



MEMORANDUM

TO: Trinidad Planning Commission

FROM: Trever Parker, City Planner

DATE: May 14, 2015

RE: Vacation Dwelling Unit (VDU) Ordinance Amendment

Summary

As you may be aware, the Planning Commission approved and recommended a Vacation Dwelling Unit (VDU) ordinance to the City Council in 2011. The Council adopted the ordinance later that year and submitted an application for a zoning ordinance amendment to the Coastal Commission. City staff and Coastal Commission staff negotiated numerous changes to the ordinance that needed to be approved by the City Council. The City Council then approved the revised ordinance with a few other changes and submitted a new application for certification to the Coastal Commission. That ordinance (2014-01) was approved by the Coastal Commission at their meeting of March 11th 2015, and is now in effect as part of the City's zoning ordinance and Local Coastal Program (LCP). The City will begin implementing the VDU ordinance this summer.

However, during the Council's discussions of the ordinance, they added language to limit VDUs to one per parcel in order to help protect the City's long-term housing stock. It was recently brought to the Council's attention that this requirement would affect the 4-plex apartment building on Parker Street, which has contained multiple VDUs for a number of years. Public input indicated that this 4-plex is an appropriate location for multiple VDUs. The Council indicated that it was not their intent to prohibit multiple VDUs in such a situation and that all of the consequences of that language had not been fully considered when it was added. Therefore, at their April 8, 2015 meeting, the City Council requested that staff bring back an amendment to the VDU ordinance that would remove the limitation of allowing only one VDU per parcel for lots with more than two dwelling units (which would keep the limitation for parcels with only two dwellings).

The proposed language in the attached draft ordinance would remove the prohibition on multiple VDUs on parcels with multifamily dwellings, while retaining the one VDU per parcel requirement on lots with second units. I specifically used the term "multi-family dwelling" because it is defined in the City's zoning ordinance as: *"a building or portion thereof used and / or designed*

as a residence for three or more families living independently of each other, and doing their own cooking in the building, including apartment houses, but not including transient accommodations.” This language restricts the applicability of the amendment to only two parcels in town – the Reinman apartments at 651 Parker Street (3 of which have been VDUs) and the Beachcomber apartments (none of which are currently VDUs) at 363 Trinity.

Process for Revising the Ordinance:

As noted above, the VDU Ordinance has been certified by the Coastal Commission as part of the City’s zoning ordinance. Section 17.68.030 of the zoning ordinance requires the Planning Commission to hold a public hearing on any zoning ordinance amendments. It could have been argued that this requirement was not applicable in this case, because the Planning Commission already considered this issue during the public hearings for the original ordinance. Language limiting the number of VDUs to one per parcel was part of the VDU Committee’s original recommended regulations, but the Planning Commission removed it based on public input. But the language of §17.68.030 is pretty clear, and City and Coastal Commission staff agreed that the amendment and application for certification would be ‘cleaner’ if the Planning Commission held a public hearing. In addition, the City Council can not take final action on an amendment until at least 6 weeks after the Notice of Public Hearing is posted and sent to the Coastal Commission, so the Planning Commission hearing should not delay Council action.

Once the Planning Commission makes a recommendation, the City Council must hold two readings of the proposed ordinance. This amendment will also need to be certified by the Coastal Commission prior to it taking effect. The same application process that occurred for the certification of the original ordinance will be required for any amendments. But it should be a relatively short process, without the need for negotiations between City staff and Coastal Commission staff. Coastal Commission staff has indicated that this should be considered a minor amendment. It is anticipated that certification could occur two to three months after the final City Council action.

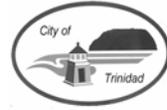
For tonight’s meeting, the Planning Commission should discuss and consider the amendment as well as take public comment. The action should be in the form of a recommendation to the City Council.

Staff Recommendation:

The proposed language is written generally enough that it does not actually single out individual properties. However, because of the limited multi-family development in the City, it should only apply to two parcels as currently developed (to the best of staff’s knowledge). The amendment will have very little impact on the implementation of the VDU ordinance and no impact on any other sections of the City’s zoning ordinance or other portions of the certified LCP. Therefore, staff recommends that the Planning Commission recommend approval of the ordinance amendment to the City Council.

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

JULIE FULKERSON, MAYOR
GABRIEL ADAMS, CITY CLERK



ORDINANCE 2015-##

**AN ORDINANCE OF THE CITY OF TRINIDAD
AMENDING SECTIONS 17.56.190.F OF THE TRINIDAD MUNICIPAL CODE (AMENDING
SECTION 6.26.F OF THE COASTAL COMMISSION CERTIFIED ZONING ORDINANCE)**

The City Council of the City of Trinidad does hereby ordain as follows:

ORDINANCE 2015-XX, SECTION 1:

Amend Subsection 17.56.190.F of the Trinidad Municipal Code (and amend Coastal Commission certified Zoning Ordinance Subsection 6.26.F), "Location," which shall read as follows:

17.56.190 (6.26).F Location.

VDU's are permitted only in Special Environment, Suburban Residential, Urban Residential, and Planned Development zoning districts. VDUs are also permitted in a legally established Accessory Dwelling Unit subject to meeting the requirements of this Section. Each separate VDU must obtain its own, individual VDU License. There shall be no more than one VDU per parcel, except that on lots with a legally established multi-family dwelling unit, the number of VDUs may not exceed one fewer than the total number of dwelling units.

ORDINANCE 2015-XX, SECTION 2:

This Ordinance shall take effect upon certification by the Coastal Commission.

Passed, approved, and adopted this 13th day of May, 2015 by the following roll call vote:

AYES:
NOES:
ABSTENTIONS:
ABSENT:

Attest:

Approved:

Gabriel Adams
City Clerk

Julie Fulkerson
Mayor

First Reading: **Wednesday, June 10, 2015**

Second Reading: **Wednesday, July 8, 2015**



MEMORANDUM

TO: Trinidad Planning Commission

FROM: Trever Parker, City Planner

DATE: May 13, 2015

RE: LCP Grant Update and Kick-off

The City now has a contract in place with the Coastal Commission for an \$80,000 grant to finish updating the Local Coastal Program (LCP) over the next two years. As a reminder, the LCP consists of the General Plan and implementing ordinances that govern the types, location and intensity of land use and development including the Zoning, Grading, Building and Subdivision ordinances. You may recall that Trinidad's LCP was the first in the State to be certified by the Coastal Commission, which occurred in 1980. At this point, not only is it long out of date, but there are a number of consistencies with the current Coastal Act and associated regulations.

The General Plan has mostly been completed at this point (see next agenda item). In order to finish it, tasks include Tribal outreach to complete a cultural resources element and incorporate the Tsurai Management Plan, harbor area certification, climate change planning, and possible reorganization to meet Coastal Commission standards. The implementing ordinances will be updated to address current requirements and to incorporate cultural resource policies and protections, climate change planning, harbor area policies, and water quality protections.

I have attached the work plan from the grant for your review. You can see that the first task consists of public outreach, which will occur throughout the grant. The second task consists of climate change planning. GHD, as the City Engineer, will have a substantial role in this task. While there is not money available in the grant to collect new information, existing data will be compiled. Based on that, adaptation responses and strategies will be developed. Also during this time we will be conducting a needs assessment to identify where the City's current LCP is not in compliance with newer laws and regulations, where data gaps exist, and where new information and current knowledge needs to be incorporated. A lot of the work will be occurring at the staff level. Planning Commission involvement will ramp up later this year.

EXHIBIT B1

Project Work Plan, Schedule, and Budget

Local Coastal Program Local Assistance Grant Funds
City of Trinidad LCP Update

Title: Local Coastal Program (LCP) Planning and Sea Level Rise Update

Organization: City of Trinidad

Term of Project: April 13, 2015 /April 30, 2017

Budget Summary -

CCC funding:	\$80,000
Other funding:	<u>\$35,000</u>
Total project cost:	\$115,000

A. PROJECT DESCRIPTION

This project consists of the planning, coordination, research and LCP revisions necessary to update significant portions of the most outdated LCP in California. The intent is to develop policies, programs and regulations that reflect the changed conditions, effects of climate change and new scientific knowledge since the LCP was certified in 1980, and that will lead to certification of all areas within City limits. This grant will be used to fund some of the more difficult tasks remaining to update the LCP. With these funds, the City can spend more time on these components of the LCP update, resulting in a better, more anticipatory product that will be less subject to appeals and needed updates. These areas of focus include (not in any particular order): (1) development of policies and regulations for the Trinidad Harbor Area of Deferred Certification; (2) incorporation of policies and adaptation measures to address the impacts of climate change, particularly sea level rise; (3) coordination and consultation with Coastal Commission staff and other stakeholders; (4) development of a cultural resources component with an emphasis on the Tsurai Study Area and incorporating policies and recommendations of the Tsurai Management Plan into the LCP; and (5) update of the City's Implementation Plan.

B. TASKS: The project consists of six main tasks in addition to Project Management / Grant Administration. Listed in order of timing (start date), these are: (1) Stakeholder coordination and consultation; (2) Conduct climate change planning; (3) Tribal consultation and incorporation of the Tsurai Management Plan into the LCP; (4) Perform a Needs Assessment for the Implementation Plan; (5) Development of policies and regulations for the Trinidad Harbor Area of Deferred Certification; and (6) Update the LCP. The following narrative provides a more detailed description of each of the tasks.

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Task 1. Stakeholder coordination and consultation

Over the last few years the City has reached out to a variety of stakeholders in the development of the new General Plan / Land Use Plan. This has occurred through regular Planning Commission and City Council meetings, special community meetings and events and the Trinidad Bay Watershed Council. Public response and input has been minimal thus far. In addition, the City desires to start early consultation with Coastal Commission staff to avoid unnecessary delays during the certification process. Meetings with the Coastal Commission staff will generally occur every other month unless a specific issue warrants additional meeting(s). These meetings with Coastal Commission staff will provide an opportunity to scope upcoming grant tasks and track progress as well as provide direct consultation on and review of various components of the LCP update. Following a Needs Assessment, stakeholders will be solicited for their concerns and input regarding the entire Land Use Plan update with an emphasis on a Cultural Element, and climate change issues. Important stakeholders include residents in Trinidad and the surrounding community, the Trinidad Bay Watershed Council (TWC) (for their watershed expertise), Trinidad Rancheria (harbor and pier owner/operators), GHD Engineers (City engineers), Tsurai Management Team (TMT) (tribal expertise and policy enhancement), Humboldt County, CA Department of Parks and Recreation, HSU Marine Lab, Bureau of Land Management, business owners and fishermen, among others. The Planning Commission and City Council will continue with their revisions and review of the remaining elements and ordinances.

Subtasks:

- 1.1 Targeted stakeholder meetings (e.g. Trinidad Bay Watershed Council)
- 1.2 Planning Commission meetings / workshops
- 1.3 City Council meetings / workshops
- 1.4 Bi-monthly meetings with Coastal Commission staff

Deliverables: Meeting minutes, summaries of public /stakeholder comments; comments addressed in LCP update

Task 2. Conduct climate change planning

Although it is likely that only limited adaptation responses are available for use in Trinidad, because most of the City's developable lots already have existing development, particularly those nearest the coast, the full range of response options will be explored and considered for inclusion in the LCP update. The City will use the best available science on sea level rise and the Commission's Draft Sea Level Rise Guidance on an interim basis, and the Final Sea Level Rise Guidance once adopted by the Commission to inform the Sea Level Rise Vulnerability Assessment. In addition to impacts from sea level rise, other aspects of climate change also need to be addressed, including domestic water demand, supply and storage, wildfire hazards, energy conservation, etc. Trinidad must identify the most significant potential climate change risks and vulnerabilities, optimally by conducting focused studies and assessments. With this grant, the City will compile and synthesize existing data and best available science (see attached sample bibliography). While the funding will not

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allow detailed technical studies, the City can use the analysis and extrapolation of existing data and collection of limited new data to complete hazard and vulnerability reports (work performed by City staff including City Engineer GHD). Climate change information, data and projections will be collected to evaluate the risks to coastal resources and development in the planning area, determine planning deficiencies or consistencies and identify priority problem areas. That process will characterize and prioritize climate change vulnerabilities as well as identify and recommend appropriate adaptation responses designed to protect coastal and public resources. Preference will be given to adaptation measures that adhere to the *Safeguarding California Plan for Reducing Climate Risk* principles, including measures that protect California's most vulnerable populations, achieve multiple benefits from efforts to reduce climate risks and prioritize green infrastructure solutions, and that integrate climate risk reduction with emissions reductions to the fullest extent possible.

The City will coordinate and share information and lessons learned as appropriate with other LCP planning grant recipients, regional local governments, and other entities, as appropriate. This includes participating in webinars, regional workshops and other events, and scheduling coordination meetings as needed.

Subtasks:

- 2.1 Compile existing information and relevant studies
- 2.2 Synthesize and analyze existing information and studies
- 2.3 Update GIS and maps
- 2.4 Identify, prioritize and summarize data gaps and vulnerabilities, and recommend adaptation responses and further studies
- 2.5 Develop plan to incorporate climate change information and recommendations into LCP in consultation with Coastal Commission staff
- 2.6 Participate in information sharing and dissemination opportunities as appropriate

Deliverables: (1) Updated maps; (2) Climate Change Vulnerability Report and Adaption Response Recommendations

Task 3. Perform a Needs Assessment for the Implementation Plan

The City's zoning ordinance, the main portion of the implementation plan for Trinidad, needs a complete overhaul. Because it was originally written in the late 1970's and the first in the State to be certified, it is severely outdated. Many modern issues and situations are unaddressed because were not envisioned over 30 years ago. The zoning ordinance also has many inconsistencies with the current Coastal Act and regulations, and a number of internal inconsistencies have been identified. This situation results in City staff having to often consult with local Coastal Commission staff for help in reconciling these issues. It can also result in difficult decision-making for City staff and has resulted in a number of appeals of projects to the Coastal Commission. This task will include a comprehensive review of the implementation ordinances (Zoning (Ord. 166), Subdivision (Ord. 163), Grading (Ord. 164) and Building (Ord. 165)) for internal consistency, consistency with the current Coastal Act and Regulations and consistency with the draft General Plan / Land Use Plan. The

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Coastal Commission's LCP Update Guide will be used to aid this review, and Coastal Commission staff will be closely consulted. Based on the review, a Needs Assessment will be prepared that summarizes the results of the consistency analysis and that highlights areas where changes and updated need to be made or additional information gathered.

Subtasks:

- 3.1 Consult with Coastal Commission staff
- 3.2 Assess data gaps, deficiencies and needs for implementing ordinances
- 3.3 Identify inconsistencies with current Coastal Act policies and regulations, draft LUP policies and internal inconsistencies within implementing ordinances
- 3.4 Develop Needs Assessment based on the consistency review in consultation with Coastal Commission staff

Deliverables: Implementation Plan Needs Assessment

Task 4. Tribal consultation and incorporation of the Tsurai Management Plan into the LCP

The City of Trinidad has developed relationships with local tribes to develop policies and procedures to ensure the protection, preservation, and restoration of significant recreational, cultural, and natural resources contained within these areas. Tribal entities include: (1) the Yurok Tribe, a federally recognized tribe within whose historic territory Trinidad is located; (2) the adjacent and federally recognized Trinidad Rancheria, which also owns the Harbor Area (fee simple title); and (3) the Tsurai Ancestral Society (TAS), a non-profit organization made up of descendants of the inhabitants of the ancient Tsurai Village located on the bluffs within Trinidad. The City partnered with the Yurok, TAS and Coastal Conservancy (which holds an easement over the 12.5 acre Tsurai Study Area) to develop the Tsurai Management Plan (TMP), which addresses public access, and scenic, natural, and archeological resources preservation within this area. Recommendations and policies of the TMP need to be incorporated into the City's LCP in order for the City to implement and enforce them. But this will not be straightforward, because it is not in a form that can be incorporated into the LCP as a whole, or even in large part. In addition, some of the policies and recommendations are controversial, and inter-tribal relations along with community preferences and other issues make this process often difficult. Trinidad contains other important cultural resources, such as Trinidad Head, that are generally located on or adjacent to coastal bluffs and trails and/ or in open space or ESHAs.

The City has initiated both formal and informal Tribal Consultations, but the process has been slow, and it has been difficult to get responses and input. Establishment of meaningful consultation and collaboration with the local tribal entities will strengthen the government-to-government relationship and result in the development of a comprehensive Cultural Resources Element. Incorporation of sound policies and procedures for activities within the Tsurai Study Area will help avoid some of the contention and misunderstandings that occur today which have resulted in litigation and appeals to the Coastal Commission. The City must also coordinate and work

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closely with the Trinidad Rancheria to develop policies and regulations for development, maintenance and protection of the Harbor Area of Deferred Certification.

The goal will be to have at least one initial meeting with each of the three Tribal entities at the beginning of this task. The City will also set up at least one meeting with all of the entities together early in the process to find commonalities and try to resolve any inconsistencies. It is also intended to have at least one meeting towards the end of this task to get input on a more final draft. Additional meetings will be arranged as feasible and as needed. This process has to remain flexible in order to accommodate meaningful consultation that is acceptable to each of the Tribal entities. One of the goals will be to develop consultation protocols and appropriate lines of communication that will ensure that ongoing consultation and cooperation is successful. While consensus on the various policies and regulations is ideal, the City will likely have to balance conflicting priorities while maximizing protection of cultural and coastal resources.

Subtasks:

- 4.1 Encourage and facilitate tribal participation in the development of a Cultural Resources Element and input on other portions of the Land Use Plan through individual and group meetings.
- 4.2 Integrate Tribal input into Cultural Resource Element and the rest of the Land Use Plan
- 4.3 Incorporate policies and recommendations of the Tsurai Management Plan into the Land Use Plan in consultation with the Tsurai Management Team
- 4.4 Submission to and review of draft cultural resource policies by Coastal Commission staff
- 4.5 Planning Commission review and recommendation on draft Cultural Resources Element
- 4.6 Develop regulations for incorporation into implementation ordinances that will facilitate and carry out the policies and recommendations of the Cultural Resources Element and Tsurai Management Plan
- 4.7 Continuing Tribal and Coastal Commission staff consultation

Deliverables: (1) Planning Commission approved Cultural Resources Element of the Land Use Plan with stakeholder input incorporated; (2) Draft regulations to implement the polices and recommendation of the Cultural Resources Element

Task 5. Development of policies and regulations for the Trinidad Harbor Area of Deferred Certification

In the City's original LCP, adopted in the late 1970's, the harbor area was designated and zoned generic Commercial. The Coastal Commission did not certify this zoning because it was not protective of coastal-dependent uses. The City went through most of the process of a LCP amendment, re-designating and rezoning this area with a 'harbor' designation with its own set of allowable uses and standards in the early 1990's. An LCP amendment application was submitted to the Coastal Commission for

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certification in 1992. However, that amendment was withdrawn due to a question regarding the status of the City's lease of the underwater mooring field in Trinidad Harbor with the State Lands Commission and whether this area was in City limits and/or the City's jurisdiction. The status is now clear, and the City has developed policies in its draft Land Use Plan for a 'Harbor Area' designation. The City will evaluate the policies and update and add new policies as needed based on stakeholder input, changed conditions, potential sea level rise and climate change impacts, environmental constraints, etc.

These policies will need to be reviewed and coordinated with the Trinidad Rancheria as the property owner, the Coastal Commission, which would retain permitting jurisdiction of the submerged and intertidal lands, and other stakeholders, and translated to the implementation (zoning) ordinance. Likely, at least two meetings will be required to gather appropriate input. Once the stakeholder outreach meetings have occurred, City staff will work with Coastal Commission staff, and the Trinidad Rancheria to develop final draft policies and regulations that are consistent with the Coastal Act, environmental constraints and climate change considerations. These will be presented to the Planning Commission for recommendation to the City Council.

Subtasks:

- 5.1 Stakeholder meetings with the Trinidad Rancheria (property owner) and others (see task description above) to develop mutually agreeable policies and regulations for the Harbor Area consistent with the Coastal Act, climate change and other considerations
- 5.2 Integrate harbor policies and regulations into the LCP in consultation with Coastal Commission staff and the Trinidad Rancheria
- 5.3 Planning Commission review and recommendation of harbor policies and regulations

Deliverables: (1) Updated draft Harbor Area policies; (2) new draft Harbor Area implementing regulations

Task 6. Update the LCP

Based on the work done as part of the first five tasks, the City will finish updating its General Plan / Land Use Plan and complete a comprehensive update of the Zoning Ordinance / Implementation Plan. This will incorporate stakeholder input, sea level rise planning and other information gathered as part of this process, including the Needs Assessment. The background reports and information along with the updated LCP will be presented to the Planning Commission for review and recommendation to the City Council. Finally, public hearings will be held before the City Council. It is intended that at the end of the grant period, the entirety, or at least majority of the LCP update be adopted by the City Council. However, public input and other issues, such as environmental review / CEQA and formal Tribal Consultation requirements, may delay all or parts of the update from being adopted within the two year time-frame.

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The City will coordinate with the Coastal Commission’s mapping unit on the development of maps for the LCP. The City will submit the LCP documents (text, maps, and/or exhibits) to the Coastal Commission staff in paper hardcopy as well as an electronic copy in permanent format (such as an Adobe Acrobat .pdf file) and one electronic copy in an editable format (such as in Microsoft Word .doc).

Subtasks:

- 6.1 Update Implementation Plan based on the Needs Assessment
- 6.2 Integrate new information, stakeholder input, including early consultation with Coastal Commission staff, and any climate change response recommendations into LCP policies and regulations
- 6.3 Present results of assessments, studies and stakeholder input to the Planning Commission
- 6.4 Planning Commission review and recommendation of LCP updates
- 6.5 City Council review / hearings
- 6.6 Continue to consult with Coastal Commission staff and develop a submittal process plan and date for LCP certification

Deliverables: Updated LCP documents ready for adoption by the City Council and submittal to the Coastal Commission for certification

C. SCHEDULE

Project begin/end dates: Begin date: 4/13/2015 End Date: 4/1/2017

Task 1. Stakeholder coordination and consultation	Begin date: 04/13/15	End Date: 04/01/17
1.1 Targeted stakeholder meetings (e.g. Trinidad Bay Watershed Council)	Begin date: 05/01/15	End Date: 01/01/16
1.2 Planning Commission meetings / workshops	Begin date: 01/01/16	End Date: 05/01/16
1.3 City Council meetings / workshops	Begin date: 05/01/15	End Date: 09/01/16
1.4 Bi-monthly meetings with Coastal Commission staff	Begin date: 04/13/15	End Date: 04/01/17
Outcome: Meaningful participation from a large and diverse segment of the community; incorporation of public input into the LCP Deliverables: Meeting minutes, summaries of public /stakeholder comments	Completion Date: Stakeholder meetings / minutes: 02/01/16 Planning Commission meetings / minutes: 06/01/16 City Council meetings / minutes: 10/01/16	
Task 2. Conduct Climate Change Planning	Begin date: 04/13/15	End Date: 04/01/17
2.1 Compile existing information and relevant studies	Begin date: 04/13/15	End Date: 08/01/15
2.2 Synthesize and analyze existing information and studies	Begin date: 06/01/16	End Date: 09/01/15
2.3 Update GIS and maps	Begin date: 08/01/15	End Date: 11/01/15
2.4 Identify, prioritize and summarize data gaps and vulnerabilities, and recommend adaptation responses and further studies	Begin date: 10/01/15	End Date: 02/01/16
2.5 Develop plan to incorporate climate	Begin date: 12/01/15	End Date: 04/01/16

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change information and recommendations into LCP in consultation with Coastal Commission staff	
2.6 Participate in information sharing and dissemination opportunities as appropriate	Begin Date: 10/01/15 End Date: 04/01/17
Outcome/Deliverables: (1) Updated maps; (2) Climate Change Vulnerability Report and Adaption Response Recommendations	Complete Date: (1) Maps: 11/01/15 (2) Draft Report: 01/01/16 (3) Final Report: 04/01/16
Task 3. Perform Needs Assessment for Implementation Plan	Begin date: 06/01/15 End Date: 02/01/16
3.1 Consult with Coastal Commission staff	Begin date: 06/01/15 End Date: 02/01/16
3.2 Assess data gaps, deficiencies and needs for implementing ordinances	Begin date: 06/01/15 End Date: 02/01/16
3.3 Identify inconsistencies with current Coastal Act policies and regulations, draft LUP policies and internal inconsistencies within implementing ordinances	Begin date: 06/01/15 End Date: 02/01/16
3.4 Develop Needs Assessment based on the consistency review in consultation with Coastal Commission staff	Begin date: 06/01/15 End Date: 02/01/16
Outcome/Deliverables: Implementation Plan Needs Assessment	Complete Date: 02/01/16
Task 4. Tribal Consultation and incorporation of Tsurai Management Plan into LCP	Begin date: 08/01/15 End Date: 10/01/16
4.1 Encourage and facilitate Tribal participation in the development of a Cultural Resources Element and input on other portions of the Land Use Plan through individual and group meetings	Begin date: 08/01/15 End Date: 02/01/16
4.2 Integrate Tribal input into Cultural Resource Element and the rest of the Land Use Plan	Begin date: 12/01/15 End Date: 06/01/16
4.3 Incorporate policies and recommendations of the Tsurai Management Plan into the Land Use Plan in consultation with the Tsurai Management Team	Begin date: 12/01/15 End Date: 06/01/16
4.4 Submission to and review of draft cultural resource policies by Coastal Commission staff	Begin date: 03/01/16 End Date: 06/01/16
4.5 Planning Commission review and recommendation on draft Cultural Resources Element	Begin date: 03/01/15 End Date: 10/01/16
4.6 Develop regulations for incorporation into implementation ordinances that will facilitate and carry out the policies and recommendations of the Cultural Resources Element and Tsurai Management Plan	Begin date: 06/01/16 End Date: 10/01/16

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4.7 Continuing Tribal and Coastal Commission staff consultation	Begin date: 08/01/15 End Date: 10/01/16
Outcome/Deliverables: (1) Cultural Resources Element of the Land Use Plan with stakeholder input incorporated; (2) Draft regulations to implement the polices and recommendation of the Cultural Resources Element	Complete Date: 10/01/16
Task 5. Development of policies and regulations for the Trinidad Harbor Area of Deferred Certification	Begin date: 01/01/16 End Date: 07/01/16
5.1 Stakeholder meetings with the Trinidad Rancheria (property owner) and others (see task description above) to develop mutually agreeable policies and regulations for the Harbor Area consistent with the Coastal Act, climate change, and other considerations	Begin date: 01/01/16 End Date: 05/01/16
5.2 Integrate harbor policies and regulations into the LCP in consultation with Coastal Commission staff and Trinidad Rancheria	Begin date: 03/01/16 End Date: 06/01/16
5.3 Planning Commission review and recommendation of harbor policies and regulations	Begin date: 05/01/16 End Date: 07/01/16
Outcome/Deliverables: (1) Updated draft Harbor Area policies; (2) new draft Harbor Area implementing regulations	Complete Date: 07/01/16
Task 6. Update LCP	Begin date: 04/01/16 End Date: 04/01/17
6.1 Update Implementation Plan based on the Needs Assessment	Begin date: 04/01/16 End Date: 10/01/16
6.2 Integrate new information, stakeholder input, including early consultation with Coastal Commission staff, and any climate change response recommendations into LCP policies and regulations	Begin date: 08/01/16 End Date: 02/01/17
6.3 Present results of assessments, studies and stakeholder input to the Planning Commission	Begin date: 04/01/16 End Date: 05/01/16
6.4 Planning Commission review and recommendation of LCP updates	Begin date: 10/01/16 End Date: 02/01/17
6.5 City Council review / hearings	Begin date: 02/01/17 End Date: 04/01/17
6.6 Continue to consult with Coastal Commission staff and develop a submittal process plan and date for LCP certification	Begin date: 04/01/16 End Date: 04/01/17
Outcome/Deliverables: Updated LCP documents ready for adoption by the City Council and submittal to the Coastal Commission for certification	Complete Date: 04/01/17
Task 7. Grant Administration / Project Management	Begin date: 04/13/15 End Date: 04/01/17

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7.1 Sign grant contract with Coastal Commission	Begin date: 04/13/15 End Date: NA
7.2 Submit quarterly invoices and reports	Begin date: 04/13/15 End Date: 04/01/17
7.3 Track and manage grant tasks, budget and timeline to ensure requirements are met	Begin date: 04/13/15 End Date: 04/01/17
7.4 Manage and coordinate contractors and task activities	Begin date: 04/13/15 End Date: 04/01/17
7.5 Submit grant close out materials / final report	Begin date: 03/01/17 End Date: 04/01/17
Outcome / Deliverables: Final Report and invoice	Complete Date: 04/01/17

D. BENCHMARK SCHEDULE *(Please include a list of benchmarks, or milestones, with completion date, that can be used to track whether the project is progressing according to the schedule. This can be copied directly from the application and modified as needed.)*

BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Sign contract with Coastal Commission	04/13/2015
Complete Needs Assessment	02/01/2016
Compile Climate Change Vulnerability Report and Adaptation Response Recommendations	04/01/2016
Planning Commission recommended Harbor Area policies and regulations	07/01/2016
Planning Commission recommended cultural resources policies and regulations	10/01/2016
Updated LCP documents	04/01/2017
Grant Close-out	04/01/2017

E. EVALUATION AND REPORTING

- a. The Grantee shall promptly provide Project reports with payment requests at least every three months, and upon request by the Commission. Project reports are subject to the Coastal Commission Executive Director's review and approval. The Project report shall include a description of work tasks and deliverables completed to date, and a description of completed benchmarks, or progress toward completing benchmarks. In any event Grantee shall provide the Commission a report showing total final Project expenditures with the final Request for Funds and required closing documents. Grantee shall submit all documentation for Project completion, as applicable, and final reimbursement by the Termination Date
- b. Final payment is contingent upon Commission verification that Project is consistent with the Scope of Work as described in Exhibit B1, together with any Commission approved amendments.
- c. Grantee must report to the Commission in the Project Budget all sources of other funds for the Project.



MEMORANDUM

TO: Trinidad Planning Commission
FROM: Trever Parker, City Planner
DATE: May 15, 2015
RE: General Plan Update Progress Report

As I mentioned last time we discussed the General Plan, most work had been suspended while waiting for the LCP grant to be executed as well as to complete other tasks. We now need to move quickly on updating the City's entire LCP in order to meet the grant deadlines. I thought this would be a good time to regroup to compile and summarize the work that has been done to date. This memo also provides some background into the General Plan as a reminder and for those new to the process. I will be providing the Commissioners with current copies of all the general plan elements and figures as a current starting point. Most of the documents listed below are also available on the City's website.

Background

The General Plan is intended to contain policies to guide land use and development in and around the City over a 20 year period. The General Plan's policies should be fairly general, and are implemented through a series of ordinances that set forth specific regulations. State planning law requires General Plans to address at least seven elements: (1) land use, (2) circulation, (3) housing, (4) conservation, (5) open space, (6), noise, and (7) safety. Additional elements can also be added. The City has drafted or planned the following elements: (1) land use, (2) conservation and open space, (3) circulation, (4) noise and safety, (5) housing, (6) community design, and (7) cultural resources. Historic resources will also be addressed, but could be included in either the community design or cultural element.

In addition to state planning law, the City also has to meet the requirements of the CA Coastal Act, which requires that a somewhat different set of issues be addressed and a variety of coastal resources protected. The Coastal Commission's LCP Update Guide is broken down into the following categories: (1) public access, (2) recreation and visitor services, (3) water quality protection, (4) environmentally sensitive habitat areas and other natural resources, (5) agriculture, (6) new development and cultural resources, (7) scenic and visual resources, (8) coastal hazards, (9) shoreline erosion and protection, and (10) energy and industrial development. Even though it may not seem like it, there is a lot overlap between the State general plan guidelines and the Coastal Commission's LCP guidance.

All but a small corner of one parcel within the City limits of Trinidad is within the Coastal Zone. Most cities in the Coastal Zone have both a general plan for non-coastal areas and an

LCP for areas within the Coastal Zone. Organization of the City's general plan to meet both State planning law and Coastal Act requirements will need to be addressed. There is an advantage in keeping portions not required under the Coastal Act out of the LCP so that amendments do not have to go through the Coastal Commission certification process. However, sensible organization and usability are also important. This issue is one of the reasons Arcata's general plan, adopted in 2000, has not yet been certified. City staff have started this conversation with Coastal Commission staff.

Elements and Background Reports

The General Plan update process was (re)started in 2007 as part of a regional watershed planning effort funded by a Prop 50 grant. This grant funded, among other things, the Trinidad-Westhaven Integrated Coastal Watershed Management Plan. It also funded several background reports and the initiation of a comprehensive General Plan update. Additional background reports have been prepared as part of other projects as well as senior practicums and internships at HSU. Since 2007, the update has slowly been moving forward element by element. As for the next steps, that information was included as part of the previous agenda item.

The following elements / chapters have been drafted and recommended / approved by the Planning Commission on the listed dates. The City Council has also reviewed the first 6 chapters (which includes all of the 7 state required elements).

- Chapter 1: Introduction – October 2009
- Chapter 2: Land Use – September 2009
- Chapter 3: Conservation & Open Space – December 2009
- Chapter 4: Circulation – July 2012
- Chapter 5: Noise & Safety – December 2012
- Chapter 6: Housing – December 2013
- Community Design – Draft July 2014
- Cultural & Historic – drafted June 2013, not fully reviewed
- Glossary – October 2009, partially updated July 2014

The following background reports have been prepared for the general plan update so far. In addition to these documents, there are a variety of other reports, some rather old, and some prepared for larger projects and / or by other entities, that are utilized or referred to in the general plan update, which are not listed here.

- Impervious Surfaces Study and LID Recommendations, April 2006
- Background Report: Geologic and Seismic Characteristics of Trinidad, CA, April 2007
- Trinidad-Westhaven Integrated Coastal Watershed Management Plan, May 2008
- Trinidad Walkability Study, May 2008
- Fundamentals of a Circulation Element for the City of Trinidad, May 2009
- Background Report: Biology and Environment of the Trinidad Area, October 2009
- Background Report: Soil Characteristics of Trinidad, CA, October 2009
- Trinidad Architectural Survey (incomplete), November 2009
- Draft Trinidad Climate Action Plan, April 2010