should be interpreted to effectuate this intent. Failure to comply with any provisions of this order constitutes an imminent threat to public health.

2. All individuals currently living within Humboldt County (the "County") are ordered to shelter at their place of residence. To the extent individuals are using shared or outdoor spaces, they must at all times as reasonably possible maintain social distancing of at least six feet from any other person when they are outside their residence. All persons may leave their residences only for Essential Activities, Essential Governmental Functions, or to operate Essential Businesses, all as defined in Section 9. Individuals experiencing homelessness are strongly urged to obtain shelter, and governmental and other entities are strongly urged to make such shelter available as soon as possible and to the maximum extent practicable (and to utilize Social Distancing Requirements in their operation).
3. All businesses with a facility in the County, except Essential Businesses as defined below in Section 9, are ordered to cease all activities at facilities located within the County except Minimum Basic Operations, as defined in Section 9. For clarity, businesses may also continue operations consisting exclusively of employees or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. To the greatest extent feasible, Essential Businesses shall comply with Social Distancing Requirements as defined in Section 9 below, including, but not limited to, when any customers are standing in line. This Order is given because of the propensity of the virus to spread person to person and also because the virus is causing property loss and damage.
4. All public and private gatherings of any number of people occurring outside a household or living unit are prohibited except for the limited purposes expressly permitted in Section 9. Nothing in this Order prohibits the gathering of members of a household or living unit (i.e., same residence).
5. All travel, including but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel and Essential Activities as defined below in Section 9, is prohibited. People must use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses or maintain Essential Governmental Functions. People riding on public transit must comply with Social Distancing Requirements as defined in Section 9 below, to the greatest extent feasible. This Order allows travel into or out of the County to perform Essential Activities, operate Essential Businesses, or maintain Essential Governmental Functions.
6. This Order is issued based on evidence of increasing occurrence of COVID-19 in California and throughout the country, scientific evidence, and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places it at risk for serious health



complications, including death, from COVID-19. Due to the outbreak of COVID-19 in the region, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract COVID-19 have no symptoms or have mild symptoms, which means they may not be aware they carry the virus. Because even people without symptoms can transmit the disease, and because evidence shows the disease is easily spread, gatherings can result in preventable transmission of the virus. The scientific evidence shows that at this stage of the emergency, it is essential to slow virus transmission as much as possible to protect the most vulnerable and to prevent the health care system from being overwhelmed. One proven way to slow the transmission is to limit interactions among people to the greatest extent practicable. By reducing the spread of COVID-19, this Order helps preserve critical and limited healthcare capacity in the County.

7. This Order is issued in accordance with, and incorporates by reference, the March 11, 2020 Declaration of the Health Officer; the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom; the March 17, 2020 Resolution of the Board of Supervisors of the County of Humboldt Ratifying and Extending the Declaration of a Local Health Emergency, and Ratifying and Extending the Proclamation of a Local Emergency and the Governor's Executive Order No. N-33-20.
8. This Order comes after the release of substantial guidance from the County Health Officer, the Centers for Disease Control and Prevention ("CDC"), the California Department of Public Health, and other public health officials throughout the United States and around the world, including a variety of prior orders to combat the spread and harm of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders related to COVID-19.
9. Definitions and Exemptions.

For purposes of this Order, people at high risk of severe illness from COVID-19 and people who are sick are ordered to stay in their residence to the extent possible except as necessary to seek medical care. For purposes of this Order, "people at high risk of severe illness from COVID-19," are people who meet the CDC definition of higher risk. Based upon available information to date, those at high-risk for severe illness from COVID-19 include:

 - i. People aged 65 years and older.
 - ii. People who live in a nursing home or long-term care facility
 - iii. Other high-risk conditions could include:
 - a. People with chronic lung disease or moderate to severe asthma.
 - b. People who have serious heart conditions.
 - c. People who are immunocompromised including cancer treatment.
 - d. People of any age with severe obesity (body mass index [BMI] >40) or certain underlying medical conditions,



- particularly if not well controlled, such as those with diabetes, renal failure, or liver disease might also be at risk.
- e. Please note, many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- a. For purposes of this Order, individuals are allowed to leave their residence only to perform any of the following "Essential Activities:"
 - i. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, visiting a health care professional, or obtaining supplies they need to work from home.
 - ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, and products necessary to maintain the safety, sanitation, and essential operation of residences.
 - iii. To engage in outdoor activity, provided the individuals comply with Social Distancing Requirements as defined in this Section, such as, by way of example and without limitation, walking, hiking, or running. Any outdoor activity should not utilize communal equipment such as playgrounds or involve gatherings otherwise prohibited by this Order.
 - a. The following restrictions apply to all public parks, defined as any County, City, District or private designated park or recreational area.
 - b. In public parks all play structures, equipment, courts (basketball, tennis, volleyball etc.), picnic tables, gazebos or other similar communal structures or facilities shall be closed.
 - c. In addition, any area of a public park that does not permit 6 feet of social distancing when being used shall be closed.
 - d. Walking, hiking, and biking is permitted in open areas or designated trails/pathways but not permitted on trails/pathways that do not allow 6 feet of distance.
 - e. Golf courses shall be closed.
 - f. Participation in any team sports is prohibited.
 - g. Nothing in this Order should be construed as providing access to a public park closed by its controlling jurisdiction.



- iv. To perform work providing essential products and services at an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations.
- v. To care for a family member or animal in another household.
- b. For purposes of this Order, individuals may leave their residence to work for or obtain services at any "Healthcare Operations" including hospitals, clinics, dentists, pharmacies, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare service providers, mental health providers, or any related and/or ancillary healthcare services. "Healthcare Operations" also includes veterinary care and all healthcare services provided to animals. This exemption shall be construed broadly to avoid any impacts to the delivery of healthcare, broadly defined. "Healthcare Operations" does not include fitness and exercise gyms and similar facilities. Licensed cannabis retail facilities/dispensaries shall operate only for the purpose of providing cannabis, and only via curbside pick-up or delivery.
- c. For purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operations and maintenance of "Essential Infrastructure," including, but not limited to, public works construction, construction of housing (in particular affordable housing or housing for individuals experiencing homelessness), construction related to Essential Businesses, airport operations, water, sewer, gas, electrical, oil refining, roads and highways, public transportation, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web-based services), provided that they carry out those services or that work in compliance with Social Distancing Requirements as defined in this Section, to the extent possible.
- d. For purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order while performing their essential functions. Further, nothing in this Order shall prohibit any individual from performing or accessing "Essential Governmental Functions," as determined by the governmental entity performing those functions. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements as defined in this Section, to the extent possible. Businesses that supply or support the operations of first responders, emergency management personnel, law enforcement or fire are considered Essential Activities.
- e. This Order applies to all businesses, including any for-profit, non-profit, or educational entities, regardless of the nature of the service, the function they perform, or its corporate or entity structure.
- f. Skilled nursing facilities are prohibited from allowing visitation with their residents unless the resident is experiencing end of life.
- g. For the purposes of this Order, "Essential Businesses" means:



- i. Healthcare Operations and Essential Infrastructure;
 - ii. Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences. Certified farmer's markets shall comply with CDPH guidance regarding Retail Food, Beverage and Other Related Service Venues issued March 16, 2020;
 - iii. Agriculture, including but not limited to, food and beverage cultivation, processing and distribution, including but not limited to farming, ranching, fishing, forestry, livestock, legal cannabis, and other medicines.
 - iv. Businesses that are necessary to supply agriculture, food, and beverage cultivation, processing and distribution;
 - v. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - vi. Newspapers, television, radio, and other media services;
 - vii. Gas stations and auto-supply, auto-repair, and related facilities and car rental and retail necessary for Essential Businesses or Functions provided that all Social Distancing Requirements and appropriate disinfection protocols are followed;
 - viii. Banks and related financial institutions;
 - ix. Hardware, home improvement stores, home appliance stores, and nurseries;
 - x. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
 - xi. Businesses providing mailing and shipping services, including post office boxes;
 - xii. Educational institutions- including public and private K-12 schools, colleges, and universities-for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six feet per person is maintained to the greatest extent possible;
 - xiii. Laundromats, drycleaners, and laundry service providers;
 - xiv. Restaurants and other facilities that prepare and serve food, but only for delivery or carry-out. Schools and other entities that typically provide free food services to students or members of the public should continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-



away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site. Food trucks shall comply with CDPH guidance regarding Retail Food, Beverage, and Other Related Service Venues issued March 16, 2020.

- xv. Businesses that supply products needed for people to work from home;
- xvi. Businesses that supply other essential businesses with the support or supplies necessary to operate;
- xvii. Businesses that ship or deliver groceries, food, goods or services directly to residences as long as all COVID-19 precautionary measures are implemented;
- xviii. Taxis and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xix. Home-based care for seniors, adults, or children;
- xx. Residential facilities and shelters for seniors, adults, and children;
- xxi. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
- xxii. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities are ordered to operate under the following conditions:
 - a. Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same 12 or fewer children are in the same group each day).
 - b. Children shall not change from one group to another.
 - c. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 - d. Childcare providers shall remain solely with one group of children.
- xxiii. Workers at animal care facilities that provide food, shelter, veterinary and/or routine care and other necessities of life for animals.
- i. For the purposes of this Order, "Minimum Basic Operations" include the following, provided that employees comply with Social Distancing Requirements as defined in this Section, to the extent possible, while carrying out such operations:
 - i. The minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions.
 - ii. The minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
- i. For the purposes of this Order, "Essential Travel" includes travel for any of the following purposes. Individuals engaged in any Essential Travel must comply with all Social Distancing Requirements as defined in this Section below.
 - i. Any travel related to the provision of or access to Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.



- ii. Travel to care for elderly, minors, dependents, persons with disabilities, or other vulnerable persons.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the jurisdiction.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
- m. For purposes of this Order, residences include hotels, motels, shared rental units and similar facilities.
 - n. For purposes of this Order, any Essential Business providing food, whether in a retail establishment or restaurant, may not allow the provision of food by self-service from the customer, including the handling of shared utensils by customers for self-service of bakery items, deli items, soups, salads, shared condiment dispensers, or other similar food items which cannot be washed by the customer prior to consumption.
 - o. For purposes of this Order, "Social Distancing Requirements" include maintaining at least six feet social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
 - p. For purposes of this Order, it is strongly encouraged that businesses providing essential goods and services such as groceries, designate certain hours exclusively for shopping by persons at higher risk of serious COVID-19 disease including seniors and those with chronic health conditions, to the extent possible.
10. Effective at 12:00 a.m. on March 31, 2020, and remaining in effect until rescinded, amended, or superseded in writing by the Health Officer, those in control of, managing or operating properties available for rent (defined as hotels, motels, short term or other vacation rentals, or campgrounds) are prohibited from renting such properties to non-County residents except as specifically exempted. These rental restrictions shall not apply to out of County residents engaged in essential travel as defined in Section 9(I)(i)(ii) or (v), persons within a rental property as of the effective date of this Order, or those already within the County experiencing homelessness and seeking shelter. These restrictions are intended to stem recreational and tourist travel and shall be broadly construed. This Order should not be construed to permit short-term rentals where prohibited by the local jurisdiction.
11. Pursuant to Government Code sections 26602 and 41601, Health and Safety Code section 101029, and Penal Code 409.5(a) the Health Officer requests that the Sheriff and chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat to public health.



12. This Order is effective for the period beginning at 12:00 a.m. on March 31, 2020 until rescinded, and may be extended, rescinded, superseded, or amended in writing by the Health Officer.
13. Copies of this Order shall promptly be: (1) posted on the County website and (2) provided to any member of the public requesting a copy of this Order.
14. If any provision of this Order to the application thereof to any person or circumstance is held to be invalid, the remainder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

Date Issued: 3/30/2020
Time: 3:55 pm

By: 
Teresa Frankovich, MD MPH
Health Officer, County of Humboldt





DISCUSSION AGENDA ITEM 7

SUPPORTING DOCUMENTATION ATTACHED

7. Discussion/Decision regarding 2020 Sales Tax Election & Calendar Update

DISCUSSION/ACTION AGENDA

Date: Tuesday, April 14, 2020

Item: Consideration of Sales Tax Extension

Background: In April, 2004, the City of Trinidad voters approved a ballot measure to impose a 1% transactions and use tax (sales tax) for a period of four years, which took effect on January 01, 2005 and ended on December 31, 2008.

In 2008, the voters approved a .75% sales tax, effective April 01, 2009 for four years. Collection of this additional tax was scheduled to end on March 31, 2013, but was put before the voters again in November 2012, and approved for four more years. Then, again in 2018 the voters approved by a 63% majority to extend the tax another four years.

The additional tax has generated an average of approximately \$133,000 per year, representing roughly 18% of the total General Fund revenue budget, and supplements (significantly) the core services that City government provides; Police, Fire, Public Works, park & trail maintenance, and public facilities such as the Library, Park, and Town Hall.

In order to continue either the .75% tax add-on or implement a different tax, a measure will need to be included on the November 2020 ballot. There would be no preparatory costs assessed by the Board of Equalization in the event the current tax add-on is continued. If the tax add-on lapsed and was subsequently approved at a later date, the Board of Equalization will assess an implementation cost of approximately \$16,000.

The budget preparation for fiscal year 2020-2021 will soon be underway. Adopted General Fund budgets for the current year 2019-2020 are as follows:

<u>GENERAL FUND REVENUES:</u>	\$ 657,000
<u>GENERAL FUND EXPENDITURES:</u>	
General Administration	\$ 368,371
City Manager, City Clerk Admin Support, Accountant, Auditor, Planner, Attorney, Liability Insurance, Overhead, etc.	
Police - Humboldt County Sheriff	\$ 87,099
Fire (equipment and materials)	\$ 22,550 (excludes capital reserve)
Public Works	
Staffing, materials, Library, Museum, Park & Trail Maintenance	\$ 174,564
Total Expenditures:	\$ 652,584

Deadlines: If the Council decides to proceed with a sales tax measure, the November election ballot will ask the voters to decide on 1) the Sales Tax Measure, and 2) selecting 3 Councilmembers. There are deadlines shared with the Sales Tax Election decision, and others that are independent from the Sales Tax election schedule:

FIRST DEADLINE: June 09, 2020 Council meeting:

1. Final decision to proceed or sunset the Sales Tax Increase must be made.

SECOND DEADLINE: July 14, 2020 Council meeting:

1. If a decision is reached to continue the sales tax increase, the wording must be drafted and approved in a resolution. Staff will draft the resolution based upon the decision reached at the June (or earlier) meeting and include it for adoption at the July (or earlier) Council meeting.
2. A second resolution will be required at this meeting to approve requesting that the City and County consolidate their elections. Clerk will have the resolution prepared for discussion/approval at this meeting, regardless of the Sales Tax decision.

The next steps following the July Council meeting deadline will be advised after each benchmark decision is reached. The Clerk's office will provide monthly updates and announcements to the Council regarding publishing deadlines and required notifications for both elements of the election.

Proposed Action:

Provide direction to staff to prepare documentation for a ballot measure for the November election regarding the add-on .75% Sales Tax.



ADD-ON .75 SALES TAX

SALES TAX ELECTION HISTORY...

- **November 2004 General Election**
 - Voters approved 1% Sales Tax Increase for 4-years
- **April 2007 Special Election**
 - Voters denied 1% Sales Tax Extension for 4-years
- **November 2008 General Election**
 - Voters approved .75% Sales Tax Increase for 4-years
- **November 2012 General Election**
 - Voters approved .75% Sales Tax Extension for 4 more years
- **November 2016 General Election**
 - Voters approved .75% Sales Tax Extension for an additional 4 years

2016 - Passed with 63% Approval

SALES TAX GENERATORS...

- **RETAIL - Transactions**

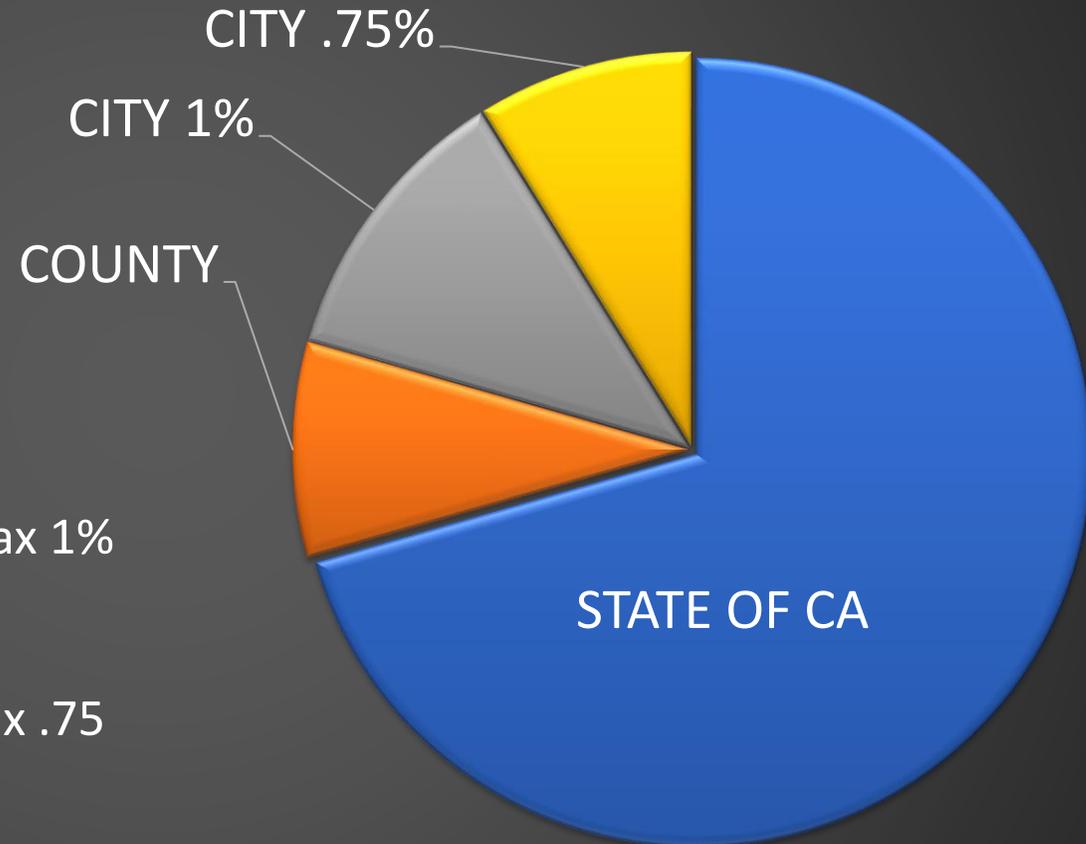
- Gas Station
- Restaurants
- Gift Shops
- Grocery (only certain items)
- Online Shopping

- **BIG TICKET ITEMS - Use**

- Vehicle Purchases
- Construction Material Delivery
- Appliance Delivery

8.5% SALES TAX RATE BREAKDOWN

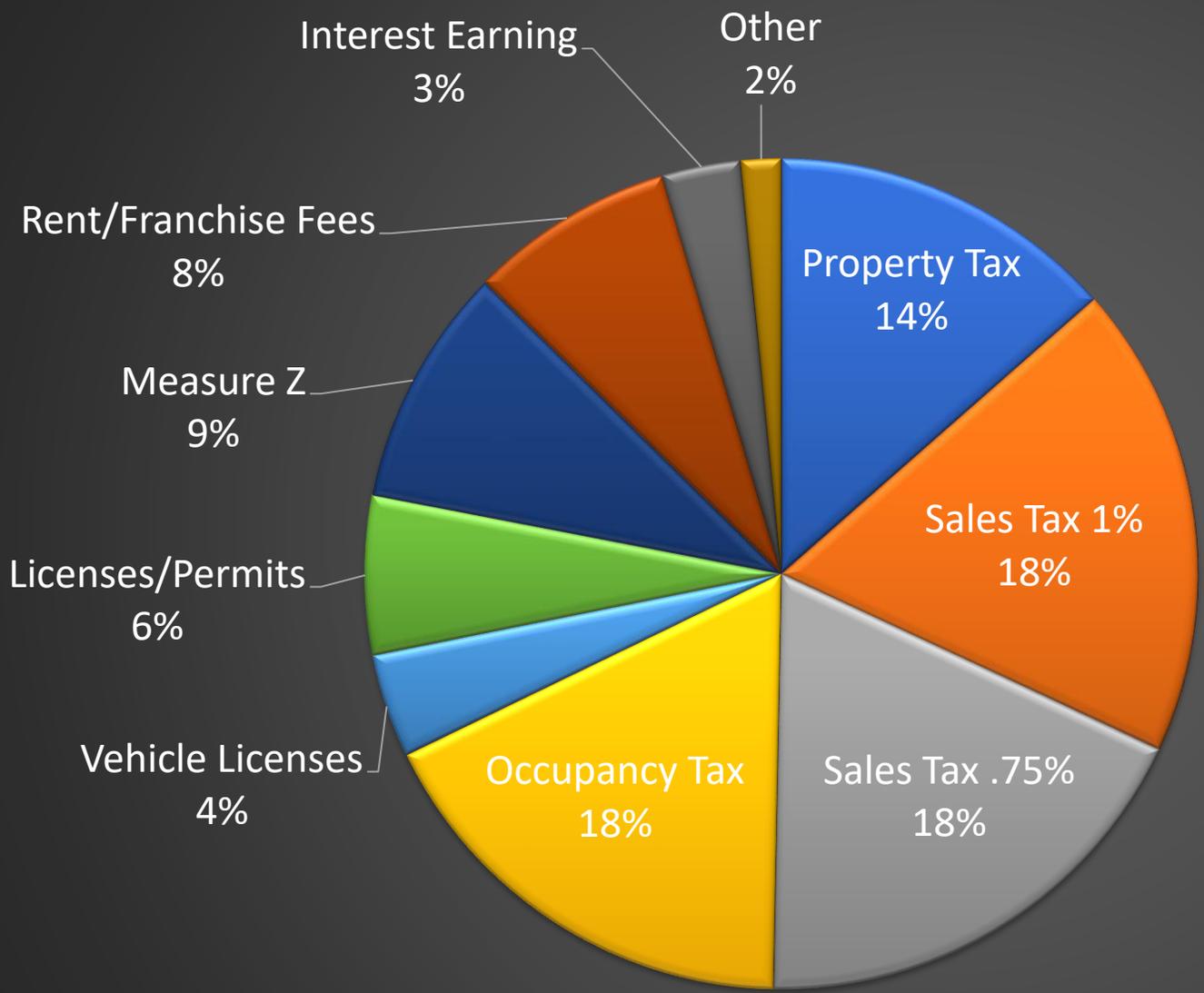
- State Tax 6.0%
- County of Humboldt Combined .75%
- City of Trinidad Bradley-Burns Local Tax 1%
- City of Trinidad Transactions & Use Tax .75



City of Trinidad General Fund Revenue Sources 2019

Sales Tax 1%	\$ 148,143		
Sales Tax .75%	\$ 147,250		
Occupancy Tax	\$ 140,583		
Property Tax	\$ 108,414		
Vehicle Licenses	\$ 32,426		
Licenses/Permits	\$ 49,668		
Measure Z	\$ 75,000		
Rent/Franchise Fees	\$ 64,185		
Interest Earning	\$ 24,439		
Other	\$ 12,632		
Total	\$ 802,740		

REVENUE SOURCES



- Property Tax
- Sales Tax 1%
- Sales Tax .75%
- Occupancy Tax
- Vehicle Licenses
- Licenses/Permits
- Measure Z
- Rent/Franchise Fees
- Interest Earning
- Other

SALES TAX SOURCE COMPARISON 2012-2019

Fiscal Year	Local 1%	District .75%	Audit Total
2012	\$ 79,646	\$ 177,182	\$ 256,828
2013	\$ 80,020	\$ 102,775	\$ 182,795
2014	\$ 86,153	\$ 115,674	\$ 201,827
2015	\$ 77,470	\$ 104,473	\$ 181,943
2016	\$ 128,389	\$ 121,979	\$ 250,368
2017	\$ 126,595	\$ 134,210	\$ 260,805
2018	\$ 181,208	\$ 135,629	\$ 316,837
2019	\$ 148,153	\$ 147,250	\$ 295,403

SALES TAX SOURCE COMPARISON

