



NOTICE AND CALL OF A MEETING OF THE
TRINIDAD PLANNING COMMISSION

The Trinidad Planning Commission will hold a specially scheduled meeting on
WEDNESDAY MARCH 4TH, 2020, AT 5:00 P.M.
in Town Hall at 409 Trinity Street.

The following items will be discussed:

- I. ROLL CALL
- II. APPROVAL OF AGENDA
- III. ITEMS FROM THE FLOOR
- IV. AGENDA ITEMS

Discussion / Decision / Public Hearing / Action

- 1. Water Policies: Continued discussion of water policies and standards for evaluating requests for new water service.
- 2. General Plan Update: (1) Discussion of revised Land Use Element (*continued from the February 19, 2020 workshop; please see packet materials from that meeting*); (2) update on Housing Element status and SB2 grant process.

- V. STAFF REPORT
- VI. ADJOURNMENT

The meeting packets can be accessed at the following link:
<http://trinidad.ca.gov/document-library/pc-meeting-packets-2020>



MEMORANDUM

TO: Trinidad Planning Commission

FROM: Trever Parker, City Planner

DATE: February 27, 2020

RE: Water Connection Policies (Outside City Limits)

I have amended the policies to address comments made at the City Council meeting (2/11) and the Planning Commission workshop (2/19). The changes are summarized below. I also provided some additional information regarding potential demand Service Area C so that compliance with General Plan Policy 27a can be better evaluated. Finally, I provided some additional information regarding growth rates and water demand estimates over the next 25 years for various growth rate scenarios.

Policy Language

I was not clear on what the Planning Commission wanted to do in terms of Health and Safety hook-ups. Those provisions would only be necessary for hook-ups outside of the Priority Service Area. There were some who felt that such hook-ups should not be considered, and/or that there should be a moratorium on all hook-ups outside the priority area(s). Without further guidance, I included Health and Safety hook-ups under the exceptions, but the standards remain the same, with some minor edits for clarification.

I also got direction to make Area C equal to or even above Areas A and B in priority. It was discussed that that would probably just require renumbering the sections. However, when I looked again at the policies, Areas A, B and C were already equally defined as the "Priority Service Area" and were also equal under the numbering hierarchy. The only reason Area C is separate from the others is because additional steps are required to serve that area, since it has currently has no City water infrastructure. Even if Area C was prioritized over A and B, I'm not sure it would make sense to put those policies first when they won't be used for years, when the policies for Areas A and B could be used immediately. I would like further direction on this issue.

Also, as requested, I made the City Council the responsible body for approving most hook-up requests. There was also a suggestion for applications to go first to the Planning Commission for recommendation to the Council. However, I did not add that provision without further guidance.

One of the comments at the Council meeting, and a topic of discussion at the last Planning Commission workshop, was how the loss rate in the system should be applied to the excess plant capacity. I spoke to City engineering staff about this. The existing leaks are basically static, and so losses should not increase with additional flow. And new connections and pipes should not leak either. However, there would be some loss in the production capacity due to the need for additional backwashing of the filters, but that would not be expected to be more than 10%, leaving a remaining production capacity of 43,200 gpd.

After the last meeting, it was suggested to me that users that already have an existing connection could be treated differently (i.e. preferentially). It is not a consideration that has come up at any of our meetings. Staff did discuss the issue at one point but did not see an advantage to the City of doing so. But I thought I should bring it up for discussion.

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. As you likely recall, Policy 27a 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) 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 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 partially 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). Trinidad Bay Trailer Courts averaged 27 gpd per space in 2019 and 37 gpd in August (27 gpd average in 2018 and 34 gpd peak). Hidden Creek had some anomalous water use in 2019 but averaged about 40 gpd per space over the year. Usage in July and August 2019 at Hidden Creek were less than the average annual usage; May was about double the usage of any other month, so was likely a leak. November had the second highest usage at 56 gpd. Because the amounts seemed off, I also looked at the 2018 usage, which averaged only 29 gpd per space, with a peak usage of 44 gpd (in October). 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.

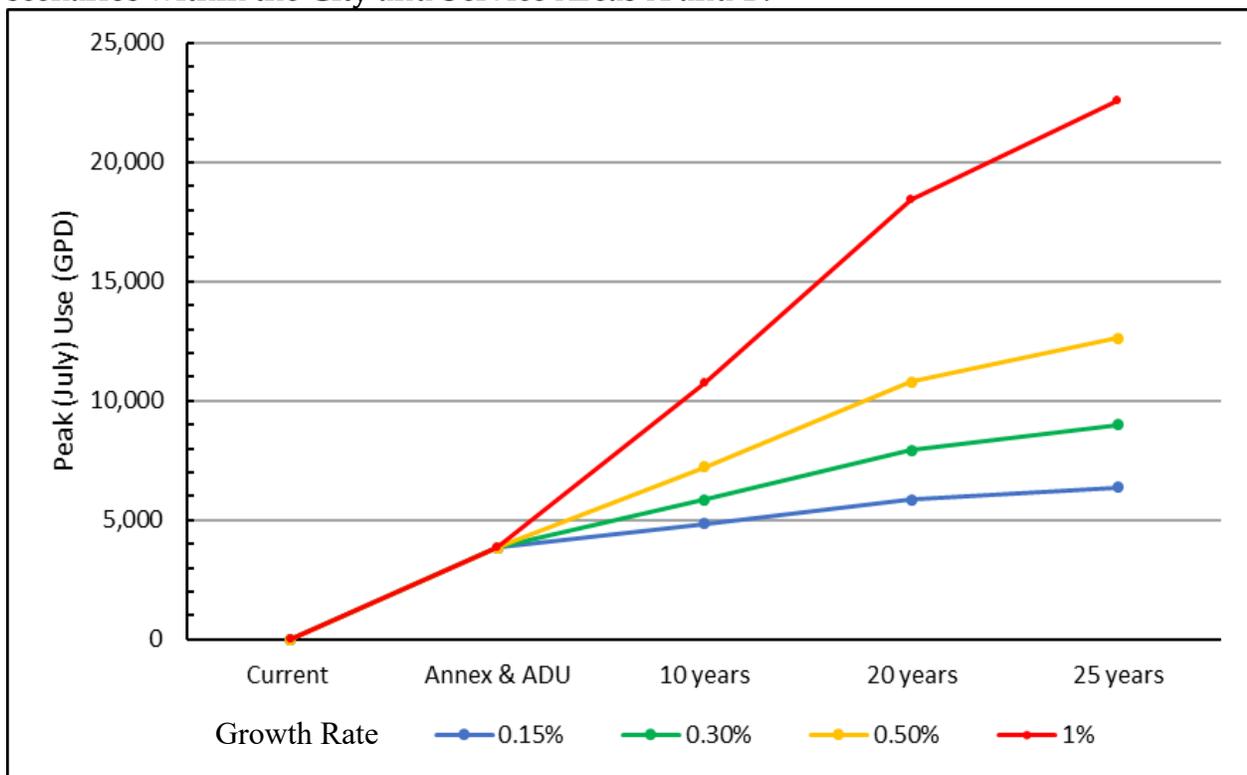
Another way to estimate water use in the CR zoned parcels is by area/density. RV parks are likely to be some of the highest water demanding uses that are allowed in the CR zone. And keep in mind that there are likely environmental and other factors that would limit the density and intensity of any allowable 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 purposely overestimated water demand in order to provide a factor of safety when planning for water service. This data provides further support 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 25 years rather than full-build-out (see more information below). 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.

Growth Rates

The Planning Commission requested some additional information regarding expected increased water demand due to growth over the next couple of decades. This is because we have mostly been looking at total build-out demand, but it is more realistic to look at a more limited time span, because conditions will likely change over the next 20 years. Figure 1 presents the expected increased demand over time under various growth rate scenarios. The Planning Commission requested a 20-year horizon, but I pushed it to 25 years, since it takes several years for any new policies to be implemented. The graph presents increased demand, so it starts at zero, and the tally should be compared to the 48,000 (or 43,200) gpd plant capacity we have been discussing. The “Annex and ADU” amount is the amount needed to serve existing development in Areas A and B that is not currently connected to the City’s water system and assuming passage of an ADU ordinance for the City. After that, the graph just shows increased demand over time with various growth rates.

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



Staff Recommendation

Review and discuss revised draft water policies and direct staff to make changes as needed.

Attachments

- Revised Water Connection Policies & Criteria

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.
- Droughts and climate change may impact the City's water supply and available capacity in the future.
- Limited data exists regarding flows on Luffenholtz Creek as well as other water rights and diversions within the watershed.
- 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. ~~Parcels with health and safety concerns are also a priority.~~

Application Requirements

All requests for water service outside city limits shall be subject to the following conditions and processes:

- 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
- 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
- Fees paid.* The applicant has paid all fees required to be paid; and

- D. *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 of the Public Works Department; and
- E. *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.
- F. *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.
- G. *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
- H. *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
- I. *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.
- J. *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 Areas.

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 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. ~~Service~~ Priority ~~ies~~ 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 ~~City Manager~~ 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 less than 5% of the City's remaining service capacity (whichever is less), and the City Manager may approve the connection if he/she issues a written determination that:

I. The connection's primary use will not be for the production of commercial cannabis and 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 or more than 5% of the city's remaining service capacity (whichever is less), and, the City Council/Manager may approve the connection issues a written determination that if the following findings can be made:

I. The connection's primary use will not be for the production of commercial cannabis and 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

[±]As averaged over any month

- 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 ~~Manager~~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 community. 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 ~~Manager~~Council, shall be due at the time of

the water service extension, regardless of timing of the annexation application.

III. If the City ~~Manager~~ 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 ~~a~~ 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 ~~Manager~~ Council shall issue a written determination that:

I. The connection's primary use will not be for the production of commercial cannabis and 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.

3.—

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. 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. 3. ~~Health and Safety Concern.~~ The City ~~Manager 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:

1a. 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

2b. 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 that~~ meets the following criteria:

aI. 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

bII. There is no other feasible alternative water source to the premises, and

cIII. 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 eCity Engineer as the public work's director requests, and

4e. If the connection requires an annual average of more than 500 gpd or 1,000 gpd as averaged over any one month more than 1,000 GPD, the City ~~Manager 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.

5d. 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

6e. 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.

7f. The service lateral shall not exceed the length of five hundred feet;

A.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 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.
4. 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



MEMORANDUM

TO: Trinidad Planning Commission

FROM: Trever Parker, City Planner

DATE: February 27, 2020

RE: General Plan Agenda Item - Housing Element Update

You may recall that last November/December, I reported that we would be applying 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 \$120,000. 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 again, because they got permission from HCD to help Trinidad complete its housing element in order to receive the grant funds. The timeline is extremely tight, but even if we don't make the deadline, the City still gets some free professional help on its housing element. Another round of similar funding is coming up as well. The upcoming LEAP (Local Early Action Planning) grant allows for a maximum of \$65,000 for a City the size of Trinidad, are also over-the-counter, and don't require a certified housing element. Staff will be submitting an application for that funding as well, but it is not due until July 1.

As part of the process for updating the housing element and obtaining certification, the City must conduct a public outreach meeting to provide information on the update process and timeline. Because of the short timeline, I took advantage of this scheduled special meeting. I am still working out the timeline and task list with PlaceWorks staff, who in turn is working with HCD to find out if the timeline will work out for the SB2 grant deadline. There are several things that could derail the process at this point. However, it doesn't hurt to try when \$120,000 is at stake; plus the effort includes free professional help.

For a little more history, the Planning Commission working 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. 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 will be difficult for Trinidad to meet the new requirements. Coastal Commission certification is likely to be another hurdle, but HCD will work with the Coastal Commission to help get their certification of it as needed, and that is not required for allocation of the grant funds.

In order to complete this process in the timeliest manner, it has been determined that the best approach will be to strip down the existing housing element and only include the minimum amount of information and policies required by HCD. We can add back other information and policies later or to another element. If this is going to work, I will need to send out notices regarding the update on Tuesday March 3. Then we would have it on the regular March 18 agenda for a public hearing and Planning Commission recommendation to the City Council. The City Council would then have to hold a public hearing and adopt the housing element at their April 14 meeting. I will have some additional information as to whether HCD agrees to this timeline, because they will have to review and certify the housing element very quickly to meet the grant allocation deadline.

I did not bother to print out the existing 53-page draft housing element for you, since it will be changing significantly, but it 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>