



City of Blue Lake

111 Greenwood Road-P.O. Box 458

Blue Lake, CA 95525

707-668-5655(P)

707-668-5916(F)

www.bluelake.ca.gov

City Council Agenda

Tuesday, February 24, 2026 ~ 6:30 p.m. ~ Regular Council Meeting

Skinner Store-111 Greenwood Road, Blue Lake California

Unless Otherwise Noted, All Items on the Agenda are Subject to Action.

Public Input can be given to the Council by emailing cityclerk@bluelake.ca.gov until 4:30 p.m. on the date of the meeting.

PLEASE NOTE that live meeting logistics will be prioritized. The quality of the Zoom teleconference meeting cannot be guaranteed. Technical challenges experienced by either the participant or the City will not interrupt or halt the progress of the meeting.

Public input may be facilitated by Zoom at the following meeting link:

<https://us02web.zoom.us/j/89195443149?pwd=n2BXoCk0zUMlpt64LQBgNo7ITAvC0u.1>

Meeting Id: 891 9544 3149

Passcode: 692866

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**
4. **APPROVAL OF AGENDA**
5. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – *The Public is invited to present petitions, make announcements, or provide other information to the City Council that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Council may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Council may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Council takes up each specific agenda item.*
6. **CONSENT AGENDA**
 - a. City Council Minutes for January 20, 2026 – Special Meeting
 - b. City Council Minutes for January 27, 2026 – Regular Meeting
 - c. Blue Lake Fieldbrook Little League Lease
 - d. Humboldt Fastpitch
 - e. Dog House Lease

ITEMS FOR COUNCIL DISCUSSION OR ACTION

- 7. Parks and Recreation Commission Appointment**
- 8. Request for Proposals – Seventh Cycle Housing Element Update – Award Contract to Planswest Partners**
- 9. Adopt Resolution 1254 for Update to Planning, Zoning, and Land Use Fee Structure**
- 10. Parks and Recreation Fee Update – Staff report will be supplemental to Council Packet**
- 11. Adopt Resolution 1255 Implementing the Adopted Water and Sewer rate increase for 2026 and Update the Turbidity Reduction Fee Pass Through**
- 12. Presentation by AdHoc Committee regarding Commissions Structure, Possible Consolidation, and Meeting Frequency**
- 13. COUNCIL CORRESPONDENCE**
- 14. REPORTS OF COUNCIL AND STAFF**
 - a. Ad hoc Committee Reports
 - b. Commission Updates
 - c. City Manager Report
- 15. FUTURE AGENDA ITEMS**
 - a. Building Permit Fee Updates
 - b. Update Signatories on Tri Counties Bank Accounts
 - c. Amending Blue Lake Municipal Code Chapter 13.12 Regulating Cross Connections
- 16. CLOSED SESSION AGENDA**
 - a. Public Comment on Closed Session agenda item(s).**
 - b. CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: Approximately three (3) acres of land that is a portion of City owned Assessor's Parcel Numbers 312-161-018-000 and 312-161-015-000
Agency Negotiator: John Sawatzky, Kat Napier, Jennie Short, City Manager; and Ethan Walsh (attorney for City) and Russ Gans (attorney for City)
Negotiating parties: DANCO parties Chris Dart, McKenzie Dibble
Under negotiation: Price and terms of payment.

c. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: Portions of APN Nos. 312-131-037-000, 312-131-045-0003, 312-131-046-000 and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of California.

Agency Negotiator: Jennie Short, City Manager; Ryan Plotz (attorney for the City)

Negotiating parties: Erin McClure, Trustee

Under negotiation: Price and terms.

d. Report Out of Closed Session

17. ADJOURN

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting the City Clerk at 707-668-5655, at least 24 hours prior to the commencement of the meeting.



Blue Lake City Council Minutes

Tuesday, January 20th, 2026 ~ 6:30pm ~ Special Council Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall

1 **1. CALL TO ORDER:** Mayor Sawatzky called the meeting to order at 6:30pm

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3 **2. PLEDGE OF ALLEGIANCE AND ESTABLISH A QUORUM OF THE COUNCIL**

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5 **COUNCILMEMBERS PRESENT:** City Manager Short established a quorum of council
6 members: Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
7 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-
8 Lusso

9 **COUNCILMEMBERS ABSENT:** None

10 **STAFF PRESENT:** City Manager Jennie Short, and Recreation Director Emily Wood

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12 **Motion by Council Member Lewis-Lusso** to move for the agenda to add comment
13 section between agenda item 2 and 3 for public comment. Second by Council Member
14 Napier.

15 **Voice Vote: Unanimous support to approve the motion**

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17 **3. PUBLIC COMMENT ON CLOSED SESSION ITEMS**

18 The following persons addressed Council:

- 19 • Rebecca Collins- Appointment of city clerk very important, provided council
20 members with a handout to highlight the function that a city clerk plays in a
21 city. Hopes that the city will provide guidance and resources for additional
22 trainings for new city clerk as needed.
- 23 • Julie Christie- Agrees with Rebecca, happy to see progress being made
24 towards bringing on city clerk. Looking forward to accountability.

25
26 **4. CLOSED SESSION – Two items:**

27 a. **PUBLIC EMPLOYEE APPOINTMENT:**

28 Title: City Clerk

29 **CONFERENCE WITH LABOR NEGOTIATORS**

30 Agency designated representatives: John Sawatzky, Councilmember, Kathryn Napier,
31 Councilmember; City Manager Jennie Short

32 Unrepresented Employee: City Clerk

33 b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

34 Property: Portions of APN Nos. 312-131-037-000, 312-131-045-000, 312-131-046-000,
35 and 312-190-010-000, in the unincorporated area of the County of Humboldt, State of
36 California.

37 Agency Negotiator: Ryan Plotz, City Attorney; Jennie Short, City Manager

38 Negotiating parties: Erin McClure, Trustee

39 Under negotiation: Price and terms of payment.

40 c. **CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION**

41 Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: one
42 case.



Blue Lake City Council Minutes

Tuesday, January 20th, 2026 ~ 6:30pm ~ Special Council Meeting
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- 5. **CONSENT AGENDA** – NONE
- 6. **COUNCIL CORRESPONDENCE**- NONE
- 7. **REPORTS OF COUNCIL AND STAFF** -NONE

Motion by Council Member Scafani to move into closed session. **Second by Council Member Bayles.**

Voice Vote: Unanimous support to approve the motion

- 8. **REPORT OUT OF CLOSED SESSION.** Council reconvened at Skinner Store at 10:50p.m. No Final Action to Report Out.

- 9. **Adjourn**

Prepared by: Samantha Green
City Clerk, City of Blue Lake

DRAFT



Blue Lake City Council Minutes

Tuesday, January 27th, 2026 ~ 6:30 pm ~ Regular Council Meeting
Location

1 **1. CALL TO ORDER:** Mayor Sawatzky called the meeting to order at 6:30

2
3 **2. PLEDGE OF ALLEGIANCE**

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5 **3. ROLL CALL AND ESTABLISH A QUORUM OF THE COUNCIL**

6
7 **COUNCILMEMBERS PRESENT:** City Manager Short established a quorum of council
8 members: Present: Mayor John Sawatzky, Mayor Pro Tem Elise Scafani, Council
9 Member Kat Napier, Council Member Terri Bayles, Council Member Michelle Lewis-
10 Lusso

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12 **COUNCILMEMBERS ABSENT:** None

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14 **STAFF PRESENT:** City Manager Jennie Short and Park and Recreation Director Emily
15 Wood.

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17 **4. APPROVAL OF THE AGENDA – Motion by Council member Scafani** to move agenda
18 item 17 after agenda item 11. **Second by Council member Lewis-Lusso.**
19 **Voice Vote: Unanimous support to approve the motion**

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21 **5. PUBLIC COMMENT ON NON-AGENDA ITEMS**

22 The following persons addressed Council:

- 23 • Tim Daniels with Bike Park Alliance announcing Feb 28th Mad Scramble
24 Fundraiser for bike park
- 25 • Julie Christie- Suggested investing in a conference speaker for better audio
26 and discussed Mckinleyville bike park planning
- 27 • Letter received from Kent Sawatzky regarding consent agenda item 6.j

28 **6. CONSENT AGENDA**

- 29 a. Corrected City Council Minutes for April 22nd, 2025 – Regular Meeting
 - 30 b. Corrected City Council Minutes for June 24th, 2025 - Regular Meeting
 - 31 c. Corrected City Council Minutes for June 27th, 2025 – Special Meeting
 - 32 d. Corrected City Council Minutes for July 3rd, 2025 – Special Meeting
 - 33 e. Corrected City Council Minutes for October 28th, 2025 – Regular Meeting
 - 34 f. Corrected City Council Minutes for November 25th, 2025 – Regular Meeting
 - 35 g. City Council Minutes for December 23rd, 2025 - Regular Meeting
 - 36 h. Receive Disbursements for Period of December 1st – December 31st 2025
 - 37 i. Adopt amended Resolution 1246 “Comfort Zone Variance” to replace Resolution
38 1245 “Comfort Zone Variance”
 - 39 j. Approve Professional Service Agreement Between City of Blue Lake and
40 Colantuono, Highsmith, & Whately, PC.
- 41



Blue Lake City Council Minutes

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7. PUBLIC COMMENT ON CONSENT AGENDA ITEMS

The following persons addressed council:

- Adelene Jones: Wondering why minutes don't indicate first and second motion for adjourned meetings
- Julie Christie: Shared same concerns, would prefer that first and second motions made for adjourned meetings, but

Motion by Council Member Lewis-Lusso to approve Consent Agenda, Second by Council Member Bayles.

Voice Vote: Motion passed unanimously.

ITEMS FOR COUNCIL DISCUSSION OR ACTION

8. APPROVE RESOLUTION 1249 DECLARATION OF CERTIFICATION OF RESULTS FROM THE SPECIAL 2026 MUNICIPAL RECALL ELECTION

On January 6, 2026 a special municipal election was held in the City of Blue Lake, and voters were asked to vote by mail-in ballot whether Council member Elise Scafani be recalled (removed) from the office of Blue Lake City Council Member. The Humboldt County Registrar of Voters has completed the canvass of the results, and the attached Resolution has been prepared for adoption. The election results are attached as "Exhibit A" to Resolution 1249 and indicates that Councilmember Scafani has not been recalled from the City Council, and will remain in service in the office of Councilmember through the remainder of the term, ending 2026.

Public Comment:

- Adelene Jones: Noted low participation for recall election
- Julie Christie: Happy to hear that elections office helped reduce financial burden on the city. Thanked council for their service
- Juan Cervantes: Staff went above and beyond to help which kept costs low
- Tracy F: Relieved that recall is done and looking forward to moving forward

Motion by Council member Napier to approve Resolution 1249 "Declaring result from the special municipal recall election dated January 6th 2026"; and pursuant to section 34459 and 34460 of the Government Code, the acting city clerk is directed to file the adopted measure to the Secretary of State Office. Second by Council member Bayles.

Voice Vote: Motion passed unanimously



Blue Lake City Council Minutes

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9. APPROVE PROPOSED FRAMEWORK AND TIMELINE FOR FY 26-27 BUDGET DEVELOPMENT AND ADOPTION; DISCUSS PROPOSED BUDGET MONITORING AND CONTROLS

In recent years the frequency for presentation of financial statements to the Council has varied. In an effort to set up realistic expectations with the recent complete turnover in Finance department staff, two options for the frequency of financial statements are proposed for Council's consideration.

Council was asked to consider and select a frequency for financial statement presentation (option 1: quarterly or option 2: semi-monthly), appoint an Ad Hoc Finance Committee, and provide direction as appropriate.

Public Comment:

- Julie Christie: Referenced Humboldt County Fair Board and lighthouse group that produces monthly reports

**Motion by Council member Scafani to approve option 1 Proposed Timeline for FY 26-27 Budget Development and Adoption of Ad Hoc Finance Committee of Council Members Napier and Bayles. Second by Council member Lewis-Lusso.
Voice Vote: Motion passed unanimously**

10. APPROVE THE SCHEDULE OF CITY COUNCIL MEETINGS FOR 2026

To accommodate the November general municipal election and holiday season, Council is asked to review and consider revising possible meeting dates as follows. Discussing these dates now will assist staff in effectively managing agendas and reports.

Council is also asked to discuss need to pre-set Special Meeting dates based upon following conversations from the previous agenda item

Public Comment:

- Adelene Jones: Has personal preference for November 17th and December 15th
- Julie Christie: Would like review of ordinance that addresses two council meetings a month

Motion by Council member Scafani to accept proposed 2026 Regular City Council Meeting Scheduled meetings normally held the forth Tuesday of each month, with the following exceptions: Move November meeting to the 17th and hold a special meeting on December 8th Second by Council member Lewis-Lusso.

Voice Vote: Motion passed unanimously



Blue Lake City Council Minutes

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11. APPROVE RESOLUTION 1250 FOR APPOINTMENT OF INTERIM CITY CLERK

Jill Duffy, Interim City Manager, was appointed Acting City Clerk at the continued Council meeting of August 26, 2025 (meeting was held August 27, 2025). The permanent City Manager, Jennie Short, assumed office on January 5, 2026, and Ms. Duffy is no longer employed by the City; however she continues to voluntarily assist with Acting City Clerk obligations during this transitional period.

Public Comment:

- Adelene Jones: Requests open-mindedness when city staff is required to step into other roles (ie City Manager as acting City Clerk)

Motion by Council member Bayles to approve Resolution 1250, Appointing Jennie Short as acting City Clerk. **Second by Lewis-Lusso**

Roll Call Vote:

Sawatzky: Aye
Napier: Aye
Lewis-Lusso: Aye
Scafani: Aye
Bayles: Aye

12. RECEIVE AND APPROVE REVISED FISCAL YEAR 25-26 BUDGET, APPROVE RESOLUTION 1251; TAKE ACTION AS APPROPRIATE

Receive and approve the fourth Revised Fiscal Year 2025-26 Budget presentation and approve Resolution No. 1251 "Fiscal Year 2025-26 Budget Adoption". Budget Ad hoc members Napier and Bayles met with City Manager Short and former interim City Manager Duffy on Tuesday, January 20 to review and discuss this report and recommends Council adopt the FY 2025-26 Budget as presented.

Public Comment:

- Adelene Jones: Expressed disappointment in City Manager's salary relative to the previous administration

Motion by Council member Lewis-Lusso to Approve the Organizational Chart as presented and the Classification Pay Plan effective January 5th 2026 and approve Resolution 1251 FY 25-26 Budget Adoption. **Second by Council member Scafani**

Voice Vote: Motion passed unanimously



Blue Lake City Council Minutes

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13. COMMISSON CONSOLIDATION AND RECRUITMENT DISCUSSION

Council created an Ad Hoc Committee to evaluate the existing commissions and to make recommendations for possible changes to the structure and duties of the commissions. A presentation will be made by the Committee and further discussion regarding direction may be provided

Public Comment:

- Mardi Granger: Loves the idea, makes sense
- Lin Glen: Questions regarding logistics of combining commissions and fiscal impact
- Adalene Jones: Doesn't see overlap of commissions or need to combine
- Justin: More people in a meeting may present difficulties with video logistics, space for seating, quorum requirements
- Julie Christie: Commissions have been difficult to fill, can see incorporation between some of the commissions

Council took a 5 minute break

14. APPOINTMENT TO ARTS & HERTIAGE COMMISSION

The terms of three (3) of the five City's Park and Recreation Commissioners are set to expire on January 30th, and there is an existing vacancy for an unexpired term ending January 2027. City Council is asked to consider and discuss the three received applications for either reappointment or appointment to the commission.

Motion by Council member Scafani to appoint Shamus Kistner to serve on the Arts and Heritage Commission. Second by Lewis-Lusso.

Voice Vote: Motion Passed Unanimously

Public Comment:

- Adalene Jones: In support of Sherri Green

Motion by Council member Scafani to appoint Sherri Green to serve on the Arts and Heritage Commission. Second by Bayles.

Voice Vote: Motion Passed Unanimously

15. APPOINTMENT TO ECONOMIC DEVELOPMENT COMMISSION

The terms of three (3) of the five City's Economic Development Commissioners are set to expire on January 30th. Two of the Commissioners have opted to not apply for reappointment, and at the time of report publication staff is awaiting whether the third Commissioner has decided whether to apply for reappointment

NO ACTION; Lack of applicants.



Blue Lake City Council Minutes

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16. APPOINTMENT TO PARKS & RECREATION COMMISSION

The terms of three (3) of the five City's Park and Recreation Commissioners are set to expire on January 30th, and there is an existing vacancy for an unexpired term ending January 2027. City Council is asked to consider and discuss the three received applications for either reappointment or appointment to the commission.

Public Comment: None

Motion by Council member Scafani to the reappoint Bettina Eppes and Jan Henry to the Parks and Recreation Commission. **Second by Lewis-Lusso**
Voice Vote: Motion passed unanimously

17. APPOINTMENT TO PUBLIC SAFETY COMMISSION

The terms of three (3) of the five City's Public Safety Commissioners are set to expire on January 30th, 2026. City Council is asked to consider and discuss received applications for either reappointment or appointment to the commission.

Public Comment:

- Julie Christie: Commends the commission applicants

Motion by Council Member Napier to appoint Ted Hales to the Public Safety Commission.
Second by Council Member Bayles
Voice Vote: Motion passed 4:1, Council Member Scafani recused herself

Motion by Council Member Lewis-Lusso to appoint Josha Stark to the Public Safety Commission. **Second by Council Member Napier.**
Voice Vote: Motion passed 4:1, Council Member Scafani recused herself

Motion by Council Member Lewis-Lusso to appoint Angela Dare to the Public Safety Commission. **Second by Council Member Napier**
Voice Vote: Motion passed 4:1, Council Member Scafani recused herself

18. APPOINTMENT TO PLANNING COMMISSION

The Blue Lake Planning Commission consists of five members and requires three members for a quorum. Since October 2025 the Commission has lacked a quorum due to three vacancies, preventing regular Commission meetings and the review of planning project applications (variances, conditional use permits, site reviews, etc) under the Blue Lake Municipal Code. The lack of a Planning Commission quorum impedes the City's ability to process development applications.

NO ACTION; Lack of quorum, staff directed to assist with recruitment



Blue Lake City Council Minutes

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Location

245
246 **19. COUNCIL CORRESPONDENCE**

247 **Email received from Kent Sawatzky regarding closed session item**
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249

250 **20. REPORTS OF COUNCIL AND STAFF**

- 251 a. Ad hoc Committee Reports
252 b. Commission Updates
253 c. City Manager Report
254

255 **21. FUTURE AGENDA ITEMS BY REQUESTED BY COUNCIL**

- 256 • Two meetings per month
257 • Commission consolidation/scheduling options
258 • How/when to designate the Mayor
259 • Visioning/working meeting for budget community visioning/general plan
260 circulation
261

262 **Public Comment**

- 263 • Julie Christie and Lin Glenn
264 •

265 **22. CLOSED SESSION AGENDA:**

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267 **Public Comment on Closed Session agenda item(s)**

- 268 • Julie Christie
269

270 **Motion by Council Member Scafani to move into closed session. Second by Council**
271 **Member Bayles.**

272 **Voice Vote: Motion passed unanimously**
273

274 **Council convened into Closed Session for for the purpose of CONFERENCE WITH REAL**
275 **PROPERTY NEGOTIATORS**

276 **Property: Portions of APN Nos. 312-131-037-000, 312-131-045-0003, 312-131-046-**
277 **000 and 312-190-010-000, in the unincorporated area of the County of Humboldt,**
278 **State of California.**

279 **Agency Negotiator: Jennie Short, City Manager; Ryan Plotz (attorney for the City)**
280 **Negotiating parties: Erin McClure, Trustee**
281 **Under negotiation: Price and terms.**
282

283 **Report Out of Closed Session.**
284
285



Blue Lake City Council Minutes

Tuesday, January 27th, 2026 ~ 6:30 pm ~ Regular Council Meeting
Location

Adjourn at 10:23pm

Prepared by: Samantha Green
City Clerk, City of Blue Lake

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DRAFT



City of Blue Lake

Staff Report

Consent 6c
Agenda Item #:
Meeting Date: 2/24/26
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Blue Lake Fieldbrook Little League Lease
Recommended Action: That the City Council:
1. Approve proposed agreement between the City and Blue Lake Fieldbrook Little League
2. Authorize the City Manager to sign the agreement

BACKGROUND: Blue Lake Fieldbrook Little League has collaborated with the City since 1991 for annual field rentals and maintenance assistance at Perigot Park.

DISCUSSION: This proposed annual agreement is between the City of Blue Lake and Blue Lake Fieldbrook Little League (BLFLL).

The general terms of this arrangement are the following:

- Lease of Iorg Field, the Support Building, and the Storage Shed for the period of March 1st through October 31st, 2026.
- Lease of Clemence Field on Tuesdays and Thursdays from 3:30 to 6:30p.m., from March 1st through June 13th of each year for practices and extra games; *provided that*, League use of Clemence Field shall not interfere with the City's use of the same field for other leagues and/or events scheduled in Perigot Park.

FISCAL IMPACT: \$1,000 revenue from BLFLL to the City. This revenue would be posted to 10-4403-425 in the City's accounting system.

ALTERNATIVES: Direct staff to make any suggested revisions to the agreement before approval.

ATTACHMENTS: Blue Lake Fieldbrook Little League Lease

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

AGREEMENT FOR THE USE, REPAIR, MAINTENANCE, AND CLEANING OF SUPPORT BUILDINGS, IORG FIELD AND CLEMENCE FIELD

This Agreement is made and entered into in duplicate this March 1st, 2026, by and between the City of Blue Lake, a general law municipal corporation (hereinafter referred to as "City"), and the Blue Lake Fieldbrook Little League (hereinafter referred to as "League").

WITNESETH:

WHEREAS, City is the owner and operator of Iorg Field, including the support building containing bathrooms, concession stand, and announcer's booth (hereinafter referred to as "Support Building"), along with equipment storage shed (hereinafter referred to as "Storage Shed"), at Perigot Park in the City of Blue Lake, California; and,

WHEREAS, City is also owner of Clemence Field, the soft ball field on the north west corner of Perigot Park in the City of Blue Lake, California; and,

WHEREAS, City and League entered into a certain agreement for the construction, use, repair, maintenance, and cleaning of Support Building on Iorg Field dated January 22, 1991, as amended September 8, 1992, April 13, 1999, and a certain agreement for the use, repair maintenance, and cleaning of Support Building on Iorg Field dated July 8, 2003, March 28, 2006, and March 8, 2011 (hereinafter collectively referred to as "Prior Agreements"); and,

WHEREAS, the term of Prior Agreements, as amended, expired on October 31st, 2025; and,

WHEREAS, pursuant to the Prior Agreements, as amended, League has erected and donated to the City the Support Building on Iorg Field for the use of the League and the general public; and,

WHEREAS, during the 2015-16 season, the League procured and installed a new scoreboard, replaced the refrigerator, upgraded fencing, rehabilitated the batting cages, purchased and installed new red-rock for Iorg Field, painted the Support Building, Storage Shed, and dugouts, repaired electrical system on field, and various other repair and maintenance of Iorg Field beyond that required in the lease agreement; and,

WHEREAS, League and City wish to enter into a new agreement for the use, repair, maintenance, and cleaning of the Support Building, Iorg Field and Clemence Field commencing Sunday, March 1st, 2026; and,

WHEREAS, the execution of this Agreement will increase and improve recreational opportunities within the City; and,

WHEREAS, the League will assume all maintenance of the Iorg Field, Support Building and Storage Shed, during their use of these facilities, saving the City from General Fund expenditures.

NOW, THEREFORE, in consideration of the covenants and mutual promises herein contained, it is agreed between City and League as follows:

1. *Lease to League.* City leases Iorg Field, the Support Building located at 303 Chartin Road, and the Storage Shed to the League at no charge for the period of time March 1st through October 31st of each year during the term of this Agreement. In addition, the League shall have the right to use Clemence Field on Tuesdays and Thursdays from 3:30 to 6:30 p.m. , March 1st through June 13th of each year for practices and extra games; *provided that*, League use of Clemence Field shall not interfere with the City's use of the same field for other leagues and/or events scheduled in Perigot Park.

NOTICE: 2026 Dates that Iorg/Clemence Field is UNAVAILABLE due to pre-reserved events* - 6/4/26, 6/6/26, 6/13/26, 6/20/26, 7/18/26, 8/9/26, 8/15/26, 9/12/26, 9/19/26, 9/26/26 (*Including but not limited to)

No permanent alterations to Clemence Field shall be made. The Iorg Field, Clemence Field, Support Building and Storage Shed are collectively referred to as the "Premises." League shall have the right to use the Premises, at all reasonable times during said usage period, without Parks and Recreation Director's approval, and shall have precedence in scheduling use of the Iorg Field and Support Building over all other members of the general public, provided that the League is in operation, is in good standing under this Agreement, and complies with the following conditions:

(1) With respect to the Premises leased under this Agreement, League shall maintain the insurance specified below.

The City reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve League from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the term of this lease.

- A. Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
- B. Coverage shall be on a standard occurrence form.
- C. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; the General Aggregate shall apply separately to each location. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If League maintains higher limits than the specified minimum limits required, the City shall be entitled to coverage for the higher limits maintained by the League.
- D. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the City. The League is responsible for any deductible or self-insured retention and shall fund it upon the City's written request, regardless of whether the League has a claim against the insurance or is named as a party in any action involving the City.
- E. The City shall be endorsed as an additional insured for liability arising out the ownership, maintenance or use of that part of the premises leased to the League for ongoing and completed operations.

- F. The insurance provided to the City as an additional insured shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by the City.
 - G. The policy shall cover inter-insured suits and include a "separation of insureds" or "severability" clause which treats each insured separately.
- (2) League shall hold harmless, defend and indemnify the City its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the use of facilities described herein, caused in whole or in part by any negligent act or omission of the League, any League contractor or subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the City its officers, officials, employees and volunteers.
 - (3) League shall abide by the maintenance and repair requirements of said Agreement, as found in section 3 (B).
 - (4) League shall abide by City's established written rules and regulations governing the use and maintenance of any and all Perigot Park facilities and grounds.
 - (5) Immediately following the conclusion of League's usage period of March 1st through October 31st of this year, League will either remove from the site or lock away and secure in on-site storage provided by City any personal belongings, including cooking appliances and food items.
 - (6) The refrigerator will remain in the concession stand year round available for public use while renting the facility.
 - (7) League shall provide a calendar of League games and events for each season (spring and fall) one week prior to the first game of each season of each year. Games and/or events requested but not submitted on the calendar are subject to advance approval by the Director of Parks & Recreation.
 - (8) League shall ensure that trash, garbage, and debris are picked up following each League usage of the Iorg and Clemence Field facilities. Failure to do so shall result in the City's clean-up costs being charged to League.

2. *Rules and Regulations.* City shall adopt reasonable rules and regulations including requirements for users, including League, which may be amended by the City.

3. (a) *Restrooms.* The Storage Building has been constructed, approved, and accepted in accordance with the terms of Prior Agreements, and is now the property of the City and designated as a Perigot Park facility. The restrooms housed in the Support Building shall remain under the sole jurisdiction of the City through its Parks & Recreation Department. League shall be given access for restroom use between March 1st and October 31st of this year except that Parks and Recreation Director may open restrooms to the general public for special events which are not in conflict with scheduled Little League games. The restrooms will be closed to public use from November 1st to February 28th of this calendar year. League will be responsible for cleaning and restocking of the restrooms during each

League season and in accordance with usage of the Premises, with the City providing the League with janitorial supplies. Requests for more supplies may be made via email to the Parks & Recreation Director or call City Hall. Failure to do so may result in cost recovery of staff time and materials.

(b) *Maintenance and Repairs.* League shall have the sole responsibility for the cleaning and general maintenance of Iorg Field, the Support Building, and the Storage Shed from March 1st through October 31 of each year. All repairs, other than general maintenance, should be directed to the City for completion. City shall have the responsibility for any and all repairs to Iorg Field, Clemence Field, the Support Building and the Storage Shed. League shall reimburse to City the cost to City of any necessary repairs caused by the negligence of the League or its agents or assigns.

4. *City insurance.* City shall have the sole responsibility for structural insurance and liability insurance for users other than League, its successors and assigns.
5. *Locks.* City shall have free and open access to the Support Building at all times. The City may install locks on the building. The Parks and Recreation Director may check out keys to authorized League representatives. Keys shall not be duplicated. Keys shall be returned to the Parks and Recreation Director at the end of the season, if requested. Equipment Storage Shed combination shall be changed each year, and the combination shall be given to Parks and Recreation Director.
6. *Concession Stand.* League shall have the sole right to use and operate the concession stand located in the Support Building between March 1st and October 31st of this year during the term of this Agreement. From November 1st through February 28th of each year during the term of this Agreement, applicants for the use of Iorg Field shall also have the option of renting the Support Building at a rate set by and paid to the City.
7. Use by the general public of the League's equipment in the concession stand and announcer's booth will not be allowed except with the prior express written permission of the League. From March 1st through October 31st of this year during the term of this Agreement, League shall have the exclusive right to set and collect fees for sale of concessions items at Iorg Field. The League agrees to acquire and maintain all necessary permits from Humboldt County Environmental Health and/or other required entities for concession sales.
8. League shall reimburse to City a flat rate of \$1000 by June 1 of each calendar year, for costs incurred from the use of the building: water, trash, sewer, electricity, and janitorial supplies during the months from March 1st through October 31st of this year during the term of this Agreement.
9. *Other.* The League is not authorized to sublease Iorg Field and other facilities to other leagues or any other party. Any fixed improvements made by the League become the property of the City of Blue Lake. Installation of any temporary storage sheds shall be approved by the Parks and Recreation Director prior to installation but shall remain the property of the League.
10. The term of this Agreement, including the League's right to preferential use of the building shall commence on March 1st, 2026 and end on October 31, 2026.
11. League shall not assign this Agreement or their rights under this Agreement without the written consent of the City.
12. Any material breach of any of the terms or provisions of this Agreement shall constitute cause for

termination of this Agreement. City shall give ten (10) days written notice of any such breach, and if League fails to correct such breach within said ninety days, City may terminate this Agreement.

13. IN WITNESS WHEREOF, this Agreement is executed in duplicate and made effective as of March 1st, 2026.

CITY OF BLUE LAKE REPRESENTATIVE

BLUE LAKE FIELDBROOK LITTLE LEAGUE

JENNIE SHORT
CITY MANAGER

BLFLL
PRESIDENT

Date: _____

Date: _____

ATTEST:

SAMANTHA GREEN
CITY CLERK



City of Blue Lake

Staff Report

Consent Agenda **6d**
Item #:
Meeting Date: 2/24/26
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Humboldt Fastpitch Lease
Recommended Action: That the City Council:
1. Approve proposed agreement between the City and Humboldt Fastpitch Association
2. Authorize the City Manager to sign the agreement

BACKGROUND: Humboldt Fastpitch Association has collaborated with the City since 2018 for annual field rentals at Perigot Park.

DISCUSSION: This proposed annual agreement is between the City of Blue Lake and Humboldt Fastpitch Softball Association.

The general terms of this arrangement are the following:

- Lease of Clemence Field on Mondays, Wednesdays, and Fridays from 4:30 to 7:30 p.m., and Saturdays from 9:00 a.m. to 5:00 p.m., for the period of March 9th, 2026 through June 13th, 2026 for practices and games; *provided that*, Association's use of Clemence Field shall not interfere with the City's use of the same field for other leagues and/or events scheduled in Perigot Park.

FISCAL IMPACT: \$700 payment from Humboldt Fastpitch Softball Association to the City. This revenue would be posted to 10-4408-425-00 in the City's accounting system.

ALTERNATIVES: Direct staff to make any suggested revisions to the agreement before approval.

ATTACHMENTS:

Humboldt Fastpitch Agreement

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

AGREEMENT FOR THE USE OF CLEMENCE FIELD HUMBOLDT FASTPITCH SOFTBALL ASSOCIATION

This Agreement is made and entered into in duplicate this 9th day of March, 2026, by and between the City of Blue Lake, a general law municipal corporation (hereinafter referred to as "City"), and the Humboldt Fastpitch Softball Association (hereinafter referred to as "Association").

WITNESETH:

WHEREAS, City is the owner and operator of Clemence Field, including the concession stand and announcer's booth, along with the equipment storage shed, at Perigot Park in the City of Blue Lake, California; and,

WHEREAS, Association and City wish to enter into a new agreement for the use of Clemence Field commencing March 9th, 2026; and,

WHEREAS, the execution of this Agreement will increase and improve recreational opportunities within the City; and,

NOW, THEREFORE, in consideration of the covenants and mutual promises herein contained, it is agreed between City and League as follows:

1. *Lease to Association.* City leases Clemence Field for a fee of \$700 to the Association to be paid to the City before the lease period start date of March 9th, 2026, during the term of this Agreement. In addition, the Association shall have the right to use Clemence Field on Mondays, Wednesdays, and Fridays from 4:30 to 7:30 p.m., and Saturdays from 9:00 a.m. to 5:00 p.m. only, March 9th, 2026, through June 13th, 2026 for practices and games; *provided that*, Association use of Clemence Field shall not interfere with the City's adult league's use of the same field or park usage due to a pre-reserved event; including existing reservations on 6/6/26 and 6/13/26 . An online calendar of City events that may impact the use of Clemence Field can be found on the City's website.
2. Association must drag, supply the league's base plugs, and prepare the Clemence infield after Saturday field usage in preparation for the City's adult league (taking place on Sunday's). No permanent alterations to Clemence Field shall be made without prior approval by the Director. Association shall have the right to use Clemence Field, during said usage period and shall have precedence in use of the Clemence Field over all other members of the general public besides the operation of City Sponsored Events and prior reservations made through the City's Parks & Recreation Department - (including but not limited to tentative dates of 6/6/26 and 6/13/26), provided that the Association is in operation, is in good standing under this Agreement, and complies with the following conditions:

(1) With respect to the Premises leased under this Agreement, Association shall maintain the insurance specified below.

The City reserves the right to review any and all of the required insurance policies and/or endorsements, but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve Association from, nor be construed or deemed a waiver of its obligation

Administrative Draft – Wood 21926
Humboldt Fastpitch Association – Annual Lease

to maintain the required insurance at all times during the term of this lease.

- Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01.
- Coverage shall be on a standard occurrence form.
- Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; the General Aggregate shall apply separately to each location.

The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If Association maintains higher limits than the specified minimum limits required, the City shall be entitled to coverage for the higher limits maintained by the Association.

(A) Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the City. The Association is responsible for any deductible or self-insured retention and shall fund it upon the City's written request, regardless of whether the Association has a claim against the insurance or is named as a party in any action involving the City.

(B) The City shall be endorsed as an additional insured for liability arising out of the ownership, maintenance or use of that part of the premises leased to the Association for ongoing and completed operations.

(C) The insurance provided to the City as an additional insured shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by the City.

(D) The policy shall cover inter-insured suits and include a "separation of insureds" or "severability" clause which treats each insured separately.

(2) Association shall hold harmless, defend and indemnify the City its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the use of facilities described herein, caused in whole or in part by any negligent act or omission of the Association, any Association contractor or subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the City its officers, officials, employees and volunteers.

(3) Association shall abide by the repair requirements of said Agreement, as found in section 3.

(4) Association shall abide by City's established written rules and regulations governing the use and maintenance of any and all Perigot Park facilities and grounds.

(5) Immediately following the conclusion of Association's usage period of March 9th, 2026 through June 13th, 2026, Association will remove from the site any personal belongings.

3. *Rules and Regulations.* City shall adopt reasonable rules and regulations including requirements for users, including Association, which may be amended by the City.

4. All repairs, other than general maintenance, should be directed to the City for completion. City shall have the responsibility for any and all repairs to Clemence Field the Support Building and the Storage Shed. Association shall reimburse to City the cost to City of any necessary repairs caused by the negligence of the Association or its agents or assigns

5. *Other.* The Association is not authorized to sublease Clemence Field and other facilities to other leagues, associations, or any other party. There will be no fixed improvements made by the Association on the property of the City of Blue Lake without the consent of the City. Any fixed improvements made by the Association will become the property of the City. The Association must clear all debris, equipment, or litter left by the Association or its members after each usage.

6. The term of this Agreement, including the Association's right to preferential use of Clemence Field shall commence March 9th, 2026 and end on June 13th, 2026.

7. Association shall not assign this Agreement or their rights under this Agreement without the written consent of the City.

8. Any material breach of any of the terms or provisions of this Agreement shall constitute cause for termination of this Agreement. City shall give five (5) days written notice of any such breach, and if Association fails to correct such breach within said five (5) days, City may terminate this Agreement

IN WITNESS WHEREOF, this Agreement is executed in duplicate and made effective as of March 9th, 2026.

CITY OF BLUE LAKE

HUMBOLDT FASTPITCH SOFTBALL ASSOCIATION

JENNIE SHORT
CITY MANAGER

KELLY HELMS
PRESIDENT

Date:_____

Date:_____

ATTEST:

SAMANTHA GREEN
CITY CLERK

Date:_____



City of Blue Lake

Staff Report

Consent 6e
Agenda Item #:
Meeting Date: 2/24/26
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Dog House Lease
Recommended Action: That the City Council:

1. Approve proposed agreement between the City and Darcey Lima
2. Authorize the City Manager to sign the agreement

BACKGROUND: 'The Dog House', founded by Darcey Lima; is a casual restaurant serving hot food located within the Clemence Snack Bar at Perigot Park. The City collaborated with Darcey Lima in prior years for rental of the Clemence Snack Shack in efforts to improve the service and revenue of the Clemence Snack Bar, further economic development and promote access to food within the City.

DISCUSSION: This proposed annual agreement is between the City of Blue Lake and Darcey Lima (business owner of 'The Dog House')

The general terms of this arrangement are the following:

- Lease of Clemence Snack Bar for up to six (6) days a week.
- The proposed monthly rental rate for Clemence Snack Bar would vary with a summer and winter rate due to business trends and inflation costs.
- The winter rate pertains to the months October – March and is proposed at \$350/month.
- The summer rate pertains to the months April – September and is proposed at \$450/month.
- The tenant (Darcey Lima) is responsible for payment of the associated 'Full Prep Food Facility Permit'; totaling \$1,170; and any other permits required by regulatory authorities to legally operate 'The Dog House' at the Clemence Snack Bar.

FISCAL IMPACT: The City would monetarily receive \$4,800 through monthly rental payments from the tenant; in addition to a cost savings of \$1,170 annually by adjusting financial responsibility of facility permits required by Humboldt County Environmental Health. Considering both rental payments and permit adjustment; the City's total 'revenue' equates to \$5,970.00. This revenue would be posted to 10-4408-425-00 in the City's accounting system.

ALTERNATIVES: Direct staff to make any suggested revisions to the agreement before approval.

ATTACHMENTS: Dog House Lease

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

ANNUAL AGREEMENT FOR THE USE OF CLEMENCE SNACK BAR AT PERIGOT PARK

This Agreement is made and entered with all terms listed below on the 1st day of January 2026, by and between the City of Blue Lake (hereinafter referred to as "City"), and Darcey Lima (hereinafter referred to as "Ms. Lima").

WITNESETH:

WHEREAS, City is the owner and operator of the Clemence Snack Bar, at Perigot Park in the City of Blue Lake, California; and,

WHEREAS, the term of Prior Agreements, as amended, expired on December 31st, 2025; and,

WHEREAS, the City currently operates a food service facility at the Clemence Snack Bar; and,

WHEREAS, Ms. Lima proposed to the Parks & Recreation Department her desire to utilize the Clemence Snack Bar up to six (6) times per week as a casual restaurant serving hot food under the name *The Dog House*, serving hotdogs and sandwiches; and,

WHEREAS, Ms. Lima and City wish to enter into a new annual agreement for the use of Clemence Snack Bar as *The Dog House* commencing January 1st, 2026; and,

WHEREAS, the execution of this Agreement will increase and improve dining opportunities within the City; and,

WHEREAS, the City desires to improve the service and revenue of the Clemence Snack Bar to further economic development within the City and to support the upkeep and maintenance of the park facilities; and,

NOW, THEREFORE, in consideration of the covenants and mutual promises herein contained, it is agreed between City and Ms. Lima as follows:

1. Ms. Lima will be billed as a monthly rental for usage of the Clemence Snack Bar. The monthly rental includes access to the Clemence Snack Bar for six (6) days a week from the hours 9am-9pm. Ms. Lima may serve during baseball games in respect to her allotted days. The monthly rental rate for Clemence Snack Bar will vary with a summer and winter rate due to business trends and inflation costs. The winter rate pertains to the months October – March and is \$350/month. The summer rate pertains to the months April – September and is \$450/month. If any outstanding payments are due before the approval and execution of this agreement, outstanding payments will be

subject to rates in prior agreement. Monthly rental fees will support the Parks & Recreation Department. The tenant is responsible for payment of any associated Full Prep Food Facility Permit and/or other permits required by Humboldt County Environmental Health for legal operation of the business.

2. A cleaning deposit of \$50 is required upfront for ongoing facility rentals. This deposit will remain on file from the previous year until otherwise returned upon request.
3. Ms. Lima will provide the City with 48-hour notice of all planned facility closures. City staff can be notified by calling 707-668-5655 or by email at parksdirector@bluelake.ca.gov,
4. A monthly inspection may be conducted by Parks & Recreation staff to assure the facility is clean and in proper condition. If the facility does not meet weekly inspection standards, facility usage will be suspended until items that did not pass inspection have been remedied. Public Works will assist with any immediate repairs necessary, although larger repairs may require a third party for assistance.
5. Ms. Lima must notify staff of any cancellations or will be charged as if the facility was used,
6. No permanent alterations to Clemence Snack Bar shall be made without prior approval from the Parks Director and City Manager.
7. Ms. Lima shall have the right to use the Premises, at all reasonable times during said usage period, provided that Ms. Lima is in operation, is in good standing under this Agreement, and complies with the following conditions:
8. With respect to the Premises leased under this Agreement, Ms. Lima shall maintain the insurance specified below;

The City reserves the right to review any and all of the required insurance policies and/or endorsements but has no obligation to do so. Failure to demand evidence of full compliance with the insurance requirements set forth in this agreement or failure to identify any insurance deficiency shall not relieve Ms. Lima from, nor be construed or deemed a waiver of their obligation to maintain the required insurance at all times during the term of this lease.

- a. Commercial General Liability Insurance no less broad than Insurance Services Office (ISO) form CG 00 01,

- b. Coverage shall be on a standard occurrence form,
- c. Minimum Limits: \$1,000,000 per Occurrence; \$2,000,000 General Aggregate; the General Aggregate shall apply separately to each location. The required limits may be provided by a combination of General Liability Insurance and Commercial Excess or Umbrella Liability Insurance. If Renter maintains higher limits than the specified minimum limits required, the City shall be entitled to coverage for the higher limits maintained by the Renter.
- d. Any deductible or self-insured retention shall be shown on the Certificate of Insurance. If the deductible or self-insured retention exceeds \$25,000 it must be approved in advance by the City. Ms. Lima is responsible for any deductible or self-insured retention and shall fund it upon the City's written request, regardless of whether she has a claim against the insurance or is named as a party in any action involving the City,
- e. The City shall be endorsed as an additional insured for liability arising out the ownership, maintenance or use of that part of the premises leased to Ms. Lima for ongoing and completed operations,
- f. The insurance provided to the City as an additional insured shall be primary to, and non-contributory with, any insurance or self-insurance program maintained by the City,
- g. The policy shall cover inter-insured suits and include a "separation of insureds" or "severability" clause which treats each insured separately.
- h. Ms. Lima shall hold harmless, defend and indemnify the City its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses including attorney fees which actually or allegedly arise out of the use of facilities described herein, caused in whole or in part by any negligent act or omission of Ms. Lima, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the sole negligence, or willful misconduct of the City its officers, officials, employees and volunteers.
- 9. Ms. Lima shall abide by the City's established written rules and regulations governing the use and maintenance of any and all Perigot Park facilities and grounds.
- 10. All City owned equipment will remain in the Clemence Snack Bar year-round and available for public use while renting the facility.

11. Ms. Lima is responsible for handling issues of compliance with the Health department and local/state guidelines. This includes possessing the proper certifications and licenses to operate such as ServSafe and Food Handlers permits.
12. Ms. Lima shall ensure that trash, garbage, and debris are picked up following each usage of the Clemence Snack Bar facility. Failure to do so shall result in the City's clean-up costs being charged to Ms. Lima.
13. All repairs, other than general maintenance, should be directed to the City for completion. City shall have the responsibility for any and all repairs to the Clemence Snack Bar. Ms. Lima shall reimburse the City the cost of any necessary repairs caused by the negligence of Ms. Lima or its agents or assigns.
14. City insurance. City shall have the sole responsibility for structural insurance and liability insurance for users other than Ms. Lima, its successors and assigns.
15. Locks. City shall have free and open access to the Clemence Snack Bar at all times. City shall install locks on the building. The Parks and Recreation Director will check keys/combinations out to Ms. Lima. Keys shall not be duplicated.
16. The term of this Agreement shall commence on January 1st, 2026 and end on December 31st, 2026.
17. Ms. Lima shall not assign this Agreement or their rights under this Agreement without the written consent of the City.
18. Any material breach of any of the terms or provisions of this Agreement shall constitute cause for termination of this Agreement. City shall give ten (10) days written notice of any such breach; if Ms. Lima fails to correct such breach within said 10 days, City may terminate this Agreement.

IN WITNESS WHEREOF, this Annual Agreement is executed in duplicate and made effective as of January 1st, 2026.

CITY MANAGER

Date

Darcey Lima

Date



City of Blue Lake

Staff Report

Agenda Item #: 7

Meeting Date: February 24,, 2026

Prepared By: Samantha Green, City Clerk

Subject: Appointments for Parks and Recreation Commission

Recommended Action: That the City Council:

1. Review and consider appointments to fill the vacancies on the parks and recreation commission; and
2. Other direction as appropriate

BACKGROUND

The terms of three (3) of the five City's Park and Recreation Commissioners were set to expire on January 30th 2026, and there are two vacancies for an unexpired term ending January 2027. Two of the three applicants were reappointed during the city council meeting held on Jan 27th 2026. City Council is asked to consider appointment and discuss the two applications received for either reappointment or appointment to the commission.

DISCUSSION:

Members of the City's committees serve an important role in advising staff and the City Council on matters that influence and shape the future of the community. The City of Blue Lake established the Parks and Recreation Commission through the City's Municipal Code Title 2, Chapter 2.20. The Commission is an advisory committee and consists of five members who serve for a 2-year term period, serving on staggered terms. At least four members shall be residents of the City or all shall reside within the one-mile sphere of influence of the City. One member need not be a resident within the City nor reside within the one-mile sphere of influence but shall work within the City or the one-mile sphere of influence. All members shall be appointed by the City Council.

Council is asked to review the received applications for reappointment and/or appointment for the upcoming term period ending in January 2027 and one for January 2028.

Members of the Park and Recreation Commission are required by the Political Reform Act and the City's Conflict of Interest Code, to file Statements of Economic Interest, Form 700, disclosing personal assets and income within 30 days of appointment, annually thereafter and upon leaving office. Commissioners must disqualify themselves from participating in decisions which may affect their personal economic interests. Statements of Economic Interests are public documents retained by the City Clerk and may be inspected by any member of the public.

Park and Recreation Commissioners

Name	Term Expiration	Status
Bettina Eipper	January 30, 2028	Reappointed at Jan 27 2026 meeting
Jan Henry	January 30, 2028	Reappointed at Jan 27 2026 meeting
James Brown	January 30, 2027	Filled
<i>Vacant</i>	January 30, 2027	Application from Tim Daniel
Jeff Bird	January 30, 2028	Application for Reappointment

FISCAL IMPACT

There are no fiscal impacts associated with this action

ATTACHMENTS

1. Parks and Recreation Commission duties and powers
2. Application from:
 - a. Tim Daniels
 - b. Jeff Bird

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

Excerpt from the Blue Lake Municipal Code
Parks and Recreation Commission

Duties: The Parks and Recreation Commission shall have the following duties:

- A.** Serve in an advisory capacity to the City Council, the City Manager, and designated City recreation staff in all matters pertaining to public recreation, the City's parks and recreation facilities;
- B.** Review all park and recreation policy issues as requested by the City Council, the City Manager, and designated City recreation staff and to provide recommendations;
- C.** Recommend to the City Council, the City Manager, and designated City recreation staff, the creation or amendment of rules, regulations and ordinances for the use of parks and recreation facilities;
- D.** Advise the City Council, the City Manager, and designated City recreation staff on the acquisition of equipment or property and the seeking of grants;
- E.** Foster relationships with other entities in order to promote and develop programs of mutual benefit;
- F.** Work with the City Manager and designated City recreation staff to establish an active public relations program;
- G.** Perform such other duties relating to recreation and recreation facilities as may be prescribed by the City Council.

Advisory Powers:

- A.** To solicit and organize volunteers and/or establish working committees for the following:
 - 1.** Raising funds to support the City's parks and recreation facilities and recreational activities.
 - 2.** Assisting in the upkeep of the City's parks and recreation facilities; however all proposed work plans require the approval of the City Manager or designated City staff and all work performed will be under the supervision of City staff.
 - 3.** Assisting recreational and educational programming; however all proposals for assistance require the approval of the City Manager or designated City staff and all assistance performed will be under the supervision of City staff.
- B.** To provide oversight on behalf of the City Council for established City recreation programs.
- C.** To advise and assist the City Manager and designated City staff in the development of new City recreation programs.



CITY OF BLUE LAKE

RECEIVED
DEC 04 2025
BY: _____

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525

Phone 707.668.5655 Fax 707.668.5916

City of Blue Lake Commission Application

Commission That You Are Applying For: <i>Parks & Recreation</i>	
Name: <i>Timothy Daniels</i>	
Residence Address: <i>350 B Street, Blue Lake</i>	
Primary Phone No.: <i>707 668 1716</i>	Alternate Phone No.: <i>707 273 7410</i>
Email Address: <i>twowheelintim@gmail.com</i>	
Educational Background (Last Year Completed): <i>BS at HSU</i>	
Length of Time Living/Working in Blue Lake: <i>15+ years</i>	
Present Employer: <i>Retired</i>	
Job Title:	
Position Applying for:	Commissioner: <input checked="" type="checkbox"/> Advisory Member: <input type="checkbox"/>

On a separate piece of paper, please provide detailed answers to the following questions:

- 1. What community organizations are you currently involved with?*
- 2. What unique skills or qualifications do you bring to the position?*
- 3. What do you view as the main goal/purpose of the Commission?*
- 4. What contribution(s) can you make to the goal/purpose of the Commission?*

Timothy Daniels
PO Box 1293
350 B Street
Blue Lake, CA 95525

City of Blue Lake
PO Box 458
111 Greenwood Road
Blue Lake, CA 95525
Re: City of Blue Lake Commission Application

Responses to questions on Commission Application:

1. I am currently on the Board of Directors with Redwood Coast Mountain Bike Association (RCMBA) as Recording Secretary. I am loosely involved with Mad River Old Crows, and I recently started volunteering with the Community Resource Center.
2. I am Jack of all trades and master of some.
 - a. I have a wealth of trail building experience that dates back thirty years.
 - b. I have served as Co-Race Director for the Mad Scramble, a Blue Lake bicycle event.
 - c. As an integral member of RCMBA I've been involved in hosting many organizational events.
 - d. I was a volunteer lecturer at HSU (Cal Poly) conducting a bicycle maintenance class for four semesters from 2010 to 2012.
 - e. I volunteered at the Eureka Bike Kitchen for a couple years helping people work on their bicycles and teaching them in the process.
 - f. While in the Coast Guard I served on Morale Committees and we organized events for the crew both on the ship and off.
 - g. In essence, I have a long history of working with people in the pursuit of making our communities better for all of us.
3. The Parks and Recreation Commission is meant to be a representative of the Mayor and City Council in regards to the parks, green spaces, recreational facilities and recreational programs throughout the city. The Parks and Recreation Commission should be responsible for overseeing the development and maintenance of all facilities and programs and to keep the Mayor and Council advised of all things related.
4. I want to see Blue Lake thrive. I am ready to be properly prepared for, and attend regularly scheduled meetings. I think it's important to listen to and consider others' ideas and recognize their contributions. As well, I'm willing to help wherever needed to see Blue Lake Parks and Rec succeed in all our endeavors.



CITY OF BLUE LAKE

Post Office Box 458 • 111 Greenwood Road • Blue Lake, CA 95525
Phone 707.668.5655 Fax 707.668.5916

Agenda Item #: 8

Date: February 24, 2026

Item Subject: Request for Proposals – Seventh Cycle Housing Element Update

Recommendation: That the City Council:

1. Receive a presentation from City staff on the Request for Proposals for the Seventh Cycle Housing Element Update
2. Open the item for public comment,
3. Close the item for public comment.
4. Ask questions of City staff.
5. Authorize the City Manager to Negotiate a Professional Services Agreement with Planwest Partners, Inc. for Planning Services for the Seventh Cycle Housing Element Update

Background

The City is required to prepare an update to the Housing Element of the City’s General Plan for the Seventh Cycle (June 30, 2027 – July 15, 2035). Per a Memorandum of Understanding with the California Department of Housing and Community Development, the City is required to have a consultant in place to assist the City with updating its Housing Element for the Seventh Cycle by March 31, 2026.

To comply with this timeline, the City released a request for proposals (RFP) on January 6, 2026 (see **Attachment 1**). Proposals were due by February 6, 2026 and three proposals were received in response to the RFP (see **Attachments 2-4**). **Table 1** below provides the cost estimates provided in each of the proposals.

Table 1. Proposal Cost Estimates for Seventh Cycle Housing Element Update

Proposing Firm	Cost Estimate
PlaceWorks	\$75,000.00
Planwest Partners, Inc.	\$88,018.80
4LEAF, Inc.	\$158,860.00

Staff Recommendation

The proposal review subcommittee reviewed the proposals according to the review and selection criteria outlined in the RFP (page 7 of **Attachment 1**). **Table 2** below shows the

review and selection criteria from the RFP along with the rankings for the three firms that submitted proposals.

Table 2. RFP Review and Selection Criteria with Proposal Rankings

Criteria	Criteria Weighting	Planwest	PlaceWorks	4LEAF
Experience, understanding of legal framework, technical qualifications and similar efforts	25	19	25	22
Commitment of senior staff to project	15	13	8	11
Responsiveness to RFP's and city priorities	15	14	12	13
Proposed public stakeholder participation process and creative approach	25	25	15	22
Timeline estimated	10	10	10	10
Cost estimate	10	9	10	6
TOTAL	100	90	80	84

Based upon this review, City staff recommends that the City Council authorize the City Manager to negotiate a professional services agreement with Planwest Partners, Inc.

Of the three proposals, Planwest Partners, Inc. proposes a greater commitment of senior staff to working on the Housing Element Update and a more robust public stakeholder participation process.

Fiscal Impact

The fiscal impact for the Seventh Cycle Housing Element Update includes the cost of the consultant that will assist the City with preparation of the Element Update as well as City staff time. The cost of City staff time, including the City’s planning consultant SHN, is unknown at this time. This project has a unique code in the City’s accounting system to track all the costs for the project. As of January 31, 2026, the City has incurred \$26,061.56 on planning expenses (Fund 10 Dept 220) project 94.

The FY 2025/26 budget as adopted by Council included \$40,000 in expenditure (F10 D220 GL 5140) for the portion of this contract that would be incurred this fiscal year. The remaining \$74,080 plus staff time would be included in the FY 2026/27 budget, which will be adopted later this year.

ATTACHMENTS:

1. Request for Proposals – City of Blue Lake Seventh Cycle Housing Element Update
2. Proposal from PlaceWorks
3. Proposal from Planwest Partners, Inc.
4. Proposal from 4LEAF, Inc.

Attachment 1

**Request for Proposals: City of Blue Lake Seventh Cycle Housing
Element Update**

**CITY OF BLUE LAKE
REQUEST FOR PROPOSALS:**



CITY OF BLUE LAKE SEVENTH CYCLE HOUSING ELEMENT UPDATE

Jennie Short
City Manager
111 Greenwood Road
P.O. Box 458
Blue Lake, CA 95525

Released: Tuesday, January 6, 2026

**RFP Responses Due:
No Later Than 3 PM
Friday, February 6, 2026**

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Exhibit A: Agreement Between City of Blue Lake and California Department of Housing and Community Development (December 2025)

Exhibit B: Draft Professional Services Agreement

**City of Blue Lake
Request for Proposals
Seventh Cycle Housing Element Update**

1. Overview

The City of Blue Lake is seeking proposals from qualified consulting firm(s) to prepare an update to the Housing Element of the City's General Plan for the Seventh Cycle (June 30, 2027 – July 15, 2035) and complete associated environmental compliance documentation pursuant to the California Environmental Quality Act (CEQA). Under direction of the City Manager, the awarded consulting firm ("Consultant/Firm") is expected to update the City's Seventh Cycle Housing Element to meet the current requirements of State Housing Element Law (Government Code Sections 65580 through 65589) .

After review and evaluation of the submitted Proposals, the City Council will award a contract to the preferred Consultant/Firm.

2. Background

The Housing Element is one of the seven State-mandated elements of the City's General Plan. Housing Elements are updated every eight years to identify recent demographic and employment trends that may affect existing and future housing demand and supply. The Housing Element serves as a tool to review past performance and make policy and program changes to provide more opportunities to achieve the housing needs of the Blue Lake community. The Housing Element addresses the City's ability to meet the regional housing needs as determined by the State of California.

A Housing Element Update is required under California law and establishes policies and programs that will support the provision of an adequate housing supply for citizens of all income levels. State law is more specific about the content of the Housing Element than any other portion of the General Plan. The Housing Element is also the only part of the General Plan that is subject to mandatory deadlines for periodic updates. Except for the Local Coastal Plan (which is not applicable to Blue Lake), it is the only element that is subject to review and "certification" by the State. While the State reviews Housing Elements to ensure compliance with housing law, each jurisdiction must identify its issues to successfully address its housing needs.

State Housing Element Law requires a 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. Housing Elements are required to address several issues including, but not limited to:

- 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 and fair housing;
- 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.

Please note that the City of Blue Lake has entered into an agreement with HCD related to completion of the requirements for achieving substantial compliance for the Sixth and Seventh Cycle Housing Element Updates (**Exhibit A**).

The City’s Sixth Cycle Housing Element Update was adopted by the City Council on July 22, 2025. In order for HCD to find the City in “substantial compliance” with State Housing Element Law, the City was required to implement one of the programs in the Sixth Cycle Housing Element Update (Program HI-14). The first reading of the Ordinance for the implementation of Program HI-14 (Rezoning and By Right Procedures) was conducted on December 2, 2025, with the second reading and adoption occurring at the Council’s regular meeting of December 23, 2025. The Ordinance will be effective thirty (30) days after approval. The adopted ordinance was submitted to HCD on December 29, 2025 for review. The City received a letter from HCD on December 30, 2025 stating that the City’s Sixth Cycle Housing Element Update is found to be in “substantial compliance” with State Housing Element Law.

3. Request For Proposal Process

A. Timeline

Request for Proposal Issued	<i>Tuesday, January 6, 2026</i>
Last day for questions/clarifications	<i>Wednesday, January 21, 2026</i>
City Response to questions/clarifications due	<i>3 PM, Wednesday, January 28</i>
RFP Submittal Deadline	<i>3 PM, Friday, February 6, 2026</i>
Interviews	<i>To be determined</i>
Notification of Intent to Award	<i>Friday, February 20,</i>
Proposed City Council Contract Approval	<i>Tuesday, February 24</i>
Agreement Execution	<i>By March 1, 2026</i>

B. Response Requirements

Proposals must adhere to the requirements set forth in this section, for both content and sequence. Proposals shall be no more than 20 pages total, printed on 8.5 x 11-inch sheets (foldouts are acceptable for charts, etc. and count as one page) with a font size of not smaller than 10-point. The proposal shall include the following items, at a minimum. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal.

1. **Cover Letter:** Cover letter shall include the name and address of the Consultant/Firm including contact information for the primary person proposed to work on this project. The letter shall provide an overview of the Consultant/Firm's experience, ability and desire to provide services outlined in this RFP. The letter must be signed by an individual authorized to contractually bind the Consultant/Firm.
2. **Consultant Capabilities:** Describe the Consultant/Firm's resources, experience, capabilities and proposed approach in addressing the proposed scope of services for the project. Include the following:
 - a. **Executive Summary.** Describe the Consultant/Firm's qualification, including demonstrated experience in preparing updates of General Plan Housing Elements and related CEQA compliance documentation. The Consultant/Firm must also demonstrate that they have experience preparing Housing Elements approved by HCD. Provide resumes of key staff member(s) proposed for the project and describe their role in the proposed project. The executive summary should also include a description of the Consultant/Firm's approach to the proposed project, including any recommendations resulting from other relative experiences, a reference list of cities served along with qualifying projects with dates, contact persons, and scope of work performed.
 - b. **Scope of Services.** Provide a brief narrative of the approach, timeline, and estimated cost for each of the identified segments of the Proposed Scope of Work. Provide a table or spreadsheet with an estimate of the time expected to be incurred, the billing rate for the staff member(s) who will perform the work, and the total estimated cost for each task. Separately identify any additional costs, such as reimbursables or any proposed third-party consultants (and related estimated costs) that may be part of the proposed team.

C. Response Submittal

- c. **Response Submittal.** Proposals must be submitted in a sealed envelope and received no later than **3:00 PM on Friday, February 6, 2026** at:

City of Blue Lake
111 Greenwood Road
P.O. Box 548
Blue Lake, CA 95525
Attention: Jennie Short, City Manager

You may hand deliver, mail or use a courier service, however, the responsibility for delivery on or before the deadline is the responsibility of the Consultant/Firm, not the City.

The submittal shall include: six (6) hard copies, plus an electronic PDF on a thumb drive. Additional copies of the proposal may be requested if the Consultant/Firm is selected for an interview. Please note that proposals, supplemental information, and documents submitted become the property of the City. The cost of developing the proposal is the sole responsibility of the Consultant/Firm. The City is not liable for any cost incurred by those submitting proposals.

D. Questions and Requests for Clarification

Questions and Requests for Clarifications. Questions and requests for clarifications can be made until 3:00 PM on Wednesday, January 21, 2026. Responses will be provided on the City's website no later than January 28, 2026. Please direct any and all questions and requests for clarification to the City Manager at citymanager@bluelake.ca.gov.

E. Review and Selection Criteria

d. **Review and Selection Criteria.** Proposals will be reviewed by a subcommittee selected by the City Manager and proposals will be ranked using the following weighted criteria:

- Experience, understanding of legal framework, technical qualifications and similar efforts **25 pts.**
- Commitment of senior staff to project **15 pts.**
- Responsiveness to RFP's and city priorities **15 pts.**
- Proposed public stakeholder participation process and creative approach. **25 pts.**
- Timeline estimated; and **10 pts.**
- Cost estimate **10 pts.**

- Total** **100 points**

F. Interview

e. **Interview.** A list of the most qualified Consultant/Firm(s) may be interviewed by the subcommittee.

G. Standard Agreement Terms and Conditions

f. **Terms and Conditions.** The City of Blue Lake will not be liable for any pre-contractual expenses incurred by any Consultant/Firm, nor can any firm include such expenses as part of the proposed cost. Pre-contractual expenses include any expense incurred by a qualification and negotiating any terms with the City.

The City reserves the right to withdraw this RFP at any time, without prior notice and to reject any and all proposals submitted without indicating any reason.

The City further reserves the right to request additional information and or clarifications from any or all respondents to this RFP. The City reserves the right to modify the RFP, prior to the date the submittals are due on January 30, 2026, to ensure that the proposal fully addresses the City's needs.

Any award of contract for services will be made to the Consultant/Firm best qualified and responsive in the opinion of the City.

- i. Acceptance by the City of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract for consultant services.
- ii. The City reserves the right to cancel, in part or in its entirety, or waive any irregularities or technical deficiencies in any proposal if it is in the best interest of the City to do so. A materially incomplete or non-responsive proposal shall be rejected.
- iii. The City reserves the right to extend the date in which submittals are due.
- iv. The City reserves the right to accept or reject any or all proposals received as a result of this request or to negotiate with any qualified respondent. The City may either initiate a new RFP or abandon the solicitation for services.
- v. If the contract is awarded, the contract shall be awarded to the Consultant/Firm based on the demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required and who proposes to do the work at a fair and reasonable price, to the best advantage of the City.
- vi. Prior to commencing work, the selected Consultant/Firm shall indemnify, defend and hold harmless, the City against all liabilities or loss, and against all claims or actions based on or arising out of injury to, or death of persons or damage to or loss of property caused by acts or neglect of the Consultant/Firm, his/her employees or agents in connection with the performance of this RFP. The Consultant/Firm shall be responsible for performing the work under this contract and shall be liable for their own negligence and the negligent acts of their employees.
- vii. Further, prior to commencing any work, the selected Consultant/Firm will be required to execute a professional services agreement to provide services to the city. The firm will be required to comply with all terms and conditions set forth in the City of Blue Lake's standard professional services agreement (**Exhibit B**). It is recommended that the Consultant/Firm review the attached agreement prior to submittal of a proposal. The Consultant/Firm's proposal, and any requested modifications to either document, will be included as appendices to the agreement.

- viii. The selected Consultant/Firm must provide insurance in the amount specified in the attached professional services agreement (**Exhibit B**).
- ix. The selected Consultant/Firm is required to have in full force and affect all licenses and permits required by applicable laws. The Consultant/Firm shall obtain a City of Blue Lake Business License during the term of the contract.
- x. The selected Consultant/Firm may not sublet or assign any portion of the contract with the City without express written permission of the City Council. Any proposed subconsultant shall be identified in the Consultant/Firm's proposal.
- xi. Any proposed exceptions to the terms and conditions, as specified in the attached professional services agreement (**Exhibit B**), must be requested and specified in the Consultant/Firm's proposal. If no exceptions are made or requested, then the Consultant/Firm agrees to be bound by and represents its ability to and willingness to satisfy all terms of the contract, if selected.
- xii. The City Manager, subject to approval by the City Attorney, may make minor modifications to the standard professional services agreement to fit the particulars of this project.
- xiii. All documents, records, designs and specifications developed by the selected Consultant/Firm in the course of providing services for the City of Blue Lake will be the property of the City. Anything considered to be proprietary should be so designated by the Consultant/Firm in the proposal.

H. Resources Available to Consultant/Firm

g. Resources Available to Consultant/Firm

The following documents are available on the City of Blue Lake's website for firms use in preparing their proposal (available at link below).

- Sixth Cycle Housing Element Update
- CEQA IS-ND for Sixth Cycle Housing Element Update

<https://bluelake.ca.gov/city-council/general-plan/>

4. Scope of Work

The scope of work for the project is for the Consultant/Firm to complete all activities necessary for the city to receive a determination of substantial compliance for the Seventh Cycle Housing Element Update from HCD by **July 15, 2027**. This includes, but is not limited to, preparation of the Seventh Cycle Housing Element Update and associated environmental compliance documentation pursuant to CEQA, coordination and correspondence with HCD and City staff, and public presentations to the Planning Commission and City Council.

As previously noted, the City of Blue Lake entered into an agreement with HCD related to completion of the requirements for achieving substantial compliance for the Sixth and Seventh Cycle Housing Element Updates (**Exhibit A**). Respondents are encouraged to review the agreement in detail to ensure they are familiar with the specific timeline and milestones required for Seventh Cycle compliance.

In addition to the requirements in the agreement, respondents are encouraged to review the detailed guidance on the HCD website for the preparation of a Housing Element Update, which is entitled “Building Blocks: A Comprehensive Housing-Element Guide” (available at link below).

<https://www.hcd.ca.gov/planning-and-community-development/housing-elements/building-blocks>

**Exhibit A: Agreement Between City of Blue Lake and California Department of
Housing and Community Development (December 2025)**

Exhibit B: Draft Professional Services Agreement

**DRAFT - CITY OF BLUE LAKE
PROFESSIONAL SERVICES AGREEMENT**

This Agreement (“**Agreement**”) for professional services is made on _____, 202____, between the City of Blue Lake, a California municipality (“**City**”), and _____, a California _____ (“**Consultant**”).

1. Scope of Services. Consultant shall provide to City the professional services described in the Scope of Services, attached hereto as **Attachment A** and incorporated herein (the “**Services**”). Only the City’s governing body or the City Manager may authorize any change or addition to the Scope of Services specified in **Attachment A**. Any such authorization shall be in writing and signed by the parties to be effective.

2. Term. This Agreement shall become effective on _____ and shall continue in effect until the Services are completed, unless terminated sooner in accordance with Section 12 of this Agreement. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance.

3. Compensation. For the full and satisfactory completion of the Services, City shall compensate Consultant on a Time and Materials as needed basis as described in **Attachment B**.

4. Prevailing Wage Laws. Services by persons deemed to be employees of Consultant possibly may be subject to prevailing wages under California Labor Code Sections 1770-1781. Consultant has the sole responsibility to comply with those requirements, should they apply. If a dispute based upon the prevailing wage laws occurs, Consultant, at its expense, shall indemnify, defend (including Consultant’s providing and paying for legal counsel for City), and hold harmless City, its officers, agents, employees, and representatives from and against all liability, claims, suits, demands, damages, fines, penalties, wages, costs, or expenses pertaining to the prevailing wage laws.

5. Payment. City shall pay Consultant for services satisfactorily provided during each calendar month within thirty (30) days following City receipt and approval of a detailed invoice. Amounts unpaid 30 days after receipt of the invoice shall bear interest from the date payment is due at the rate of ten percent (10%) per annum until paid. The invoice must include, at a minimum:

- 5.1 A description of the specific Services provided,
- 5.2 the name of the individual providing the Services,
- 5.3 the date(s) upon which the Services were provided,
- 5.4 the time spent providing the Services,
- 5.5 the amount due for the Services and the basis for calculating the amount due, and
- 5.6 an itemized summary of Allowable Reimbursable Expenses.

6. Independent Contractor.

6.1 Consultant understands and acknowledges that Consultant is an independent contractor, not an employee, partner, agent, or principal of City. This Agreement does not create a partnership, joint venture, association, or employer-employee relationship between the Parties. At its own expense, Consultant is responsible for providing compensation; employment benefits; disability, unemployment, and other insurance; workers' compensation; training; permits and licenses; and office space for Consultant and for Consultant's employees and Subconsultants. Consultant has, and shall retain, the right to exercise full control over the employment, direction, compensation, and discharge of all persons whom Consultant uses in performing the Services under this Agreement. Consultant shall provide the Services in Consultant's own manner and method, except as this Agreement specifies. Consultant shall treat a provision in Consultant Agreement that may appear either to give City the right to direct Consultant as to the details of doing the work, or to exercise a measure of control over the work, as giving Consultant direction only as to the work's end result.

6.2 Consultant shall indemnify, defend (including Consultant's providing and paying for legal counsel for City), and hold harmless City for any obligation; claim; suit; demand for tax or retirement contribution, including any contribution or payment to the Public Employees Retirement System (PERS); social security; salary or wages; overtime, penalty, or interest payment; or workers' compensation payment that City may be required to make on behalf of Consultant, an employee of Consultant, or any employee of Consultant construed to be an employee of City, for the work done under this Agreement.

7. Consultant's Warranties.

7.1 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with generally accepted professional practices and standards for Consultant's profession in the state.

7.2 Consultant warrants that all Services provided under this Agreement shall be performed in accordance with applicable federal, state, and local laws and regulations.

7.3 Consultant warrants that Consultant has no present interest which would conflict in any manner with the performance of Services on the City's behalf.

7.4 Consultant represents and warrants that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services.

7.5 Consultant possesses the competence, experience, expertise, skill, facilities, equipment, personnel, financial wherewithal, and other resources necessary to perform this Agreement and the Services in a professional and competent manner.

7.6 Consultant represents and warrants that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant 's sole cost and expense, indemnify, defend and hold harmless the City from and against any and all claims and causes of action based on alleged or actual infringements thereof.

7.7 These warranties shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by the City against Consultant relating to the Services.

7.8 Consultant shall comply with the City of Blue Lake Conflict of Interest Code and the California Political Reform Act and applicable regulations promulgated by the Fair Political Practices Commission.

8. Notice. Any notice, billing, or payment required by this Agreement must be made in writing, and sent to the other party by personal delivery, U.S. Mail, a reliable overnight delivery service, facsimile, or by e-mail as a .pdf (or comparable) file. Notice is deemed effective upon delivery unless otherwise specified. Notice for each party shall be given as follows:

City: City of Blue Lake
Attn: City Manager
P.O. Box 458
Blue Lake, CA 95525

Consultant: [ENTER NOTICE ADDRESS]

9. Indemnity.

9.1 General. For purposes of the following indemnification provisions, the phrases “design professional” and “design professional services” shall have the same meaning as set forth in California Civil Code section 2782.8. If any term, provision or application of this Section 9 is found to be invalid, in violation of public policy or unenforceable to any extent, such finding shall not invalidate any other term or provision of this Section 9 and such other terms and provisions shall continue in full force and effect. If there is any conflict between the terms, provisions or application of this Section 9 and the provisions of California Civil Code Sections 2782 or 2782.8, the broadest indemnity protection for the City under this Section 9 that is permitted by law shall be provided by Consultant.

9.2 Indemnification for Design Professional Services Claims. Consultant shall indemnify, defend and hold harmless the City, its governing board, directors, officers, employees, and agents against any claims that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its employees, subcontractors, and agents in the performance of design professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by City, but in no event shall the amount of such Consultant's liability exceed such Consultant's proportionate percentage of fault as determined by a court, arbitrator or mediator, or as set out in a settlement agreement. In the event one (1) or more defendants to any action involving such claim or claims against City is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with the other parties to such action regarding unpaid defense costs. Notwithstanding the foregoing, for any direct claims initiated by the City exclusively against Consultant unrelated to, and without limitation on, Consultant's indemnity or defense obligations for third-party claims, Consultant will not be obligated to provide the City a defense for the direct claim but, in the event the City prevails in such direct claim, Consultant shall be subject to Section 15.13, below, concerning the reimbursement of its reasonable attorneys' fees and court costs.

9.3 Indemnification for All Other Claims or Loss. For any claim, loss, injury, damage, expense or liability other than claims arising out of Consultant's performance of design professional services under this Agreement (e.g., those types of claims usually covered by general liability insurance or automotive liability insurance), Consultant shall indemnify, defend and hold harmless City, its governing board, directors, officers, employees, and agents against any claim for loss, injury, damage, expense or liability resulting from or alleging injury to or death of any person or loss of use of or damage to property, arising from or related to the performance of services under this Agreement by Consultant, its employees, subcontractors, or agents, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by City.

9.4 Indemnification Not Limited by Availability of Insurance; Survival. The obligations set forth in this Section 9 (including, without limitation, the indemnification and defense obligations) are not limited by any limitation on the amount, coverage or type of damages available under any applicable insurance policy held by Consultant and shall survive the expiration or early termination of this Agreement with respect to any liability subject to the indemnity obligations created by this Agreement.

10. Insurance. Consultant shall comply with the Insurance Requirements for Professional Services, as described in **Attachment C** hereto and incorporated herein, during the Term of this Agreement.

11. Dispute Resolution. In the event that any dispute arises between the parties in relation to this Agreement, the parties agree to meet face to face as soon as possible to

engage in a good faith effort to resolve the matter informally. In the event that any dispute arises between the parties in relation to this Agreement, and the dispute is not resolved by informal discussions, the parties agree to submit the dispute to mediation.

11.1 Either party may give written notice to the other party of a request to submit a dispute to mediation, and a mediation session must take place within sixty (60) days after the date that such notice is given, or sooner if reasonably practicable. The parties shall jointly appoint a mutually acceptable mediator. The parties further agree to share equally the costs of the mediation, except costs incurred by each party for representation by legal counsel.

11.2 Good faith participation in mediation pursuant to this Section is a condition precedent to either party commencing litigation in relation to the dispute.

12. Early Termination.

12.1 Termination for Convenience. City may terminate this Agreement for convenience by giving ten (10) calendar days written notice to Consultant. In the event City elects to terminate the Agreement without cause, it shall pay Consultant for services satisfactorily provided up to the effective date of termination.

12.2 Termination for Cause. If either party breaches this Agreement by failing to timely or satisfactorily perform any of its obligations or otherwise violates the terms of this Agreement, the other party may terminate this Agreement by giving written notice ten (10) calendar days prior to the effective date of termination, specifying the reason and the effective date of the termination. Consultant shall be entitled to payment for all services satisfactorily provided up to the effective date of termination, except that the City may withhold from that payment the amount of costs the City incurred, if any, because of Consultant's alleged breach of the Agreement.

13. Work Product. City shall be the sole owner of all rights to any work product in any form which has been prepared by Consultant on City's behalf pursuant to this Agreement, unless otherwise specified in writing by the parties.

14. Audit. During this Agreement's Term and for a period of four (4) years after the expiration, cancellation, or termination of this Agreement, or any extension of it, Consultant shall:

14.1 Keep and maintain, in their original form, all records, books, papers, or documents related to Consultant's performance of this Agreement; and

14.2 Permit City or its authorized representatives, at all reasonable times, to have access to, examine, audit, excerpt, copy, photocopy, photograph, or transcribe all records, books, papers, or documents related to Consultant's performance of this Agreement including, but not limited to: direct and indirect

charges, and detailed documentation, for work Consultant has performed or will perform under this Agreement.

15. General Provisions.

15.1 Assignment and Successors. Neither party may transfer or assign its rights or obligations under this Agreement, in part or in whole, without the other party's prior written consent. This Agreement is binding on the heirs, successors, and permitted assigns of the parties hereto.

15.2 Third Party Beneficiaries. There are no intended third party beneficiaries to this Agreement.

15.3 Nondiscrimination. Consultant shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

15.4 Choice of Law and Venue. This Agreement shall be governed by California law, and venue shall be in the Superior Court for the county in which City is located, and no other place.

15.5 Severability. If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.

15.6 Amendment. No amendment or modification of this Agreement shall be binding unless it is in a writing duly authorized and signed by the parties to this Agreement.

15.7 Provisions Deemed Inserted. Every provision of law required to be inserted in this Agreement shall be deemed to be inserted, and this Agreement shall be construed and enforced as though included. If it is discovered that through mistake or otherwise that any required provision is not inserted, or not correctly inserted, this Agreement shall be amended to make the insertion or correction.

15.8 Entire Agreement. This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties regarding the subject matter of this Agreement and supersedes all prior written or oral understandings or agreements of the parties.

15.9 Attachments. If any provision in any attachment to this Agreement conflicts with or is inconsistent with the provisions set forth in the body of this Agreement,

the provisions set forth in the body of this Agreement shall control over the conflicting or inconsistent provisions in the attachment.

15.10 Waiver. No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy. No waiver of any breach, failure, right, or remedy shall be deemed a waiver of any other breach, failure, right, or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

15.11 Force Majeure. If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability (“Force Majeure Event”), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.

15.12 Headings. The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.

15.13 Attorneys Fees and Venue for Disputes. If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or the City of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney’s fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant’s provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

15.14 Execution in Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

15.15 Authorization. Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.

15.16 Government Code 1097.6 Safe Harbor. Consultant’s duties and services under this agreement shall not include preparing or assisting the public entity with any portion of the public entity’s preparation of a request for proposals, request for

qualifications, or any other solicitation regarding a subsequent or additional contract with the public entity. The public entity entering this agreement shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this project. Consultant's participation in the planning, discussions, or drawing of project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. Consultant shall cooperate with the public entity to ensure that all bidders for a subsequent contract on any subsequent phase of this project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by contractor pursuant to this agreement.

SIGNATURE PAGE FOLLOWS THIS PAGE

The parties agree to this Agreement as witnessed by the signatures below:

CITY:

CONSULTANT:

s/_____

s/_____

Name/Title [print]

Name/Title [print]

Date: _____

Date: _____

Attachments:

- Attachment A: Scope of Services**
- Attachment B: Consultant's Fee Schedule**
- Attachment C: Insurance Requirements for Professional Services**

Attachment A
Scope of Services

AGREEMENT
BETWEEN
THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
AND
THE CITY OF BLUE LAKE

It is hereby stipulated and agreed by and between the California Department of Housing and Community Development (“HCD”) and the City of Blue Lake (“City”) that they have reached an understanding as described in further detail below, by way of this Agreement.

I. Recitals

Whereas, the City is a political subdivision of the State of California. The City is charged with regulating and controlling land use and development within the City’s boundaries, including but not limited to complying with all applicable provisions of state law, including Housing Element Law.

Whereas, HCD is responsible, among other things, for Housing Element Law compliance, and oversees and enforces actions by local government in this state, including the City, to adopt a substantially compliant Housing Element for the 2021-2029 Planning Period, known as the Sixth Cycle. (Government Code section 65590 et seq.)

Whereas, by a letter dated January 24, 2020, HCD reminded the City that it was required to revise its Sixth Cycle Housing Element pursuant to Government Code section 65588, no later than August 31, 2019, and notified the City that it had been out of compliance with Housing Element Law since August 31, 2009.

Whereas, on December 8, 2020, the City of Blue Lake signed the Standard Agreement for funding through the Local Early Action Planning (LEAP) grant program to fund an update of the City’s Housing Element for the Sixth Cycle.

Whereas, on November 23, 2021, HCD again notified the City of its failure to revise its Sixth Cycle Housing Element.

Whereas, by a letter dated April 27, 2022, HCD inquired with the City as to the status of its Sixth Cycle Housing Element update due on August 31, 2019.

Whereas, on May 31, 2022, the City submitted its first draft of its Sixth Cycle Housing Element.

Whereas, on August 29, 2022, HCD notified the City of necessary revisions to its draft Sixth Cycle Housing Element to achieve compliance with Housing Element Law.

Whereas, on October 18, 2022, the City of Blue Lake was awarded funding through the Regional Early Action Planning (REAP) grant program to fund preparation of a CEQA Initial Study for the City’s Sixth Cycle Housing Element

Whereas, on April 28, 2023, the City submitted its second draft of its Sixth Cycle Housing Element.

Whereas, on June 20, 2023, HCD notified the City of necessary revisions to its draft Sixth Cycle Housing Element to achieve compliance with Housing Element Law.

Whereas, on August 28, 2023, the City submitted its third draft of its Sixth Cycle Housing Element.

Whereas, on September 23, 2023, HCD notified the City that it had met the statutory requirements of Housing Element Law; however, pursuant to Government Code section 65588(e)(4), its Housing Element would not be determined to be in substantial compliance unless and until the City completed the required rezoning action proposed by Program HI-14.

Whereas, on January 28, 2025, the City submitted a draft of the combining zone proposed by Housing Element Program HI-14 for review. HCD met with the City on February 6, 2025 to provide feedback on the draft combining zone. At this meeting, HCD provided recommended revisions to the draft combining zone to ensure it is consistent with the Housing Element Law.

Whereas, by a letter dated April 30, 2025, HCD inquired about the status of the City's rezoning action proposed by Program HI-14, the proposed amendments to its Zoning Code, and the submission of an updated and adopted Sixth Cycle Housing Element. HCD requested that the City provide a revised and specific timeline by May 30, 2025 for (1) completing necessary rezones, (2) submitting an updated draft Housing Element, and (3) obtaining compliance with Housing Element Law.

Whereas, by a letter dated May 28, 2025, the City provided a revised and specific timeline for (1) preparing and submitting an electronic sites inventory to HCD, (2) adopting and submitting the Sixth Cycle Housing Element Update to HCD, and (3) completing the required rezoning action by implementing Housing Element Program HI-14. The timeline provided by the City proposed to complete all these actions by February 28, 2026.

Whereas, by an email dated May 29, 2025, HCD inquired whether it was possible for the City to shorten the timeline for achieving compliance with Housing Element Law by a month or two.

Whereas, on June 27, 2025, HCD issued a Notice of Violation to the City for its failure to adopt its Sixth Cycle Housing Element and complete the rezoning action proposed by Program HI-14. Moreover, HCD rejected the City's proposed timeline of February 26, 2026 as the date to complete the rezoning action proposed by Program HI-14.

Whereas, by a letter dated June 30, 2025, the City provided an updated revised and specific timeline for completing the actions necessary to achieve compliance with the Housing Element Law. The timeline provided by the City proposed to complete all these actions by December 15, 2025.

Whereas, on July 22, 2025, the City adopted its Sixth Cycle Housing Element Update by and through a duly noticed public hearing of its City Council.

Whereas, on July 30, 2025, the City submitted its adopted Housing Element to HCD, including its Sites Inventory and Programs with timelines to (1) complete necessary rezones and amend its Zoning Code required to achieve the goals and objectives of its Housing Element, and (2) to make adequate provision for the housing needs of all economic segments of the community with sites that could be developed for housing within the Sixth Cycle sufficient to provide for the City's share of the regional housing needs allocation (RHNA) for all income levels. (Government Code sections 65583(c) and 65583.2(a).)

Whereas, on August 21, 2025, HCD notified the City in accordance with Government Code section 65585(h) that its adopted Housing Element would not be in substantial compliance with Housing Element Law unless and until the City completed the rezones necessary to meet its unaccommodated need of the RHNA from the City's Fifth Cycle Housing Element, in addition to the rezones necessary to meet its Sixth Cycle RHNA. HCD notified the City of its obligation to timely implement Programs HI-1 through HI-23.

Whereas, on October 20, 2025, the City's Planning Commission held a duly noticed public hearing to consider the Zoning Code and Zoning Map amendment proposed by Housing Element Program HI-14, which are necessary to comply with Housing Element Law. At the meeting, the City's Planning Commission recommended that (1) the City Council adopt a CEQA Initial Study-Mitigated Negative Declaration for the implementation of Program HI-14, and (2) adopt the Zoning Code and Zoning Map amendment proposed by Housing Element Program HI-14.

Whereas, the City is statutorily required to complete its Seventh Cycle Housing Element and receive a finding of substantial compliance from HCD by July 15, 2027 (estimated).

Whereas, the City never adopted a substantially compliant Fifth Cycle Housing Element.

Whereas, the City did not adopt a Fifth Cycle Housing Element and did not timely adopt a Sixth Cycle Housing Element and therefore could be subject to statutory remedies and penalties, including but not limited to those under Government Code sections 65009.1, 65585(l), and 65755.

Whereas, in exchange for HCD forbearing from pursuing litigation to impose statutory remedies and penalties on the City for the City's violations of Housing Element Law, the City agrees to be subject to the terms of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the signatory Parties to this Agreement agree to the following responsibilities, terms and conditions.

II. Incorporation of Recitals.

The above Recitals are incorporated into and are a part of this Agreement.

III. Parties and Purpose.

A. This Agreement is executed by and between HCD and the City, collectively referred to as Parties.

- B. The Parties agree that the purpose of this Agreement is to avoid referral of the City to the Office of the Attorney General, avoid the costs of litigation, and otherwise resolve the City's alleged violations of Housing Element Law by memorializing the timeline within which the City will complete the requisite rezones required by Programs H1-14, amend its Zoning Ordinance and submit its Sixth Cycle Housing Element to HCD, and timely complete its Seventh Cycle Housing Element.

IV. City's Obligations.

The Parties agree that the City shall take the following required actions to complete and adopt a substantially compliant Sixth Cycle Housing Element Revision and a substantially compliant Seventh Cycle Housing Element Revision.

A. Adoption of a Sixth Cycle Housing Element Found to be Substantially Compliant by HCD.

1. Prior to and no later than December 31, 2025, consistent with Government Code section 65588(e)(4)(C)(iii), which prohibits a finding of substantial compliance with Housing Element Law unless and until the City completes all required rezoning, the City shall amend its Zoning Code and Zoning Map and submit the amended ordinance to HCD. The Zoning Code and Zoning Map amendments shall reflect sites with the zoning and densities appropriate to implement Programs H1 -14 during the Sixth Cycle (2019-2027) planning period and substantially comply with Housing Element Law, as determined by HCD or a court, in accordance with Government Code Section 65585.
2. Throughout the process, the City shall comply with all applicable environmental laws.
3. The City shall comply with all statutory requirements regarding public participation efforts, including, but not limited to, provisions to make a diligent effort to reach all economic segments of the community pursuant to Government Code section 65583(c)(9) and public noticing pursuant to Government Code section 65585(b)(1). Nothing in this paragraph precludes HCD from receiving and/or considering public comments as required by Government Code section 65585(c).

B. Commencement of Seventh Cycle Housing Element and Adoption of a Seventh Cycle Housing Element Found to be Substantially Compliant by HCD.

The City shall notify HCD immediately upon completing each of the following required actions.

1. By March 31, 2026, the City shall have a consultant in place to assist the City with updating its Housing Element for the Seventh Cycle; preparing CEQA compliance documentation; and conducting requisite analysis, zoning, and other planning activities necessary to achieve a compliant Seventh Cycle Housing Element.

2. Prior to and no later than August 3, 2026, the City shall publish its initial draft Seventh Cycle Housing Element on its website for 30-day review pursuant to Government Code section 65585(b)(1).
3. Prior to and no later than August 24, 2026, the City shall hold a duly noticed public hearing to consider the Seventh Cycle Housing Element.
4. Prior to and no later than September 18, 2026, the City shall submit its initial draft Seventh Cycle Housing Element to HCD pursuant to Government Code section 65585(b). While conducting its review of the draft Housing Element, HCD will provide the City with informal feedback prior to the close of the review period.
5. Not later than December 2, 2026, HCD will return its formal findings to the City. If the City is not in substantial compliance with Housing Element Law, the City shall meet in person, or via telephone or video conference with HCD on or before December 31, 2026, to discuss the items still needing revision by the City to achieve substantial compliance.
6. If the City's Housing Element draft is not found in substantial compliance with Housing Element Law prior to February 1, 2027, the City shall release a second draft for public review and comment.
7. Prior to and no later than February 15, 2027, the City shall submit its final revised draft Housing Element to HCD for review pursuant to Government Code section 65585(b). HCD will provide City with informal feedback during the 60-day review period.
8. Not later than April 1, 2027, HCD will return its formal findings.
9. Prior to and no later than June 1, 2027, the City shall adopt a compliant Housing Element and submit to HCD pursuant to Government Code section 65585(g)(1). By July 14, 2027, HCD will review the City's adopted Housing Element pursuant to Government Code section 65585(h) and issue a certification letter if the City's Housing Element meets the statutory requirements.
10. Throughout the process outlined above, the City shall comply with all applicable environmental laws.
11. The City shall comply with all statutory requirements regarding public participation efforts, including, but not limited to, provisions to make a diligent effort to reach all economic segments of the community pursuant to Government Code section 65583(c)(9) and public noticing pursuant to Government Code section 65585(b)(1). Nothing in this paragraph precludes HCD from receiving and/or considering public comments as required by Government Code section 65585(c).

C. Compliance with No Net Loss.

The City shall maintain sufficient sites to accommodate its RHNA throughout the Sixth (2019-2027) Cycle planning periods consistent with Government Code section 65863.

D. Compliance with the Housing Accountability Act (HAA).

The City shall comply with all provisions of the HAA, including but not limited to Government Code section 65589.5(d). The City acknowledges, for the benefit of third parties, that until it has adopted a Housing Element that is in substantial compliance with Housing Element Law for the Sixth Cycle as determined by HCD or a court that the City cannot make findings under Government Code section 65589.5(d)(1) or (d)(5), and it shall not deny a housing development project for very low-, low-, or moderate-income households, as defined under Government Code section 65589.5(h)(3).

E. Compliance with Duty to Affirmatively Further Fair Housing.

The City shall administer its programs and activities relating to housing and community development in a manner to affirmatively further fair housing, and shall take no action that is materially inconsistent with its obligation to affirmatively further fair housing, consistent with Government Code section 8899.50.

V. HCD Commitments.

1. HCD shall review the City's Zoning Code and Zoning Map amendments required under Paragraph A and return its formal written findings to the City within 45 days of receipt.
2. HCD staff commit to providing technical assistance to the City as time and capacity permit to facilitate the adoption of substantially compliant Sixth Cycle Housing Element.
3. In exchange for and upon the City's compliance with its obligations in this Agreement, HCD will release the City from any liability for the City's failure to timely adopt a Fifth or Sixth Cycle Housing Element.

VI. Remedies/Assessment of Penalties for City's Failure to Meet its Obligations.

Immediately upon the City's failure to comply with any of the terms and conditions of this Agreement, HCD shall notify the City of its violation(s) of this Agreement and/or Housing Element Law.

A. Opportunity to Cure.

The City shall have 30 days from the date of HCD's notification to the City of its violation(s) under this Agreement to cure the violation(s).

B. HCD's Enforcement Remedies for the Sixth Cycle.

In the event HCD determines under Paragraph A immediately above that the City has failed to timely cure a violation of this Agreement, HCD shall have the right to issue a Notice of Violation and/or enforce this Agreement in an action filed in Humboldt County Superior Court. If the violation at issue is the City's failure to timely comply with its obligations under Section IV – A of this Agreement, HCD shall have all rights and remedies available to it under California Law.

C. HCD's Enforcement Remedies for the Seventh Cycle

1. If after an opportunity to cure specified in Section VI(A), the City fails to timely comply with any of the interim deadlines relating to progress toward adopting a certified Seventh Cycle Housing Element set forth in items 1-7 of Section IV – B of this Agreement, HCD shall have the right to issue a Notice of Violation and/or enforce this Agreement in an action filed in Humboldt County Superior Court; however, in this event, the only remedy HCD may seek from the court is an order requiring the City to comply with this Agreement.
2. In the event that the City fails to meet the statutory deadline to adopt a certified Seventh Cycle Housing Element, HCD shall have all rights and remedies available to it under California Law to enforce the Housing Element Law.

VII. Miscellaneous Provisions.

- A. Nothing in this Agreement shall be construed as relieving the City of its obligation to comply with all local, state, and federal laws, regulations, and rules.
- B. The terms of this Agreement shall be governed by the laws of the State of California.
- C. The Parties agree and represent that any person(s) signing this Agreement is authorized by proper authorities to execute and bind the Parties to all terms and conditions set forth herein.
- D. This Agreement shall be deemed satisfied and will automatically terminate effective the date that HCD finds that the City's Seventh Cycle Housing Element is in substantial compliance with state law. Nothing in this Agreement relieves the City of the obligation to comply with any duties it has under State law.
- E. All notices and submissions shall be provided as follows.

For the City:

Jill Duffy
Interim City Manager
citymanager@bluelake.ca.gov
PO Box 458
111 Greenwood Rd.
Blue Lake, CA 95525

For HCD:

David Zisser
Department of Housing and Community Development
P.O. Box 952052
Sacramento, CA 94252-2052
Email: David.Zisser@hcd.ca.gov

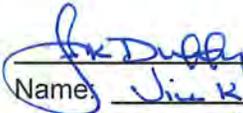
With a copy to:
David Pai
John Natalizio
Department of Justice, Office of the Attorney General
1515 Clay Street, 20th Floor
Oakland, CA 94612
Email: David.Pai@doj.ca.gov, John.Natalizio@doj.ca.gov

[SIGNATURE PAGE FOLLOWS]

By their signatures, the Parties indicate their agreement and obligations to perform all terms and conditions of this Agreement.

City of Blue Lake

California Department of Housing and
Community Development

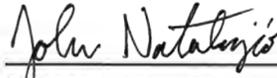
By: 
Name: Jim R. Duffy
Title: Interim City Manager

By: 
Name: David Zisser
Title: Assistant Deputy Director

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: 
Name: Ryan T. Plotz
Title: City Attorney

By: 
Name: John M. Natalizio
Title: Deputy Attorney General

December 8, 2025

Attachment B
Consultant's Fee Schedule

Attachment C Insurance Requirements for Professional Services

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if Consultant provides written verification it has no employees)
4. Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant’s profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five (5) years after completion of contract work. A copy of the claims reporting requirements must be submitted to the Entity for review.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions: The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

General liability coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, CG 20 39 (not allowed from subcontractors), or CG 20 40.

Primary Coverage

For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the Entity, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Entity, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation

Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall forthwith obtain and submit proof of substitute insurance.

Waiver of Subrogation

Consultant hereby grants to Entity a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer. However, the Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the Entity for all work performed by the Contractor, its employees, agents and subcontractors.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Entity. The Entity may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language

shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

Verification of Coverage

Consultant shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The Entity reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that Entity is an additional insured on insurance required from subcontractors.

Special Risks or Circumstances

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Attachment 2

Proposal from Placeworks



Proposal for Services | February 6, 2026

7th Cycle Housing Element Update

for the City of Blue Lake





Proposal for Services | February 6, 2026

7th Cycle Housing Element Update

for the City of Blue Lake

Prepared by: PlaceWorks

101 Parkshore Drive, Suite 200
Folsom, California 95630
916.245.7500

ORANGE COUNTY • BAY AREA • **SACRAMENTO** • CENTRAL COAST • LOS ANGELES • INLAND EMPIRE

www.PlaceWorks.com



February 6, 2026

Jennie Short
City Manager
City of Blue Lake
111 Greenwood Road
Blue Lake, CA 95525

Subject: Blue Lake 7th Cycle Housing Element Update

Dear Jennie:

Please accept the attached submittal as PlaceWorks' proposal to prepare the 7th Cycle Housing Element update for the City of Blue Lake.

PlaceWorks is a 100 percent employee-owned planning, design, and environmental consulting firm, with approximately 150 employees in six offices. Serving both public- and private-sector clients throughout the state, PlaceWorks provides comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and Geographic Information Systems (GIS) services. Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

The project team, led by Jennifer Gastelum, brings over 25 years of experience managing Housing Element preparation. Ms. Gastelum will oversee the Housing Element update, with Cynthia Walsh serving as your day-to-day project manager.

Through PlaceWorks' previous California Department of Housing and Community Development (HCD) Technical Assistance contract, we supported the City with its 6th Cycle Housing Element update. As a result, we are familiar with Blue Lake's policies, resources, and opportunities. We will build on this knowledge to ensure the Housing Element update process is smooth and the final document reflects the needs and priorities of the Blue Lake community. We also understand that the city was recently found in compliance in December 2026 and has an executed agreement with HCD to complete the 7th Cycle Housing Element by July 15, 2027.

The scope, budget, and schedule outlined in this proposal are targeted to ensure the updated Housing Element meets the required deadline, incorporates new State laws, and identifies adequate sites to accommodate Blue Lake's 7th Cycle Regional Housing Needs Allocation (RHNA). We are flexible in our approach and look forward to working with you to refine and finalize our work plan.

We are excited for the opportunity to assist the City with the Housing Element update and look forward to hearing from you.

Respectfully submitted,

PLACEWORKS

A handwritten signature in blue ink, appearing to read 'Jennifer Gastelum', with a long horizontal line extending to the right.

Jennifer Gastelum
Principal
916.245.7500 ext. 2733
jgastelum@placeworks.com

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Appendix B: Professional Services Agreement Modifications

Appendix C: Letters of Recommendation



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EXECUTIVE SUMMARY

PlaceWorks

PlaceWorks is a 100 percent employee-owned planning, design, and environmental consulting firm. The firm serves both public- and private-sector clients in the fields of comprehensive planning, urban design, landscape architecture, environmental analysis and sciences, and GIS. Founded in 1975, PlaceWorks now employs a staff of approximately 150 people in six offices.

PlaceWorks is all about places and how they work geographically, environmentally, functionally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

Approach to Services

PlaceWorks has provided housing services since 1988. We have prepared Housing Elements, analyses of impediments to fair housing, strategic plans, pro formas, housing demand studies, and video productions. Our staff have prepared over 150 Housing Elements. PlaceWorks has also received numerous awards from the state chapter and local sections of the American Planning Association (APA).

Few firms can offer our breadth of services or the resume of awards that demonstrate our project innovation and quality. Whether the focus is on revitalizing corridors with housing, incorporating an economic perspective into land-use decisions, or supporting community health, we integrate this expertise into our housing plans.

Our housing philosophy is rooted in the belief that the housing we reside in and the neighborhoods where we live are fundamental to our communities and the quality of life offered to residents and the workforce. Successful communities are those that can embrace the value of housing and neighborhoods and can develop innovative programs to support housing. As we work with cities to plan for housing, we are guided by the following three principles.

- 1. Housing Strengthens Neighborhoods:** Quality affordable housing and the neighborhoods where we live are critical to personal and family well-being. Quality housing provides a safe living environment for people of all ages. Strong neighborhoods with the appropriate mix of amenities are also essential to quality of life. In crafting our housing plans, we look for innovative ways to incorporate housing and amenities in a way that strengthens neighborhoods.
- 2. Housing Creates Jobs and Economic Prosperity:** Housing brings tremendous economic value to a community—it creates jobs, improves property values, and brings tax revenue into a city or county. A home is also the most valuable asset many Americans will own. We understand the economic value of housing, both to the resident and the community. Working with the development community, we also understand the economics behind housing and what it takes for investments to be made.
- 3. Housing Addresses Lifestyle Needs:** Housing products continue to evolve to meet lifestyle needs in our cities and counties, and our housing plans should be responsive to these industry changes. Our work with the development industry allows us to bring the latest in housing products to our housing work. Whether it is intergenerational housing concepts, mixed-use, transit-oriented housing, or affordable housing, our housing plans reflect the latest in product innovation.



Project Experience

PlaceWorks staff bring decades of work supporting local agencies with HCD compliance. We have extensive experience working with HCD—completing over 150 certified Housing Elements since 2008, the vast majority of which were certified after a single round of review during the 5th cycle. We completed 75 Housing Element updates during the 6th cycle and 7 in the 7th cycle. We also have considerable expertise preparing inclusionary housing ordinances, analyses of impediments to fair housing choice, consolidated plans, annual action plans, housing condition, and income surveys, as well as acting as an extension to local staff to help with Housing Element implementation and annual Housing Element report submittal to HCD.

Housing Elements: PlaceWorks understands that each community has unique housing conditions and challenges and understands the complex regulatory requirements that accompany the Housing Element certification process. We use our experience and knowledge to work with local governments to gain an understanding of each community’s unique housing needs and strategies to produce a user-friendly Housing Element. We have extensive experience preparing Housing Elements for small to large cities and counties, as well as for urban and rural communities (see Figure 1).

Experience with HCD: PlaceWorks maintains strong and effective working relationships with HCD reviewers. Over the course of assisting cities and counties with their Housing Elements, we have worked closely with staff at HCD. We strive to understand updates to State law and HCD goals and serve as a liaison between HCD staff and the communities we work with. Reaching a consensus with HCD is a negotiation process, and we are committed to representing the City’s best interests in that process. By maintaining close contact with HCD and representing the needs of our clients, we have never failed to obtain certification of any of the Housing Elements we have prepared. Our proximity to HCD’s office in Sacramento makes it easy for us to meet with HCD staff as needed.

Figure 1 Housing Element Experience



Cities

- Alameda
- Albany
- Anderson
- Arcata
- Arroyo Grande
- Auburn
- Bakersfield
- Barstow
- Benicia
- Biggs
- Blythe
- California City
- Calimesa
- Capitola
- Chico
- Chino
- Clayton
- Cloverdale
- Clovis
- Coachella
- Coalinga
- Colfax
- Compton
- Concord
- Corning
- Crescent City
- Cupertino
- Daly City
- Dana Point
- Davis
- Dixon
- Dorris
- Dublin
- Dunsmuir
- Eastvale
- El Monte
- Elk Grove
- Emeryville
- Etna
- Fairfield
- Firebaugh
- Fortuna
- Fountain Valley
- Greenfield
- Gridley
- Grover Beach
- Hanford
- Highland
- Holtville
- Hughson
- Huron
- Imperial
- Industry
- Lone
- Jackson
- Kerman
- Kingsburg
- La Habra
- La Quinta
- Laguna Woods
- Lake Elsinore
- Lincoln
- Livermore
- Lodi
- Los Altos
- Loyalton
- Madera
- Marysville
- Menifee
- Menlo Park
- Milpitas
- Montague
- Moorpark
- Morro Bay
- Ontario
- Orinda
- Orland
- Oxnard
- Palm Springs
- Palmdale
- Pasadena
- Perris
- Pismo Beach
- Pittsburg
- Pleasanton
- Plymouth
- Pomona
- Rancho Cordova
- Rancho Cucamonga
- Rancho Mirage
- Red Bluff
- Reedley
- Ridgecrest
- Rio Dell
- Rio Vista
- Riverside
- Rocklin
- Roseville
- San Bernardino
- San Dimas
- San Marino
- San Ramon
- Sanger
- Santa Ana
- Santa Cruz
- Santa Monica
- Santa Rosa
- Seaside
- Selma
- Soledad
- South Lake Tahoe
- Stanton
- Suisun City
- Sutter Creek
- Tehama
- Temecula
- Tustin
- Twentynine Palms
- Upland
- Vacaville
- Vallejo
- Wasco
- Weed
- West Sacramento
- Westminister
- Whittier
- Wildomar
- Willits
- Willows
- Yorba Linda
- Yreka
- Yuba City
- Yucaipa

Counties

- Amador
- Butte
- Calaveras
- Contra Costa
- El Dorado
- Fresno
- Imperial
- Inyo
- Kern
- Kings
- Lake
- Lassen
- Los Angeles
- Mendocino
- Modoc
- Napa
- Orange
- Placer
- Riverside
- San Bernardino
- San Joaquin
- San Luis Obispo
- Siskiyou
- Solano
- Stanislaus
- Tehama
- Trinity
- Tuolumne
- Yuba

Towns

- Town of Corte Madera
- Town of Fairfax
- Town of Fort Jones
- Town of Loomis
- Town of Los Gatos
- Town of Mammoth Lakes
- Town of Paradise
- Town of Truckee
- Town of Windsor
- Town of Yountville
- Town of Yucca Valley

SB2 & LEAP Housing Element Technical Assistance

- City of Alturas
- City of Calexico
- City of Blue Lake
- City of Gonzales
- City of King City
- City of Montebello
- City of Needles
- City of Soledad
- City of Susanville
- City of Trinidad
- City of Westmorland
- County of Plumas
- Town of Fort Jones

Key Staff

PlaceWorks has assembled a highly qualified team to complete the Blue Lake 7th Cycle Housing Element Update. This section describes the key personnel that will be assigned to the project. Resumes for the key staff identified are included in the appendix at the end of this proposal. Additional materials are available upon request.

Jennifer Gastelum, Principal, Principal-in-Charge



Jennifer will serve as Principal-in-Charge and will ensure that all products are produced on-time, on-budget, and meet the highest standards of quality. She currently manages the housing practice at PlaceWorks overseeing staff on Housing Element updates and implementation. With over two decades of expertise, Jennifer is a recognized leader in housing policy across California. Since 2008, she has spearheaded updates for over 100 Housing Elements and has a proven track record of compliance. During the 6th cycle update, she managed two multi-jurisdictional Housing Element updates for the Counties of Solano (8 jurisdictions) and Fresno (15 jurisdictions). For the last six years, Jennifer served as Principal-in-Charge on the comprehensive, statewide team to assist with HCD’s Accelerating Housing Technical Assistance program that included grant assistance for SB2, LEAP, and REAP funding. This multi-year program also included overseeing technical assistance to rural and tribal entities in pursuing REAP 2.0 funding. Jennifer also managed the Solano County REAP Collaborative, which includes providing housing tools and resources for eight jurisdictions to help them implement their Housing Elements and accelerate housing production.

Cynthia Walsh, Senior Associate, Project Manager



Cynthia will serve as the Project Manager and will be responsible for the day-to-day management of the project, as well as for maintaining regular contact with City staff, facilitating workshops, and attending project meetings. Cynthia has almost 20 years of experience working on long-range planning documents, specializing in policy writing for Housing Element updates, Housing Element annual reports, and Housing Element implementation. She prepared Housing Elements during the 4th through 7th cycles and has worked closely with staff at HCD to achieve certification for her clients. She also has experience with comprehensive zoning code and General Plan updates. Cynthia has experience with the preparation of analyses of impediments to fair housing choice documents, consolidated plans, and action plans.

Nicole West, AICP, Senior Associate, Local Contact



Nicole has over 18 years of experience in planning, most recently focusing on housing and community development projects. She has managed dozens of Housing Element updates, ensuring that local jurisdictions achieve certification from HCD. Her experience includes collaborating with PlaceWorks’ housing team on multi-jurisdictional Housing Element updates for the Solano Transportation Authority (STA) and the Fresno Council of Government (FCOG) and providing technical assistance to local jurisdictions as a consultant to HCD. She continues to manage municipal affordable housing programs (below-market-rate rental and ownership, first-time homebuyer, and various loan programs). She is experienced with technical data analysis and report writing for a range of documents, including disadvantaged unincorporated community analyses under Senate Bill (SB) 244, and Public Services Needs Assessments.

Holli Safran, Associate



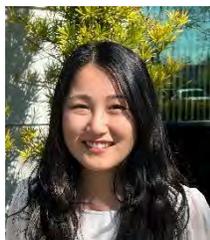
Holli brings a strong foundation in public-sector planning, community development, and policy implementation, shaped by her experience with both municipal agencies and consulting firms. Her work is grounded in thoughtful analysis, clear communication, and a commitment to advancing planning efforts that reflect community goals and regulatory standards. Before joining PlaceWorks, Holli served as an Associate Planner for the City of Santa Ana, where she contributed to major long-range planning initiatives, including the City's Housing Element. She conducted land use, zoning, and demographic research that informed policy development, and drafted planning policies, guidelines, and zoning code amendments that shaped the City's regulatory framework. Holli also led robust community engagement efforts, facilitating workshops, stakeholder meetings, and public presentations, while crafting clear graphics and reports that made complex planning concepts accessible to decision makers and the community. Holli's work at PlaceWorks covers a wide variety of comprehensive planning efforts, especially Housing Elements and related studies, general plans, and specific plans.

Jose Ayala, Associate



Jose has experience working on a wide range of planning projects, including policy writing for General Plans and Housing Elements, Housing Element implementation, and zoning code updates. In addition, Jose has contributed to projects such as General Plan audits, Housing Action Implementation Plans, and contributes to the firm's community outreach capacity, including providing Spanish translation. He has over five years of experience and brings a wide variety of skills through his work experience and education. He also has expertise in other state housing laws, such as accessory dwelling unit (ADU) Law and the Housing Accountability Act, and provides technical assistance to support local compliance and implementation efforts. His passion for planning is driven by envisioning and crafting unique, enjoyable, and healthy places for all.

Hazel Choi, Project Planner



Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for Housing Element updates. She has been contributing to analyzing data and updating Housing Elements for various local jurisdictions throughout California. She has significant experience in the preparation of analysis of Housing Needs Assessment, ensuring clients are consistent with the guidelines and requirements outlined in Department of Housing and Urban Development (HUD) and HCD. Hazel has expertise in developing Regional Transportation Plans, Community Needs Assessments, Corridor Plans, Evacuation Plans, and Active Transportation Plans for different local jurisdictions. Hazel has also dedicated her efforts to preparing grant applications and facilitating those programs managed by both the State and federal governments.

Mark Teague, AICP, Principal Advisor, Environmental Strategies



In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center environmental impact reports (EIRs), general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California, including Anderson, Mount Shasta, Wildomar, and Eastvale. Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, California Environmental Quality Act (CEQA) compliance, and how to read an

EIR. He also teaches planning to staff with a focus on how new legal decisions affect daily activity. With a great deal of experience in smaller communities, Mark has experience using available resources to meet the client’s needs.

Miles Barker, Associate



Miles works on a variety of projects ranging from CEQA analysis, comprehensive planning, and climate adaptation planning. With a background in city planning and environmental management, and a passion for climate adaptation planning, he seeks to create socially, ecologically, and economically sustainable and resilient communities. Miles possesses a comprehensive understanding of the environmental analysis and CEQA process. He has managed several CEQA analyses, including the Colfax General Plan Update EIR, Butte County General Plan Update EIR, Yuba City General Plan Update EIR, Redding General Plan Update EIR, Rio Vista General Plan Update EIR, Won Meditation-Retreat Center Project Initial Study,

Grand Avenue Improvement Project Initial Study, Glen Paul School Modernization Project Initial Study, Ridgeview High School Project Initial Study, New District Office Project Initial Study, Roseville High School Improvement Project Initial Study, Oak Ridge Elementary School Rebuild Project Initial Study, and Pleasant Grove Elementary School Improvements Project. Additionally, Miles has prepared various initial studies and addendums for Housing Element updates across the state.

Jessica Mendoza, Associate



Jessica is passionate about environmental justice, public outreach, urban planning, and policy research. She works on the Environmental Planning Team to bring about environmental projects throughout the state. Recently, Jessica completed CEQA analysis for the Contra Costa County 2045 General Plan and the Draft Climate Action Plan 2024 Update. She has also supported planning efforts for the Placer County and Sonoma County General Plan Updates and assisted with outreach initiatives for the Lake County General Plan.

Relevant Projects

Tehama County 6th and 7th Cycle Housing Element Update

PlaceWorks worked with County staff to prepare the 6th and 7th cycle Housing Element updates. This was a collective effort that included staff preparing much of the document with PlaceWorks providing a framework of necessary updates and important milestones, completing a strategic review, and assisting with the HCD certification. For the 7th cycle Housing Element update, PlaceWorks staff worked with HCD through three rounds of review ultimately achieving conditional compliance. PlaceWorks worked diligently with County staff to ensure site capacity was identified to accommodate the RHNA, understanding the infrastructure constraints of the unincorporated county. With the passing of Assembly Bill (AB) 686, Tehama County was also required to include an Assessment of Fair Housing in the 7th cycle update. PlaceWorks prepared the County's first Fair Housing Assessment relying on HCD's 7th cycle rural community fair housing outline and local knowledge questionnaire to inform the assessment.

Reference: Jessica Martinez, Director of Planning, Tehama County | 530.527.2200 | Jmartinez@tehama.gov

Dates of Work: 2019-2026

SB 2 Planning Grant and LEAP/REAP Technical Assistance

PlaceWorks provided technical assistance to help launch and implement the statewide Senate Bill (SB) 2 Planning Grants Program and the Local and Regional Accelerating Housing Production (LEAP/REAP) Program. PlaceWorks helped HCD staff and jurisdictions identify planning tools and projects to leverage the program's \$125 million allocation to increase housing production. Sample projects included targeted general plan updates, community plans and specific plans, by-right zoning, objective design standards, ADU plans, streamlined environmental analyses, and process updates to improve and expedite local permitting. The LEAP/REAP program built on these efforts to establish a new statewide "pro-housing designation," create toolkits to help implement State housing legislation, and develop a statewide database showing various indicators related to equity and affirmatively furthering fair housing. For both projects, PlaceWorks conducted outreach throughout the state and provided direct assistance to all 540+ cities and counties through 11 regional liaisons. PlaceWorks also developed an online GIS portal of planning grant information to enhance HCD's internal review processes and push out information to jurisdictions.

These two efforts represented the first statewide grant program for which every City and County was eligible for an over-the-counter funding award. The PlaceWorks team strove for and achieved an extremely high level of participation commensurate with its outreach and technical assistance efforts. Overall, the PlaceWorks team, working with HCD and regional governments, achieved over a 90 percent participation rate in the program, with 93 percent of available funds requested or awarded.

Blue Lake 6th Cycle Housing Element Update

PlaceWorks provided technical assistance under their accelerating housing program to assist Blue Lake with their 6th cycle Housing Element update.

Rural Communities Affirmatively Furthering Fair Housing

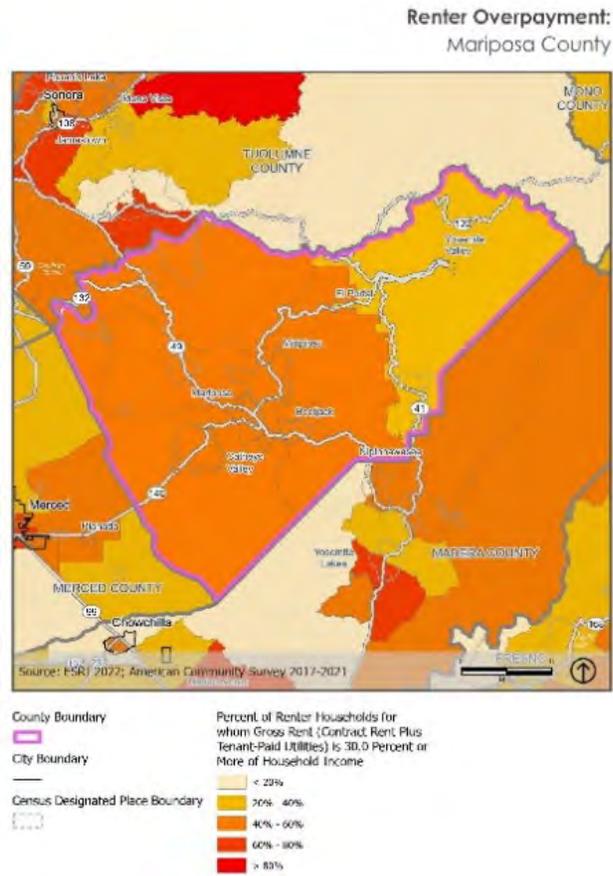
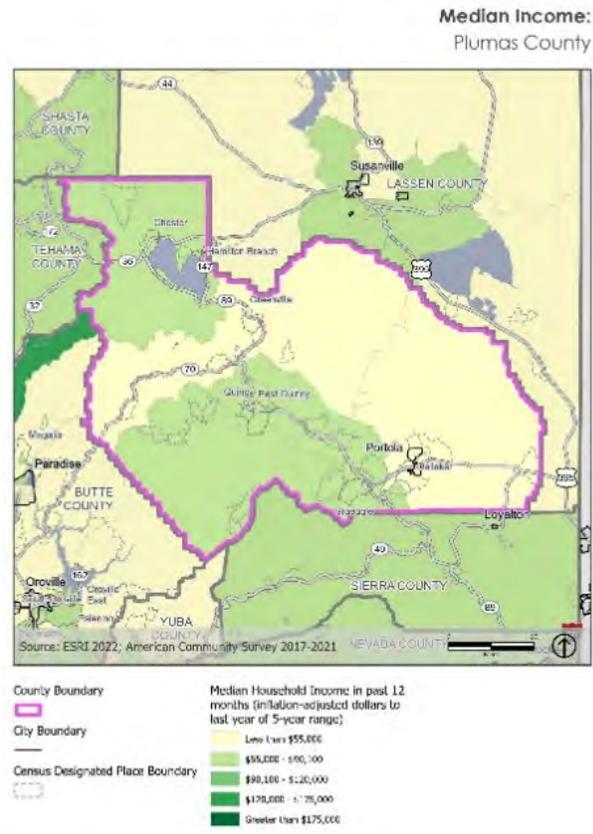
PlaceWorks produced Affirmatively Furthering Fair Housing (AFFH) analyses for rural communities in Northern California. PlaceWorks collaborated with HCD to develop a template fair housing analysis for Housing Elements and create questionnaires to collect supplementary local knowledge from jurisdiction staff and community stakeholders. PlaceWorks analyzed demographic conditions and environmental risks in relation to fair housing issues at local and regional scales to provide context to conditions within individual jurisdictions. Participating

Executive Summary

jurisdictions included Plumas County, the City of Portola, Sierra County, Modoc County, Tehama County, Trinity County, and Mariposa County, as well as other individual cities within those counties. Factors analyzed included rates of cost burden, median income, rates of overcrowding, rates of homeownership, and housing typology.

Reference: Paul McDougall, Housing Policy Division, State of California Department of Housing and Community Development | 916.263.7420

Dates of Work: 2019-2024





SCOPE OF SERVICES

Work Scope

This section describes the scope of services to be completed by PlaceWorks for the Blue Lake 7th Cycle Housing Element Update. To facilitate your review of this proposal, we have prepared a concise scope that emphasizes key components of our approach to this project.

We are flexible regarding the proposed scope of work and will work with you to make sure the scope meets the City's needs when we enter into a contract. We also recognize that it may be necessary to alter the scope as the project progresses and would be happy to work with you to ensure the successful completion of the project.

Task 1. Project Management and Kick-Off

1.1 Project Kick-Off Meeting

PlaceWorks will prepare for and attend a virtual kick-off meeting to exchange information, refine the scope and schedule, and initiate work. At the meeting we will:

- Determine staff contact protocol
- Review and finalize the scope of work and schedule
- Review Housing Element legal requirements and HCD practices and facilitate responses from HCD review
- Identify stakeholders
- Provide a list of data needs

Task 1.1. Deliverables:

- » Kick-off meeting agenda, data needs list, and a list of stakeholders (electronic copies)

1.2 Project Management and Coordination

PlaceWorks will communicate with City staff via phone and email throughout the project. In addition, PlaceWorks' project team will:

- Lead Zoom check-in discussions monthly until the public review draft is complete, then as needed throughout the remainder of the project.
- Provide an internet-based folder for all project materials accessible to the City and consultants.
- Reallocate remaining funds to other tasks within the scope when tasks are completed under budget.
- Send draft documents through quality control in advance of submitting to the City for review.
- Act as a liaison to ensure successful communication and coordination with HCD over the course of the project.

Task 1.2. Deliverables:

- » Six check-in meetings via Zoom

Task 2. Housing Element Preparation

2.1 Evaluation of 2019-2027 Housing Element

PlaceWorks will work closely with City staff to determine the status, effectiveness, and appropriateness of the 2019–2027 housing programs. We will gather and document all available information regarding specific accomplishments. In addition to reviewing the policy programs for results achieved, we will evaluate each program for compliance with State housing laws and identify and document any omissions or deficiencies. Findings from the evaluation will be detailed in a table to be included in the draft Housing Element and used as a basis for program revisions for the new planning period.

Task 2.1. Deliverables:

- » Review of housing programs will be a section in the administrative draft Housing Element

2.2 Housing Needs Analysis

PlaceWorks will update the needs analysis pursuant to Government Code Section 65583 with data from HCD’s pre-approved 7th cycle data package if available, and if not, PlaceWorks will use the rely on the data sources, including the U.S. Census, American Community Survey, and other relevant sources. The updated needs analysis will include:

- **Population and Demographics:** Population trends and projections, race and ethnicity, and population age.
- **Household Characteristics:** Number, size, and type of existing households, and characteristics of lower-income households (including extremely low).
- **Employment and Income:** Employment by industry, occupation of employed residents, and income trends.
- **Housing Stock Characteristics:** Housing types and conditions, overcrowded households, and vacancy rates. **Note:** This scope does not include a windshield housing condition survey.
- **Housing Costs and Affordability:** Home sale price trends, rental costs, affordability for households at all income levels, and overpayment.
- **Special Housing Needs:** Special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households.
- **At-Risk Housing:** Inventory and analysis of existing affordable units at risk of converting to market rate during the planning period.
- **Opportunities for Energy Conservation:** Pursuant to SB 375 and AB 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

2.3 Fair Housing Assessment

AB 686 requires each city or county to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. The City will need to include an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively advance fair housing. The California Tax Credit Allocation Committee (TCAC)/HCD Opportunity Maps will be included as well as approved HCD maps that are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. The goal of AB 686 is to ensure available sites for low-income housing are in high-resource areas rather than concentrated in areas of high segregation and poverty. It will be important to demonstrate adequate sites throughout the city and meaningful actions to overcome geographic disparities. This task assumes we will follow HCD’s 7th cycle rural community fair housing outline. PlaceWorks will be responsible for preparing the fair housing related maps and maps that overlay the vacant land inventory on the fair housing maps.



2.4 Housing Resources and Opportunities

PlaceWorks will work closely with City staff to identify physical, programmatic, and financial resources available to meet housing needs. The analysis will include the RHNA analysis, updated housing sites inventory, financial resources, and regulatory incentives for housing.

Task 2.4.1. Sites Inventory and RHNA Analysis

The City's 7th cycle RHNA went down to 41 total units from the 6th cycle RHNA (51 total units). PlaceWorks will rely on the sites inventory in the current Housing Element and identify additional sites as needed. This task will include all analysis needed to comply with recent updates to State housing law. A new map of the sites will be included in the analysis. This scope of work does not assume the City will need to rezone to meet the 7th cycle RHNA. If the City does need to rezone, PlaceWorks will prepare a separate scope and budget to assist with that task.

Task 2.4.2. Financial and Programmatic Resources

PlaceWorks will update financial and programmatic resources available for affordable housing programs, including local and state funding programs as well as private-sector resources. We will assess current and potential housing programs to recommend future programs that will support the City's housing objectives.

Task 2.4.3. Electronic Sites Inventory

Pursuant to SB 6 (Chapter 667, Statutes of 2019), jurisdictions adopting a Housing Element on or after January 1, 2021, must prepare an electronic copy of the final inventory of parcels using HCD-approved Excel spreadsheets and must submit it to HCD with the Housing Element. PlaceWorks will prepare the electronic land inventory to submit to HCD upon adoption of the Housing Element.

2.5 Housing Constraints

PlaceWorks will update the analysis of potential and actual governmental and nongovernmental constraints to meeting housing needs (pursuant to Government Code Section 65583[a][4, 5]) where relevant, including land use controls, fees and exactions, permit processing procedures, building codes and code enforcement, land and construction costs, and the availability of financing. We will identify potential programs and strategies to reduce or remove identified constraints. This task will include all analysis needed to comply with recent updates to State housing law.

2.6 Housing Goals, Policies, Programs, and Quantified Objectives

PlaceWorks will work with City staff to update goals, policies, programs, and quantified objectives (pursuant to Government Code Section 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will address:

- All new State requirements since adoption of the existing Housing Element
- Consistency and compliance with the rest of the General Plan elements and community goals
- Development controls and regulatory incentives
- Housing opportunities for all residents
- Fair housing programs
- Sources of affordable housing funding
- Preservation and improvement of existing affordable housing

- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair-share allocation
- Mitigating any governmental constraints to providing and improving housing staff

Task 2 Deliverables:

- » Updated Housing Needs Assessment
- » Fair Housing Assessment
- » Inventory of housing resources and sites
- » Constraints analysis
- » Review of past Housing Element program progress and preparation of new housing programs and quantified objectives

Task 3. Draft and Final Housing Element

3.1 Administrative Draft

PlaceWorks will incorporate the feedback received during the community meeting and stakeholder consultations into a comprehensive, formatted Administrative Draft Housing Element. PlaceWorks will submit the Administrative Draft Housing Element to City staff for review as an electronic copy in Microsoft Word. Any outstanding data still needed from the City will be flagged so it can be addressed during City staff's review. We request that we receive one consolidated set of City comments on the Administrative Draft.

Task 3.1. Deliverables:

- » One electronic copy (in MS Word) of the Administrative Draft Housing Element.

3.2 Public Review Draft

PlaceWorks will address staff comments on the Administrative Draft and reply to any questions. We will incorporate comments and revisions from staff's review of the Administrative Draft, as directed. PlaceWorks will then prepare a Public Review Draft Housing Element to present to City Council and to post on the City's website for a 30-day public review period. If comments are received during that 30-day period, PlaceWorks will take the required 10-days to review and consider all comments received.

Task 3.2. Deliverables:

- » One electronic copy (in MS Word and PDF) of the Public Review Draft Housing Element to be posted on the City's website for at least 30 days.

3.3 HCD Review Draft 1

PlaceWorks will address public comments, incorporate them into the Public Review Draft, and prepare a Draft for submittal to HCD for a 90-day review.

Task 3.3. Deliverables:

- » One electronic copy (in MS Word and PDF) and one hard copy of the HCD Review draft to send to HCD with a cover letter for review.

3.4 HCD Review Draft 2

PlaceWorks will work with City staff to address HCD's comments and incorporate them into the third Public Review Draft for posting on the City's website for seven days and then for submittal to HCD for an additional 60-day review.

Task 3.4. Deliverables:

- » One electronic copy (in MS Word and PDF) and one hard copy of tracked changes of the HCD Review draft to send to HCD with a cover letter for their 60-day review.

3.5 Final Draft and Certification

PlaceWorks will prepare a final Housing Element that incorporates changes to the HCD Draft from City staff, HCD, or public comments. PlaceWorks will submit the final Housing Element to HCD for final certification. The City will be responsible for submitting the Housing Element to the water/sewer district and Governor's Office of Land Use and Climate Innovation.

Task 3.5. Deliverables:

- » Electronic copies and one hard copy of each version (in MS Word and web-supported PDF) of the final draft to the City and to HCD with a cover letter for their 60-day certification review. One clean version and one including all changes made.

3.6 Addressing Public Comments

During each release of the document, PlaceWorks will also review public comments and incorporate revisions into the Housing Element as necessary. The budget assumes four hours of PlaceWorks' time to review and respond to public comments. The budget does not assume preparing a formal response to the commenter.

Task 3.6. Deliverables:

- » 4 hours to review and respond to public comments in the Housing Element.

Task 4. State Certification

PlaceWorks staff maintains strong working relationships with HCD reviewers, and because our office is near the HCD office, staff can meet with HCD staff in-person as needed. Our staff is very familiar with HCD's processes, HCD staff, and what steps need to be taken to ensure Housing Element certification.

PlaceWorks will serve as the City's liaison to HCD, which will include:

- Responding to comments on the first draft Housing Element from HCD (90-day initial review).
- Responding to comments on the second draft Housing Element from HCD (60-day review).
- Calls and emails with HCD staff to discuss comments.

Task 4. Deliverables:

- » One hard copy and one electronic submittal to HCD, including cover letters of the Housing Element with highlighted changes and additions (and printed copies, required by HCD).
- » Emails and memoranda to address HCD questions and comments, as needed.
- » Memos with proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a tracked-changes format for review and approval by City staff.

Task 5. Community Outreach and Engagement

Focused and meaningful community engagement is an important part of the Housing Element Update process. Government Code Section 65583(c)(7) states: "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort." PlaceWorks recommends a community outreach program consistent with State

and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders. Flexibility in regard to community participation is essential.

5.1 Stakeholder Interviews

PlaceWorks' practice has been to conduct virtual stakeholder interviews with organizations representing different socioeconomic sectors of the community to identify housing needs. We have found these consultations to be a valuable way of getting targeted input. We will work with City staff to develop a list of five to six organizations, and we will conduct a phone or email survey to discuss the issues and housing-related needs of their clients.

Task 5.1. Deliverables:

- » Three to four complete consultations to be included in the Housing Element.

5.2 Community Outreach Meeting

PlaceWorks will prepare for and attend one public meeting during the drafting of the Housing Element to discuss the Housing Element requirements and new State laws and to present initial findings. This meeting can be held during a City Council Study Session or as a workshop prior to a City Council Hearing. All comments received during the outreach meetings will be summarized in the public draft.

Task 5.2. Deliverables:

- » Draft and Final PowerPoint Presentation
- » Summary of findings to incorporate into the Housing Element

5.3 Public Hearing

We propose the City hold two public hearings—one meeting with the City Council prior to submitting the draft Housing Element to HCD, and one hearing with City Council for adoption of the Housing Element. PlaceWorks assumes attendance at two hearings and will provide meeting materials including a PowerPoint presentation.

Task 5.3. Deliverables:

- » PlaceWorks will prepare for and attend two public meetings
- » Information for the staff report
- » PowerPoint presentations

Task 6. CEQA Compliance

6.1 Exemption

Because the changes to the Housing Element are limited to procedural changes and updates to policies necessary to meet State requirements, there are no direct or indirect physical changes to the environment. CEQA allows an agency to adopt an exemption for projects when it can be seen with certainty that there is no physical change to the environment. In this instance, the changes to the Housing Element will be minor, and all future construction is subject to the existing regulations, ordinances, and laws that affect all construction.

Because there is no change to the environment, the commonsense exemption would apply. Section 15061(3) of the CEQA Guidelines states "The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." In this context, the local jurisdiction would determine that the proposed Housing Element is a project as defined by CEQA, but that there is no possibility that the project would result in a

significant effect on the environment and therefore qualifies for the commonsense exemption. PlaceWorks will provide a short memorandum to accompany the exemption explaining the changes proposed in the Housing Element and why there would be no impact. The memorandum and the exemption will accompany the staff report for the project. One administrative draft and one public draft of the document will be prepared.

Task 6.1. Deliverables:

- » Prepare a short memorandum to accompany the Exemption for the staff report, one Administrative Draft document, one Public Draft document
- » Approved documents will be submitted to the State Clearinghouse, Governor’s Office of Land Use and Climate Innovation, and the Humboldt County Clerk.

6.2 SB 18 Tribal Consultations

PlaceWorks will complete the California Native American Heritage Commission (NAHC) online form requesting a tribal contact list. Using the addresses on the list from NAHC, PlaceWorks will draft letters (on City letterhead) to each of the tribes on the NAHC list inquiring whether they want consultation. City staff will be responsible for completing any requested consultations. Completion of the SB 18 process is needed prior to acting on the project.

Task 6.2. Deliverables:

- » SB 18 Tribal Consultation Letters

Schedule

PlaceWorks’ proposed schedule for completing the Blue Lake 7th Cycle Housing Element is presented in Figure 2. The timeline is aligned with the City’s executed agreement with HCD. Based on this schedule, we anticipate achieving a finding of substantial compliance by July 15, 2027.

Although Housing Element updates typically include 90-day and 60-day review periods for the initial and second draft submissions, PlaceWorks understands that the City’s agreement with HCD specifies shortened review windows of 75 days and 45 days. These adjusted timeframes are incorporated into the proposed schedule.

We believe this schedule meets the City’s needs; however, we are happy to revise it if adjustments are required.

Key Dates:

- **By August 3, 2026:** Publish Administrative Draft
- **By August 24, 2026:** Issue public hearing notice
- **By September 18, 2026:** Submit the 7th Cycle Draft Housing Element to HCD for review
- **By December 31, 2026:** Meet with HCD to discuss the formal findings letter
- **By February 1, 2027:** If needed, release a second draft for public review
- **By February 15, 2027:** Submit the second draft to HCD for review
- **By June 1, 2027:** Adopt the Housing Element and submit it to HCD

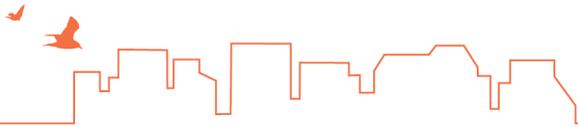


Figure 2 Schedule

Tasks	2026												2027				
	February	March	April	May	June	July	August	September	October	November	December	January	February	March	May	June	July
Task 1. Project Management and Kick off																	
1.1 Project Kick off	☐																
1.2 Project Management			☐		☐		☐				☐			☐		☐	
Task 2. Housing Element Preparation																	
2.1 Evaluation of 2019-2027 Housing Element																	
2.2 Housing Needs Analysis																	
2.3 Fair Housing Assessment																	
2.4 Housing Resources and Opportunities																	
2.5 Housing Constraints																	
2.6 Goals, Policies, Programs, and Quantified Objectives																	
Task 3. Draft and Final Housing Element																	
3.1 Administrative Draft																	
3.2 Public Review Draft								30-days									
3.3 HCD Review Draft 1									75-days								
3.4 HCD Review Draft 2													45-days				
3.5 Final Draft and Certification																	45-days
3.6 Addressing Public Comment																	
Task 4. Community Outreach																	
4.1 Stakeholder Interviews																	
4.2 Community Meeting				*													
4.5 City Council Meetings (2)							*							*			
Task 5. Environmental Review																	
5.1 Exemption																	
5.2 SB 18 Consultation																	

* Note the review timeframe are based on the agreement with HCD. The typical timeframes are 90-days and 60-days.

PlaceWorks Preparation of Project Task 

Staff Review of Work Products 

Meetings - Conference Calls or In-Person 



Cost Estimate

As shown in Table 1, the estimated cost to complete the scope of work described in this proposal is \$75,000.

We are flexible regarding project costs and hope that you will not eliminate us from consideration based on cost alone.

Our standard fee schedule is shown in Table 2.

PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.



Table 1 Cost Estimate

	PLACEWORKS												PlaceWorks Hours	PlaceWorks Total	
	JENNIFER GASTELUM	Cynthia Wlash	Nicole West	JOSE AYALA	HAZEL CHOI	MARK TEAGUE	MILES BARKER	JESSICA MENDOZA							
	Principal	Senior Associate	Senior Associate	Associate	Project Planner	Principal Advisor	Associate	Project Planner	TECH. EDITOR	WP/ CLERICAL	GIS	GRAPHICS			
Hourly Rate:	Principal-in- Charge	Project Manager	Local Contract	Housing	Housing	CEQA	CEQA	CEQA	GIS	GRAPHICS	TECH. EDITOR	WP/ CLERICAL	PlaceWorks Hours	PlaceWorks Total	
	\$290	\$235	\$235	\$195	\$170	\$290	\$190	\$160	\$170	\$200	\$150	\$140			
TASK 1. Project Management and Kick-Off															
1.1 Project Kick Off virtual		1	1		1	1								4	\$890
1.2 Project Management		4	15											19	\$4,685
Task 1. Subtotal		5	16	0	1	1	0	0	0	0	0	0	0	23	\$5,575
TASK 2. Housing Element Preparation															
2.1 Evaluation of 2019-2027 Housing Element			4			14								18	\$3,320
2.2 Housing Needs Analysis			4		6	25								35	\$6,360
2.3 Fair Housing Assessment			2		35				10					47	\$8,995
2.4 Housing Resources and Opportunities Site Inventory and RHNA Analysis Financial and Programmatic Resources Electronic Sites Inventory		1	8		12	6			4					31	\$6,210
2.5 Housing Constraints			1		8	3								4	\$745
2.6 Housing Goals, Policies, Programs, and Quantified Objectives			2		8	12								22	\$4,070
Task 2. Subtotal		1	29	0	69	63	0	0	0	14	0	0	0	176	\$33,650
TASK 3. Public Outreach															
3.1 Stakeholder Interviews (2-3)			2			8								10	\$1,830
3.2 Community Outreach Meetings (1) in person		1	1	4		8				1				15	\$3,025
3.3 Public Hearings (2) two in-person			1	8		6								15	\$3,135
Task 3. Subtotal		1	4	12	0	22	0	0	0	0	1	0	0	40	\$7,990
TASK 4. Prepare and Finalize Housing Element															
4.1 Administrative Draft		1	8		4						8	4		25	\$4,710
4.2 Public Review Draft		1	6		6	4						2		19	\$3,830
4.3 HCD Review Draft 1			2		4	7								13	\$2,440
4.4 HCD Review Draft 2			2		2	6			1	1				12	\$2,230
4.5 Addressing Public Comment		1	1		1	1								4	\$890
4.6 Final Adoption and Certification		1	4						1			1		7	\$1,570
4.7 State Certification		2	8		10	12						1		33	\$6,590
Task 4. Subtotal		6	31	0	27	30	0	0	0	0	2	9	8	113	\$22,260
TASK 5. Environmental Review															
1 Exemption							2	4	10		2	1		19	\$3,380
2 SB 18 Consultation			1			6								7	\$1,255
Task 5. Subtotal		0	1	0	0	6	2	4	10	0	0	2	1	26	\$4,635
Labor Hours Total		13	81	12	97	122	2	4	10	14	3	11	9	378	
Labor Dollars Total	\$3,770	\$19,035	\$2,820	\$18,915	\$20,740	\$580	\$760	\$1,600	\$2,380	\$600	\$1,650	\$1,260		\$74,110	
PlaceWorks Percent of Total Labor	3%	21%	3%	26%	32%	1%	1%	3%	4%	1%	3%	2%			
Reimbursable Expenses															
PlaceWorks Reimbursable Expenses															\$890
Subconsultants' Reimbursable Expenses															
														EXPENSES TOTAL	\$890
GRAND TOTAL															
															\$75,000



Table 2 2026 Fee Schedule

Staff Level	Hourly Bill Rate
Principal	\$210-\$345
Associate Principal	\$220-\$295
Senior Associate II	\$200-\$280
Senior Associate I	\$160-\$240
Associate II	\$165-\$210
Associate I	\$150-\$195
Project Planner	\$125-\$185
Planner	\$90-\$165
Graphics Specialist	\$90-\$175
Administrator	\$145-\$250
Clerical/Word Processing/Technical Editor	\$75-\$175
Intern	\$80-\$135
Subconsultants are billed at cost plus 10%. Mileage reimbursement rate is the standard IRS-approved rate. Possible Yearly Increase of 5% on bill rates.	



APPENDIX A: RESUMES







JENNIFER GASTELUM

Principal

Jennifer has over 20 years of experience specializing in various housing programs and public outreach for municipalities across California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to nearly 200 housing elements since 2008. Her experience also includes preparing HUD consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of State and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. She is also experienced in federal labor standard compliance review and monitoring.

Jennifer is committed to continuing education and training, and she has considerable experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports, and initial studies/negative declarations.

HIGHLIGHTS OF EXPERIENCE

- SB 2 and LEAP/REAP Technical Assistance | Statewide CA
- Solano County Multi-Jurisdictional Housing Element | Solano County CA
- Loomis General Plan Housing and Land Use Element Update | Loomis CA
- Orinda Housing Element and Safety Element | Orinda CA
- Auburn Housing Element and Safety Element | Auburn CA
- El Dorado County Housing Element 2021-2029 | El Dorado County CA
- Placer County Housing Element | Placer CA
- Elk Grove Housing Element Update | Elk Grove CA
- Yountville Cycle Housing Element Update | Yountville CA
- Lincoln Housing Element Update | Lincoln CA
- Anderson Housing Element Update | Anderson CA
- Arcata Housing Element Update | Arcata CA
- Arroyo Grande Housing Element Update | Arroyo Grande CA
- Auburn Housing and Safety Element Update | Auburn CA
- Grover Beach Housing Element Update | Grover Beach CA
- Morro Bay Housing Element Update | Morro Bay CA
- Alameda Housing Element | Alameda CA
- Willits Housing Element | Willits CA
- Pismo Beach Low-Cost Visitor-Serving Accommodation Study | Pismo Beach CA
- Pismo Beach 2020-2028 Housing Element | Pismo Beach CA
- Rohnert Park On-Call Housing Services | Rohnert Park CA
- San Luis Obispo County 2020-2028 General Plan Housing Element Update | San Luis Obispo County CA

EDUCATION

- BS, City and Regional Planning, Cal Poly San Luis Obispo
- AA, American River College

AFFILIATIONS

- American Planning Association

Team member since 2018



JENNIFER GASTELUM

Principal

jgastelum@placeworks.com

- Calaveras County IS/ND Addendum | Calaveras County CA
- Elk Grove Housing Element Update | Elk Grove CA
- Emeryville Staff Support Services | Emeryville CA
- Fortuna Housing Element Assistance | Fortuna CA
- Riverside County Housing Assistance | Riverside County CA
- Needles Mid-Cycle Housing Element | Needles CA
- Oxnard Housing Element Update | Oxnard CA
- Placer County Housing Element Update | Placer County CA
- Trinity County Housing Element, Trinity County CA

PREVIOUS EXPERIENCE

Housing Elements

- 2015–2023 Housing Elements, Stanislaus County; Kern County; communities of Ridgecrest, Wasco, Lodi CA
- 2014–2022 Housing Elements, Butte County; Solano County; communities of Alameda, Emeryville, Pleasanton, Biggs, Paradise, Clayton, Orinda, Fairfax, Los Altos, Dixon, Fairfield, Suisun City, Cloverdale, Yountville, Santa Rosa CA
- 2014–2019 Housing Elements, Amador County; Tehama County; communities of Ione, Jackson, Plymouth, Sutter Creek, Truckee, Grover Beach, Morro Bay, Willows, Montague CA
- 2013–2021 Housing Elements, Imperial County; Riverside County; communities of South Lake Tahoe, Wildomar, Eastvale, Temecula, Auburn, Lincoln, Roseville, Calimesa, Coachella, Elk Grove, Rancho Cordova, West Sacramento, Ontario, Twentynine Palms, Blythe, Oxnard, Marysville, Yuba County, and Davis CA
- 2008–2013 Housing Elements, Imperial County; Kern County; cities of Elk Grove, Imperial CA
- 2009–2014 Housing Elements, Solano County, Siskiyou County, Inyo County; communities of Ione, Anderson, Dixon, Chico, Fairfield, Soledad, Morro Bay, Hughson, Yountville, Madera, Monterey, Mount Shasta, Arcata, Orland, Yreka, Willows, Red Bluff, Vallejo, Los Altos, Clayton, Crescent City, Weed, Willits, Sand City CA
- First General Plan Housing Element City and 2008–2013 Update, Rancho Cordova CA
- Housing Element Updates, Washoe County; cities of Reno, Sparks NV

Federal Grant Program Management

- HOME Grant Administration, First-Time Homebuyers Program | Imperial County CA
- Community Development Block Grant Assistance | Rancho Cordova CA
- Community Development Block Grant Assistance | Citrus Heights CA
- CDBG, NSP, HOME, CalHOME Assistance | Monterey County CA
- City Labor Standards Compliance, NSP | Rancho Cordova CA

Affordable Housing

- Plumas Corporation Countywide Affordable Housing Strategy | Plumas County CA
- Regional Fair Share Housing Allocation Plan | Pierce County WA
- Affordable Housing Study | El Dorado County CA
- Affordable Housing Incentives and Infill Site Development Report | Placer County CA



CYNTHIA WALSH

Senior Associate II

Cynthia Walsh has almost 20 years’ experience working on long-range planning documents, specializing in policy writing for housing element updates, housing element annual reports, and Housing Element implementation. She prepared housing elements during the 4th through 7th cycles and has worked closely with staff at the California Department of Housing and Community Development to achieve certification for her clients. She also has experience with comprehensive zoning code and General Plan updates.

Cynthia also has experience with preparation of analyses of impediments to fair housing choice documents, consolidated plans, and action plans. She is experienced with State and federal grant programs, and she is well versed in federal (Davis-Bacon) and state labor standards compliance.

EDUCATION

- BA, Urban Studies and Planning San Francisco State University
- Section 3 HUD Training
- Davis-Bacon Labor “Prevailing Wage Law” Course

Team member since 2018

HIGHLIGHTS OF EXPERIENCE

7th Cycle Housing Elements

- City of Tehama
- Tehama County
- Modoc County
- Loyalton

6th Cycle Housing Elements

- Solano County Multijurisdictional Housing Element
- Fresno County Multijurisdictional Housing Element
- Orinda
- Alameda
- Daly City
- Cupertino
- Loomis
- Lincoln
- Rocklin
- Rancho Cordova
- Placer County
- El Dorado County
- Colfax
- Auburn
- Wildomar
- Imperial County
- Eastvale
- Calaveras County
- Elk Grove
- Willits
- Mendocino County
- Santa Rosa
- Windsor
- San Joaquin County
- Weed
- Town of Fort Jones
- California City
- 5th Cycle Housing Elements
- Imperial County
- Butte County
- Riverside County
- Auburn,
- Calimesa,
- Eastvale,
- Holtville,
- Marysville,
- Ontario,
- Temecula,
- West Sacramento,
- Wildomar,
- Willits
- Trinidad





CYNTHIA WALSH

Senior Associate

cwalsh@placeworks.com

4th Cycle Housing Elements

- Riverside County
- Alameda,
- Fortuna,
- Oxnard,
- Rancho Cordova
- Willits
- Solano County
- Arcata,
- Biggs,
- Chico,
- Cloverdale,
- Crescent City,
- Dixon,
- Eastvale,
- Hughson,
- Imperial,
- Ione,
- Los Altos,
- Montague,
- Monterey,
- Plymouth,
- Rancho Cordova,
- Sand City,
- Tulelake,
- Vallejo,
- Wildomar,
- Willits,
- Willows,
- Yountville
- Kern County
- Morro Bay

Housing Element Update Assistance

- King City
- Gonzales
- Westmorland
- La Habra Heights
- Westlake Village

Zoning Ordinance Amendments

- Comprehensive Update to the Wildomar Development Code, Wildomar, CA

Additional Projects

- Analysis of Impediments (AI) to Fair Housing Choice | Contra Costa Consortium; cities of Fairfield, Hanford, Lodi, Monterey, Rancho Cordova, Rocklin CA
- Consolidated Plans and Action Plans | Contra Costa Consortium; cities of Lancaster, Monterey, Redwood City, Santa Monica CA; State of Arizona; State of Nevada
- Housing Condition Surveys | Imperial County; cities of Grass Valley, Fairfield, Fort Bragg, Vallejo CA
- Income Surveys for Unincorporated Areas of Calexico, Holtville, Heber | Imperial County CA
- Redevelopment Blight Assessment | Plymouth CA
- Kern Council of Governments Regional Housing Needs Plan and Data Report | Kern County CA

PRIOR EXPERIENCE

Housing Elements

- 2008–2013 Housing Elements, Riverside County; cities of Alameda, Fortuna, Oxnard, Rancho Cordova, Willits CA
- 2009–2014 Housing Elements, Solano County; cities of Arcata, Biggs, Chico, Cloverdale, Crescent City, Dixon, Eastvale, Hughson, Imperial, Ione, Los Altos, Montague, Monterey, Plymouth, Rancho Cordova, Sand City, Tulelake, Vallejo, Wildomar, Willits, Willows, and Yountville CA
- 2013–2021 Housing Elements, Imperial County; Butte County; Riverside County; cities of Auburn, Calimesa, Eastvale, Holtville, Marysville, Ontario, Roseville, Temecula, West Sacramento, Wildomar, Willits CA



NICOLE WEST AICP

Senior Associate

Nicole has over 18 years of experience in planning, most recently focusing on housing and community development projects. She has managed dozens of Housing Element Updates, ensuring that local jurisdictions achieve certification from the California Housing and Community Development Department (HCD). Her experience includes collaborating with PlaceWorks' housing team on multijurisdictional Housing Element Updates for the Solano Transportation Authority (STA) and the Fresno Council of Government (FCOG) and providing technical assistance to local jurisdictions as a consultant to HCD. She continues to manage municipal affordable housing programs (below-market-rate rental and ownership, first-time homebuyer and various loan programs). She is experienced with technical data analysis and report writing for a range of documents including disadvantaged unincorporated community analyses under Senate Bill (SB) 244, and Public Services Needs Assessments.

Nicole is skilled at synthesizing quantitative and qualitative data, identifying key findings and developing effective plans, policies and programs. She enjoys sharing these insights and ideas by providing presentations to the public, committees and elected officials. As a project manager for complex public sector planning projects, Nicole leads multidisciplinary teams, develops and implements multifaceted community engagement efforts and ensures budgetary compliance.

HIGHLIGHTS OF EXPERIENCE

Housing Element Updates

- City of Arcata
- County of Trinity
- County of Mendocino
- City of Grover Beach
- City of Marysville
- City of Yuba City
- City of Ontario
- City of Laguna Hills
- City of Anderson
- City of Corning
- City of Emeryville
- City of Vacaville
- City of Yountville
- City of Stockton
- City of Soledad
- City of Huron

EDUCATION

- Master of Landscape Architecture and Master of Regional Planning, University of Massachusetts, Amherst
- Bachelor of Science in Sustainable Living, Humboldt State University (now Cal Poly Humboldt)

CERTIFICATIONS

- American Institute of Certified Planners

AFFILIATIONS

- American Planning Association

Team member since 2019



NICOLE WEST

Senior Associate

nwest@placeworks.com

- City of Sanger
- City of Selma
- City of Kingsburg
- City of Reedley

SB 244 Disadvantaged Unincorporated Communities Analyses

- County of Imperial
- City of Marysville
- County of Yuba
- City of Lincoln
- City of Auburn
- County of Butte
- County of Mendocino
- County of Lassen
- City of Corning
- County of El Dorado

Parks and Open Space Planning

- California State Parks Tribal Lands Acknowledgement and Interpretation and Exhibits | Statewide CA
- Tolowa Dunes State Park Cornerstone Document | Del Norte County CA

Additional Projects

- Lake County Housing Action and Implementation Plan | Lake County CA
- Rohnert Park ADU Handbook Website | Rohnert Park CA
- Emeryville Affordable Housing Assistance for the Metropolitan Transportation Commission (MTC) | Emeryville CA
- SB 2 Planning Technical Assistance and Accelerating Housing Production Technical Assistance | Statewide CA
- Housing Programs Administration for the Cities of Emeryville and Rohnert Park
- Tracy Affordable Housing Initiative Facilitation | Tracy CA
- Monterey Vulnerable Communities Needs Assessment | Monterey CA

AWARDS

- 2023 Best Practices Award of Excellence, California APA, Northern Section | Emeryville 2023-2031 Housing Element



HOLLI SAFRAN

Associate

Holli brings a strong foundation in public-sector planning, community development, and policy implementation, shaped by her experience with both municipal agencies and consulting firms. Her work is grounded in thoughtful analysis, clear communication, and a commitment to advancing planning efforts that reflect community goals and regulatory standards.

Before joining PlaceWorks, Holli served as an Associate Planner for the City of Santa Ana, where she contributed to major long-range planning initiatives, including the City's Housing Element. Her role emphasized aligning planning efforts with the City's General Plan goals, coordinating insights across departments, and guiding consultant teams to deliver effective, community-supported outcomes. She conducted land use, zoning, and demographic research that informed policy development, and drafted planning policies, guidelines, and zoning code amendments that shaped the City's regulatory framework. Holli also led robust community engagement efforts, facilitating workshops, stakeholder meetings, and public presentations, while crafting clear graphics and reports that made complex planning concepts accessible to decision-makers and the community.

Holli's work at PlaceWorks covers a wide variety of comprehensive planning efforts, especially housing elements and related studies, general plans, and specific plans.

HIGHLIGHTS OF EXPERIENCE

- Gridley Housing Element Update | Gridley CA
- South Lake Tahoe 2027-2035 Housing Element Update | South Lake Tahoe CA
- Fairview Developmental Center Specific Plan | Costa Mesa CA

PRIOR EXPERIENCE

- Monterey County Analysis of Impediments to Fair Housing Choice | Monterey County CA
- Gateway Cities Housing Needs Assessment | Los Angeles County CA
- Thousand Oaks Housing Element | Thousand Oaks CA
- Glendora Housing Element | Glendora CA
- Palmdale 2045 General Plan Update | Palmdale CA
- Santa Ana Housing Element | Santa Ana CA
- San Diego Regional Analysis of Impediments to Fair Housing Choice | San Diego County CA
- El Cajon Housing Element | El Cajon CA
- La Mesa Housing | La Mesa CA

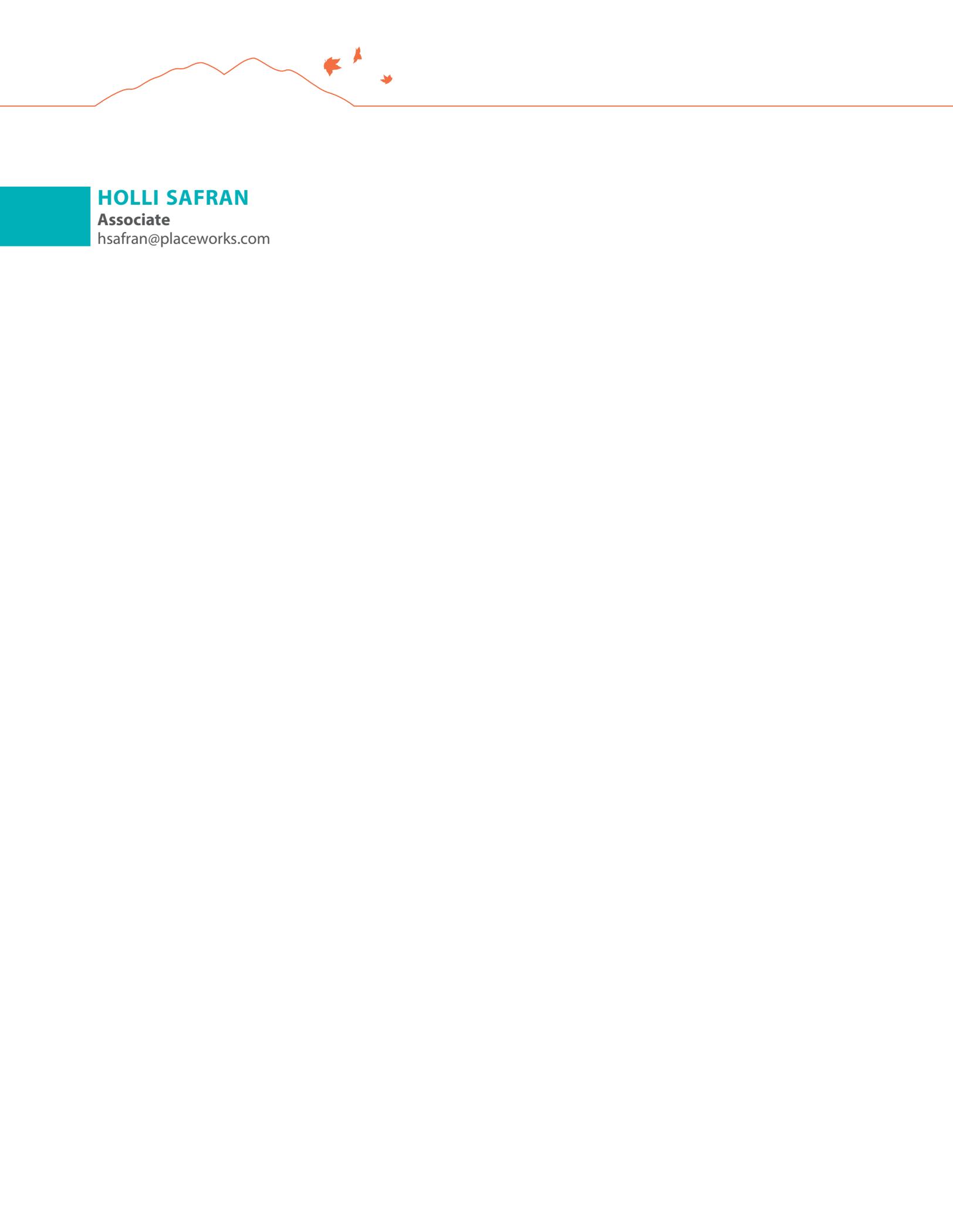
EDUCATION

- BA, Urban Studies & Planning, California State University, Northridge

AFFILIATIONS

- American Planning Association

Team member since 2025



HOLLI SAFRAN

Associate

hsafran@placeworks.com



JOSE AYALA

Associate

Jose Ayala has over five years of experience working on housing element updates, including policy writing for housing element updates in addition to reviewing housing elements for consistency with State Housing Element Law. Jose contributes to analyzing data and updating housing elements for various jurisdictions throughout California. Outside of housing elements, Jose has experience with other state housing laws, including ADU Law, Housing Accountability Act, and experience in providing technical assistance.

HIGHLIGHTS OF EXPERIENCE

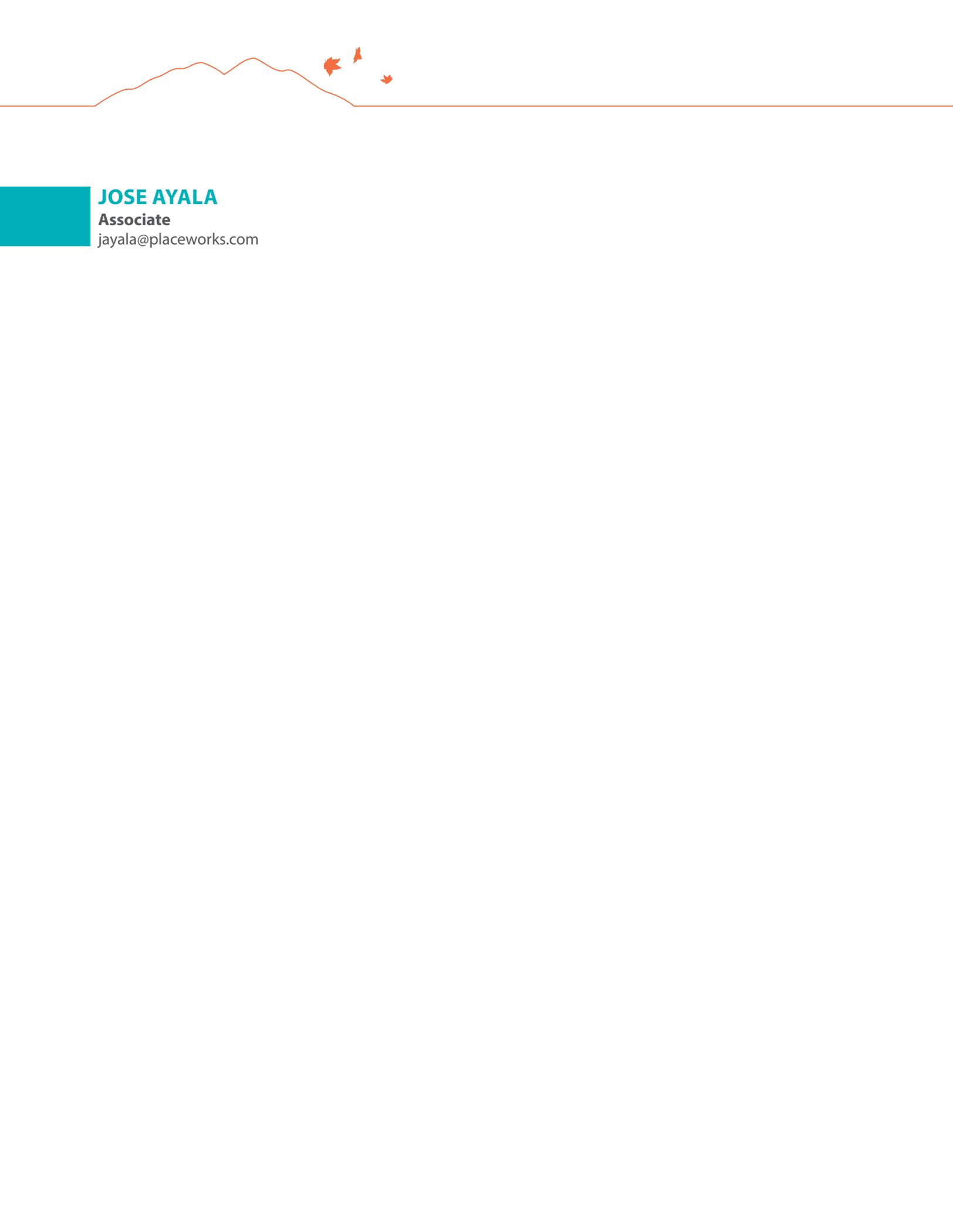
- McFarland Housing Element 2023-2031 | McFarland CA
- Gonzales Housing Element 2023-2031 | Gonzales CA
- King City Housing Element 2023-2031 | King City CA
- California City Housing Element 2023-2031 | California City CA
- Red Bluff Housing Element 2024-2029 | Red Bluff CA
- La Habra Heights Housing Element 2021-2029 | La Habra Heights CA
- Westmorland Housing Element 2021-2029 | Westmorland CA
- Calexico Housing Element 2021-2029 | Calexico CA
- Dixon General Plan Audit | Dixon CA
- Lake County Housing Action Implementation Plan | Lake County CA
- San Bernardino Zoning Code Update | San Bernardino CA
- Local Early Action Plan Close Out Report



EDUCATION

- MA, Public Policy and Administration, Sacramento State University
- BA, Political Science, University of California, Berkeley

Team member since 2024



JOSE AYALA

Associate

jayala@placeworks.com



HAZEL CHOI

Project Planner

Hazel has experience in comprehensive and long-range planning, with a specific focus on policy development for housing element updates. She has been contributing to updating housing elements to achieve certification for various local jurisdictions throughout California.

Hazel also has expertise in preparing and updating zoning code amendments to ensure compliance with the recent state law changes for various local jurisdictions. She is committed to supporting cities and counties in successfully implementing their programs, helping them achieve their goals while meeting state requirements. Hazel has actively participated in numerous community outreach and surveys, dedicating her time to creating a range of visual materials that enhance the community's understanding of various projects.

HIGHLIGHTS OF EXPERIENCE

Housing Elements

- Westmorland Housing Element 2021-2029 | Westmorland CA
- Loyalton Housing Element 2024-2029 | Loyalton CA
- Modoc Coutny Housing Element 2024-2029 | Modoc Coutny CA
- San Joaquin County Housing Element 2023-2031 | San Joaquin County CA
- Daly City Housing Element 2023-2031 | Daly City CA
- Cupertino Housing Element 2023-2031 | Cupertino CA
- Gonzales Housing Element 2023-2031 | Gonzales CA
- Fort Jones Housing Element 2023-2031 | Fort Jones CA
- Tehama Housing Element 2024-2029 | Tehama CA
- Tehama County Housing Element 2024-2029 | Tehama County CA
- Red Bluff Housing Element 2024-2029 | Red Bluff CA
- California City Housing Element 2023-2031 | California City CA

Zoning/Development Code Amendments

- San Bernardino Subdivision Code | San Bernardino CA
- Santa Rosa Housing Element Implementation | Santa Rosa CA
- Coalinga Housing Element Implementation | Coalinga CA
- Huron Housing Element Implementation | Huron CA
- Sanger Housing Element Implementation | Sanger CA
- Westmorland Housing Element Implementation | Westmorland CA

AWARDS

- 2021 APA CA Northern Section, Award of Excellence: Alum Rock Avenue Community Assessment
- 2021 Maggie Walsh Leadership Legacy, WTS SF Bay Area Chapter
- 2020 CA Northern Section Scholarship, California Planning Foundation

EDUCATION

- MA, Urban Planning, San Jose State University
- BA, International Business, Dongduk Women's University

AFFILIATIONS

- American Planning Association
- Women in Transportation

Team member since 2024



- 2020 Louie Barozzi Scholarship, San Jose State University

PROFESSIONAL ACTIVITIES

- Mentorship Program, WTS, 2023
- Research Fellow, Green 2.0, 2022
- APA Northern California Section News, Associate Editor, 2021

HAZEL CHOI

Project Planner

hchoi@placeworks.com



MARK TEAGUE AICP

Principal Advisor, Land Use and Environmental Strategies

In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. Mark is often able to offer a unique approach to meeting a critical goal of a project. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California including Anderson, Mount Shasta, Wildomar and Eastvale.

Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR. He also teaches planning to staff with a focus on how new legal decisions affect daily activity. Because of his public outreach skills, Mark has helped with projects ranging from Walmart to water-bottling plants and conducted town hall meetings about development services department efficiencies and increases in utility fees.

With a great deal of experience in smaller communities, Mark has experience using available resources to meet the clients needs. Small agencies have the same issues to resolve as larger agencies, what they lack is resources. Using previously prepared studies, data collected for several projects and from different sources as a resource to complete tasks. By talking with the community about an issue, Mark is often able to arrive at solutions using information the agency has already paid for. He is known for recommending solutions that are less expensive and in tune with the community.

HIGHLIGHTS OF EXPERIENCE

- SB 2 and LEAP/REAP Technical Assistance | Statewide CA
- River Crossing Market Place Specific Plan EIR | Redding CA
- Redding General Plan Circulation and Noise Element and EIR | Redding CA
- Addendum to Northeast Quadrant Specific Plan EIR | Dixon CA
- Loomis General Plan Housing and Land Use Element Update | Loomis CA
- Colfax General Plan and Housing Element Update | Colfax CA
- Yuba City General Plan Update | Yuba City CA
- Elk Grove Kammerer Road Annexation Area | Elk Grove CA
- Davis Core Area Plan and EIR | Davis CA

EDUCATION

- BA, Political Science, California State University, Stanislaus

CERTIFICATIONS

- American Institute of Certified Planners #019631

AFFILIATIONS

- American Planning Association
- Association of Environmental Professionals

Team member since 2016



MARK TEAGUE

Principal Advisor

mteague@placeworks.com

- Envision Contra Costa 2040 General Plan Update, Climate Action Plan, Zoning Code Update, and EIR | Contra Costa County CA
- Greentree Mixed-Use Development Project | Vacaville CA
- Lincoln Housing Element Update Environmental | Lincoln CA
- Lodi General Plan EIR | Lodi CA
- Barstow General Plan EIR and General Consulting Services | Barstow CA
- Rancho Cucamonga General Plan Update and EIR | Rancho Cucamonga CA
- On-Call Environmental Services | Beaumont CA
- City Planner | Weed CA
- Temple City General Plan Update EIR | Temple City CA
- Temple City Development Code Update | Temple City CA
- North School Reconstruction EIR | Hermosa Beach CA
- John Killen/Fox Luggage Warehouse Project IS/MND | Industry CA
- Residential Care Facility Specific Plan IS/EIR | Solana Beach CA

SPEAKING ENGAGEMENTS

- CEQA Basics | 2024 League of California Cities Planning Commissioners Academy | Long Beach, CA
- Planning Commissioners Training | 2024 Inland Empire APA Riverside
- Perfect Mitigation Measures | 2024 California Association of Environmental Planners Anaheim
- Policy Implications of Planning | 2024 New Councilmembers and Mayors Academy Monterey

ACTIVITIES

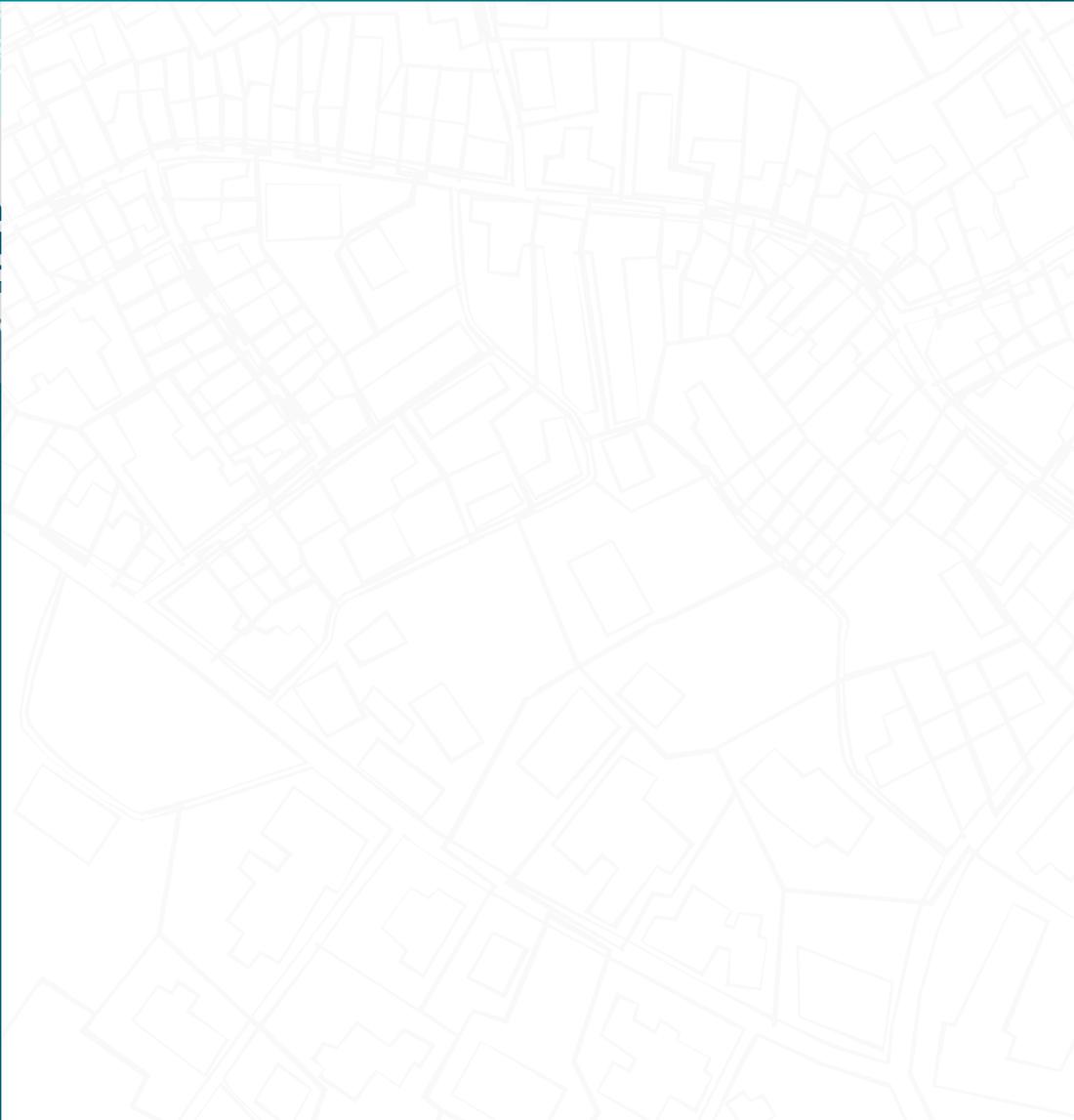
- Engineering, Environment Planning Internship Chareete (EEPIC) Lead for PlaceWorks

AWARDS

- Envision Wildomar 2040 | 2025 Daniel Burnham Award of Merit for a Comprehensive Plan, California APA, Inland Empire Section



APPENDIX B: PROFESSIONAL SERVICES AGREEMENT MODIFICATIONS





City of Blue Lake
Proposed Agreement Changes

9. Indemnity.

~~9.1 General. For purposes of the following indemnification provisions, the phrases “design professional” and “design professional services” shall have the same meaning as set forth in California Civil Code section 2782.8. If any term, provision or application of this Section 9 is found to be invalid, in violation of public policy or unenforceable to any extent, such finding shall not invalidate any other term or provision of this Section 9 and such other terms and provisions shall continue in full force and effect. If there is any conflict between the terms, provisions or application of this Section 9 and the provisions of California Civil Code Sections 2782 or 2782.8, the broadest indemnity protection for the City under this Section 9 that is permitted by law shall be provided by Consultant.~~

9.2 Indemnification for ~~Design~~ Professional Services Claims. Consultant shall indemnify, defend and hold harmless the City, its governing board, directors, officers, employees, and agents against any claims that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its employees, subcontractors, and agents in the performance of ~~design~~ professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or willful misconduct of City, or defect in a design furnished by City, but in no event shall the amount of such Consultant’s liability exceed such Consultant’s proportionate percentage of fault as determined by a court, arbitrator or mediator, or as set out in a settlement agreement. In the event one (1) or more defendants to any action involving such claim or claims against City is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with the other parties to such action regarding unpaid defense costs. Notwithstanding the foregoing, for any direct claims initiated by the City exclusively against Consultant unrelated to, and without limitation on, Consultant’s indemnity or defense obligations for third-party claims, Consultant will not be obligated to provide the City a defense for the direct claim but, in the event the City prevails in such direct claim, Consultant shall be subject to Section 15.13, below, concerning the reimbursement of its reasonable attorneys’ fees and court costs.

13. Work Product. City shall be the sole owner of all rights to any work product in any form which has been prepared by Consultant on City’s behalf pursuant to this Agreement ~~once Consultant has been paid~~, unless otherwise specified in writing by the parties. ~~If City desires to reuse any documents or other deliverables, including electronic media, pertaining to the project prepared by Consultant, City may do so, but if such documents or other deliverables are reused by City for any purpose other than that for which such documents or deliverables were originally prepared, or if City causes such documents or deliverables to be altered without Consultant’s written consent, such reuse shall be at City’s risk.~~



APPENDIX C: LETTERS OF RECOMMENDATION







**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
TELEPHONE: (408) 777-3308 • FAX: (408) 777-3333
CUPERTINO.ORG

Subject: Letter of Recommendation for PlaceWorks

January 7, 2026

To whom it may concern:

I would like to strongly recommend the PlaceWorks Housing team. My staff and I worked with PlaceWorks on the City's 2023 – 2031 Housing Element update and found that PlaceWorks consistently produced high-quality work requiring minimal revisions. Additionally, they were very responsive to our questions and requests and were always willing to meet and clearly to talk through any issues we had in greater detail, a key ability given the complexity and nuances of State housing law. Moreover, PlaceWorks was able to replace our originally-selected consultant and produce a far superior work product in an impressively brief amount of time. In short, PlaceWorks consistently, and pleasantly, exceeded our expectations.

Throughout the Housing Element update I worked directly with Cynthia Walsh, Jennifer Gastelum, and others at PlaceWorks and found all of them to be professional, friendly, adaptable and exceptionally knowledgeable about current Housing Element requirements and negotiating the often daunting approval process with HCD. In addition to their Housing team, PlaceWorks' staff brings a depth and wide range of planning expertise, particularly in the areas of environmental review/CEQA and land use policy development, that enabled the Housing Element update process to seamlessly progress to a successful outcome, on time and within budget.

My overall impression of the PlaceWorks team is that they are highly qualified professionals who work hard and maintain an open line of communication. If you'd like to speak directly with me, please feel free to reach out as I would welcome the opportunity to explain why I recommend them so highly.

Sincerely,

A handwritten signature in blue ink that reads 'Luke T. Connolly'. The signature is fluid and cursive.

Luke T. Connolly, AICP
Assistant Director of Community Development



PLANNING DEPARTMENT COUNTY OF TEHAMA

Courthouse Annex, Room "I"
444 Oak Street
Red Bluff, California 96080
530-527-2200 Telephone
Email: Planning@Tehama.gov

January 7, 2026

Subject: Letter of Recommendation for PlaceWorks

To whom it may concern:

I would like to take a moment to recommend the PlaceWorks Housing team. My staff and I worked with PlaceWorks on the 2024 – 2029 Housing Element update. We found that PlaceWorks produces high-quality work with minimal revisions, is very responsive to questions, and always exceeds our expectations.

I worked directly with Cynthia Walsh and Jennifer Gastelum at PlaceWorks and found them to be professional, friendly, and exceptionally knowledgeable about Housing Element requirements and the process with HCD. The staff at PlaceWorks has clearly demonstrated that they are well qualified to complete the tasks requested, and their work product deliverables have been of a high quality.

In summary, I have found the PlaceWorks team to be highly qualified professionals who work hard and keep an open line of communication. Please feel free to contact me as I would welcome the opportunity to explain why I recommend them so highly.

Sincerely,

Sincerely,

Jessica Martinez
Director of Planning





101 Parkshore Drive, Suite 200
Folsom, California 95630
916.245.7500

www.PlaceWorks.com

ORANGE COUNTY • BAY AREA • SACRAMENTO • CENTRAL COAST • LOS ANGELES • INLAND EMPIRE

Attachment 3

Proposal from Planwest Partners, Inc.



Submitted to
City of Blue Lake
February 6, 2026



Proposal for the City Of Blue Lake 7th Cycle Housing Element Update

Jennie Short
City Manager
111 Greenwood Rd.
PO Box 458
Blue Lake, CA 95525

February 6, 2026

RE: City of Blue Lake 7th Cycle Housing Element Update

Dear Selection Committee,

On behalf of Planwest Partners Inc., we are pleased to submit this proposal to assist the City of Blue Lake with its 7th Cycle Housing Element update. Planwest brings longstanding experience working with Humboldt county jurisdictions, along with a strong record of preparing State-certified Housing Elements for communities similar in size and character. Our team recently completed multiple HCD-certified 6th Cycle Housing Elements in Siskiyou county and offers deep expertise in zoning reform, housing policy, and CEQA compliance. With former and current city and county planners on staff, we combine technical proficiency with a practical understanding of local development standards and Humboldt County's unique planning context and community values. We approach our work with a commitment to transparency, active listening, and trust-building throughout the process, and we are mindful of Blue Lake's history of varied community viewpoints and the challenges the City confronted during the update of its 6th Cycle Housing Element. For this proposal, the Planwest team includes Principal Planner Vanessa Blodgett, Senior Planner Michelle Nielsen, AICP, and Senior Advisor Michael Richardson, all of whom have authored and managed numerous housing elements for Northern California cities and the County of Humboldt that were certified by the State.

For this important project, Planwest is partnering with Mickelson Facilitation, with over ten years of experience in outreach and community feedback facilitation. Together, our partnership brings the best of both worlds: Planwest's local knowledge and trusted history within Humboldt county, combined with Mickelson's innovative outreach. Our combined Planwest-Mickelson Facilitation team offers the technical rigor, design innovation, and community engagement experience needed to deliver work products that are strategic, engaging, and accessible to all. We will build on this understanding and experience to develop and deliver the City of Blue Lake a 7th Cycle Housing Element that can be certified by HCD, on schedule, and it will provide the City with clear and actionable housing programs.

Thank you for considering our proposal—our team looks forward to discussing this proposal with you and the selection committee so we can bring our experience, creativity, and deep local connection to support Blue Lake's vision for the future.

Sincerely, on behalf of our team,



Vanessa Blodgett, Principal
vanessab@planwestpartners.com
Planwest Partners, Inc.
(O) 707.825.8260 / (M) 707.498.3645 / (F) 707.825.9181
670 9th Street, Suite 201,
Arcata, CA 95521



Michelle Nielsen, AICP, Senior Planner
michellen@planwestpartners.com
(O) 707.825.8260 ext. 105

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APPENDIX A - Resumes

EXECUTIVE SUMMARY

The Planwest team is uniquely qualified to provide the City of Blue Lake with the 7th Cycle Housing Element update that meets the overall project objectives. Our team includes key Planwest staff who led and authored the 6th Cycle Housing Element updates for the cities of Ferndale, Point Arena, and multiple cities in Siskiyou county including Yreka, Mt. Shasta, and Dunsmuir. Our team prepares zoning amendments that implement adopted housing element programs to ensure compliance, and designs and facilitates engaging public outreach campaigns. The team includes Lulu Mickelson of Mickelson Facilitation, who brings technical expertise in public outreach and facilitating public feedback. Firm overviews, qualifications, and project key personnel are provided below. Resumes are included in Appendix A.

Overview of Firms

Planwest Partners Inc. is a community planning consulting firm based in Arcata, CA, and has been serving California communities since 1997. Planwest is a California “C” corporation, small business that expanded ownership to include two employees, Vanessa Blodgett and Colette Santsche, in addition to founder George Williamson. As of January 1, 2021, Vanessa and Colette have combined majority company ownership, making Planwest a women-owned business. Planwest has assisted city, county, regional, and tribal governments; transportation planning agencies; special districts; non-profits; and private industry in achieving their specific goals. Our multi-disciplinary staff comprised of planners, spatial analysts, service specialists, and administrators offers a wide range of professional skills necessary to meet, and often exceed our clients’ diverse planning needs and expectations. Planwest provides a full range of planning services, including:

- Community, General, and Specific Plans
- Housing Element Updates
- Zoning and Development Codes
- Contract Planning Staffing and Support
- Strategic Plans and Visioning
- Community Outreach and Meeting Facilitation
- Project Management
- Environmental Planning Services – CEQA and NEPA Compliance
- Geographic Information Systems (GIS) Mapping and Data Management



We are committed to working collaboratively with our clients and the community to deliver outcomes that promote sound growth, improved housing opportunities for all income levels, economic sustainability, and environmental stewardship.

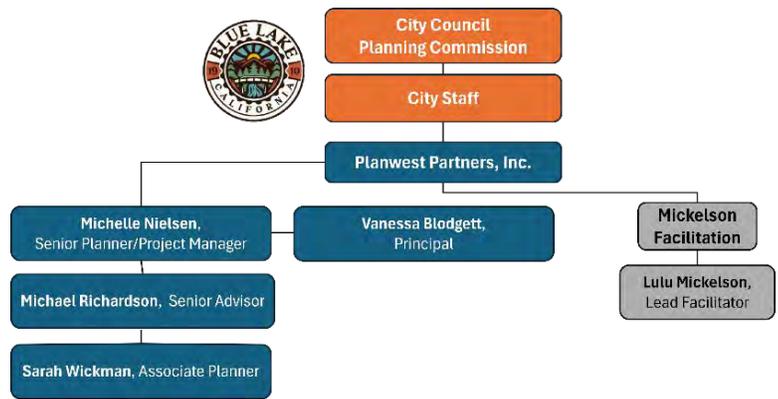
Mickelson Facilitation is the consulting and facilitation practice of Lulu Mickelson, who serves as a facilitator, strategist, coach, and change doula supporting government teams and community organizations through listening, reflection, collaboration, and adaptive change. Her work emphasizes participatory approaches in local government that elevate residents as experts and leaders, grounded in human-centered design and grassroots organizing. Mickelson Facilitation has worked with many local organizations including the County of Humboldt, Humboldt Area Foundation, Redwood Region Economic Development Commission, Rural Communities Housing Development Corporation, and Wiyot Tribe.

Project Team – Key Members

Together, our team has the expertise, experience, and dedication to prepare housing element updates that are certified by the Department of Housing and Community Development (HCD). An overview of the qualifications and roles of key team members is provided below, and detailed resumes are included in Appendix A. The team’s

organizational structure and roles are presented in the chart below. Additional Planwest technical support staff are available and will be brought in as necessary.

Vanessa Blodgett, Principal Planner and Partner at **Planwest Partners**, will serve as the principal-in-charge and will oversee contracting, resource allocation, and overall project budget management. Vanessa will also assist with preparing several sections of the Housing Element. Vanessa brings over 18 years of experience managing land use and planning projects for national, state, and local agencies. She specializes in Housing Element preparation, land use policy development, and CEQA/NEPA



compliance. Vanessa has led complex planning and environmental projects, including the City of Arcata General Plan Update, the City of Ferndale Land Use Element Update, multiple Housing Element Updates, and projects for the Humboldt Bay Harbor, Recreation, and Conservation District. Her expertise spans project management, community engagement, preparation of environmental documents, permit acquisition, policy analysis, and implementation planning.

Michelle Nielsen, AICP, Senior Planner at **Planwest Partners**, will serve as the day-to-day Project Manager, coordinating between City staff and the project team, and keeping the project on schedule and on budget. Michelle will also serve as the lead preparer for the Housing Element. Michelle has nearly 20 years of experience supporting California local governments in both long-range and current planning. She served as Project Manager and lead author for late-6th Cycle Housing Elements for six Siskiyou County cities and currently provides contract planning services to the cities of Ferndale and Fortuna. Prior to joining Planwest, Michelle led Humboldt County’s 6th Cycle Housing Element team through development and certification, authoring the Element’s goals, policies, and programs. She also previously served as lead planner for a wide range of current planning projects, including residential, commercial, and industrial development, subdivisions, and lot line adjustments.

Michael Richardson, Senior Advisor at **Planwest Partners**, will assist with preparing several sections of the Housing Element, including the sites inventory and needs assessment. From 1991 to 2022, Michael held planning and management roles with the Humboldt County Planning and Building Department, leading major long-range and current planning initiatives. He led and authored six Housing Element updates, preparing GIS analyses, staff reports, and policy recommendations that expanded opportunities for affordable housing, second units, and subdivisions while maintaining compliance with state Housing Element law from 1991 to 2022. Michael also managed the County’s ambitious Housing Element rezoning program, adding more than 800 units of multifamily capacity to the housing inventory. He also advised the Board of Supervisors and Planning Commission throughout the comprehensive Humboldt County General Plan Update. In current planning, Michael served as lead planner for major development proposals involving general plan amendments, rezones, subdivisions, conditional use permits and environmental impact reports across the County.

Sarah Wickman, Associate Planner at **Planwest Partners**, will assist with community engagement and drafting the Housing Element. Sarah brings strong expertise in community engagement, quantitative analysis, environmental assessments, and planning. She has conducted multiple Municipal Service Reviews and Sphere of Influence updates for special districts in Humboldt, El Dorado, Shasta, and Contra Costa counties. Her work includes detailed operational, fiscal, and infrastructure analyses for special districts and county service areas, with evaluations of demographic and socioeconomic conditions, service capacity, governance, budgets, response times, and long-term planning needs. Sarah’s environmental experience includes preparing CEQA documentation, project-specific analyses, and coastal development permits, as well as supporting CEQA/NEPA

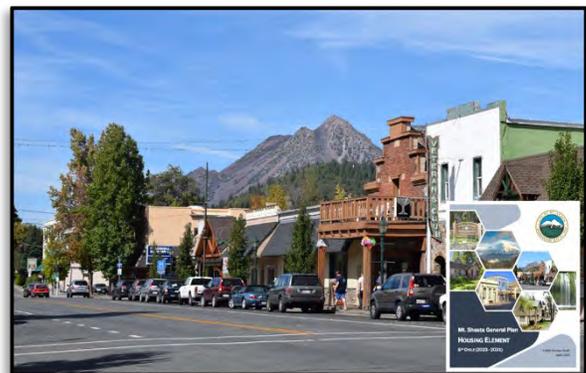
compliance for major projects such as the Redwood Marine Terminal Offshore Wind Project. She has led robust outreach efforts, including conducting surveys, stakeholder interviews, and technical presentations which develop research products that inform regional climate adaptation, sea level rise planning, and interagency collaboration.

Lulu Mickelson is the founder and lead facilitator of **Mickelson Facilitation**. Lulu will be the community engagement advisor. In her advisory role, Lulu will provide technical expertise and strategic guidance for the implementation of the public engagement strategy, ensuring outreach is welcoming and inclusive for all Blue Lake residents. Lulu brings more than ten years of experience across local government, philanthropy, and grassroots community organizing, with a focus on advancing just and compassionate communities. Her work spans housing equity, support for women entrepreneurs, and the design of inclusive participatory processes that recognize residents as experts and leaders. Previously, Lulu directed housing security initiatives at the Los Angeles Mayor’s Office and managed large-scale COVID-19 emergency funding efforts. She now serves as a facilitator and consultant for local governments and community organizations, co-leads research and insight gathering in Humboldt County for the RRRISE Project, and founded The People’s Dreaming Collective to reimagine local governance.

Project Experience – Planwest Partners, Inc.

City of Mt. Shasta Housing Element Update and Emergency Shelter Amendments

Planwest prepared the 6th Cycle Housing Element for the City of Mt. Shasta by comprehensive technical analysis, community engagement, and policy development. The City’s priorities included practical and actionable housing programs to reduce barriers to housing production and increase the variety of housing types. While meeting the requirements of Housing Element Law, Planwest evaluated zoning procedures and standards, identified critical code amendments, and developed programmatic strategies tailored to the community’s needs. To ensure the Housing Element represented diverse perspectives, Planwest identified community stakeholders and conducted interviews, including with representatives of special populations. Their input was incorporated into the Element’s policies. In 2023, Planwest prepared a SB 2 (2007) compliant emergency shelter ordinance and shepherded it through the adoption process. HCD certified Mt. Shasta’s 6th Cycle Housing Element in October 2024.

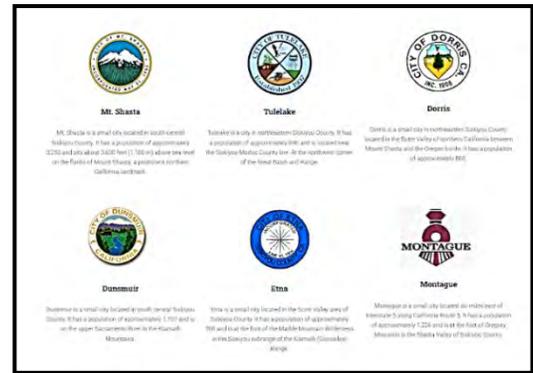


Contact: Todd Juhasz, City Manager, City of Mt. Shasta
 Phone | Email: (530) 926-7519 | tjuhasz@mtshastaca.gov
 Date Services: 2022 to 2024
 Project Manager: Michelle Nielsen

6th Cycle Housing Element Updates for the Cities of Dorris, Etna, Dunsmuir, Montague, and Tulelake

Planwest served as project manager and lead author for all five Housing Elements. Our work included conducting public and stakeholder engagement; evaluating local land use regulations for consistency with state law and best practices; and preparing housing needs assessments for all income groups and special populations. We performed full AFFH analyses by compiling and analyzing demographic, housing, socioeconomic, and environmental data, supplemented with interviews with local officials and service providers to ground-truth state and federal datasets. This information was used to identify patterns affecting access to opportunity and to

develop targeted action plans. As part of each Housing Element, Planwest drafted updated policies and programs necessary to achieve consistency with State law. For the City of Dunsmuir, we researched and presented potential supplemental local housing programs about adaptive reuse, housing trust funds, inclusionary zoning, and ADU bonus programs in response to public and City Council requests for strategies to improve housing production and affordability. We also provided a high-level assessment of each program’s suitability, noting that the effectiveness of some approaches is dependent on local economic conditions. For all cities, we coordinated with staff to schedule and notice public hearings, and we prepared the staff reports, findings, and resolutions. Planwest led each Housing Element through the full state certification process—documenting AB 215 compliance, facilitating communications between HCD and city staff, and completing all revisions needed to secure HCD certification for every city.



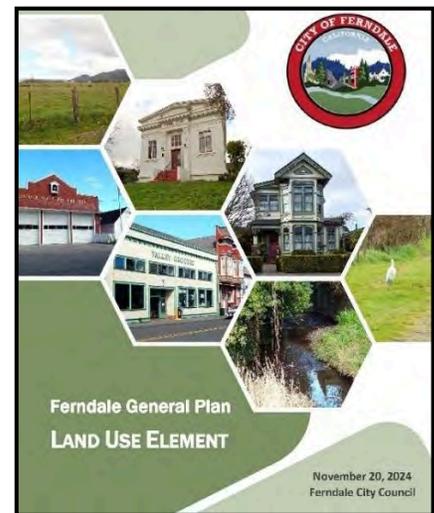
www.siskiyou-housing.com, the Planwest-managed housing element website for cities in Siskiyou county.

- Contact: Rico Tinsman, Contract City Planner for the cities of Etna, Dorris, Montague, & Tulelake
- Phone | Email: (530) 925-6250 | rico@uppersac.net
- Contact: Blake Michaelson, Interim City Manager, City of Dunsmuir
- Phone | Email: (530) 235-4822 | blake@dunsmuirca.gov
- Date of Services: Oct. 2022 to Apr. 2024
- Project Manager: Michelle Nielsen

City of Ferndale – Housing Element Updates and Contract City Planner Services

Planwest completed Ferndale’s 4th, 5th, and 6th Cycle Housing Element updates based on the City’s Regional Housing Needs Allocation (RHNA) and requirements of State Housing Element law. For these updates, Planwest revised the sites inventory, demographic, and socioeconomic data, and assessed the City’s progress on implementing the previous cycle’s programs. Planwest also prepared CEQA environmental documents for Ferndale’s Housing Element updates. All of Ferndale’s Housing Elements prepared by Planwest have been certified by HCD.

Planwest has served as Ferndale’s Contract City Planner since 2008, providing applicants with guidance to ensure complete and compliant project submissions. Our services include reviewing and administering building permits, use permits, subdivisions, and lot line adjustments; coordinating with applicants and reviewing agencies; preparing notices and staff reports; and presenting projects to the Planning Commission and City Council. Planwest also provides long-range planning services, including updates to multiple General Plan elements. Most recently, we completed comprehensive updates to the Land Use and Safety elements and prepared the supporting Environmental Impact Report. Additional services include ordinance amendments to implement housing element programs and preparation of the City’s annual General Plan progress reports.

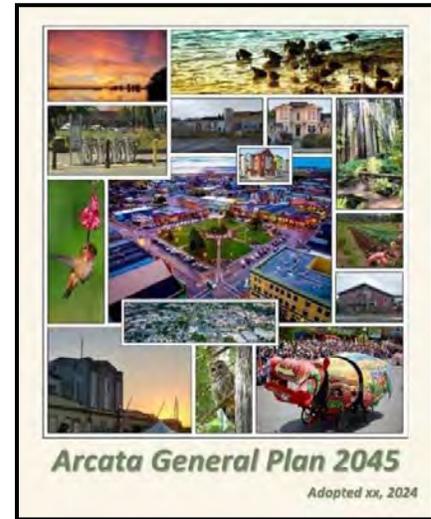


- Contact: Kristene Hall, Interim City Manager/City Clerk, City of Ferndale
- Phone | Email: (707) 786-4224 | cityclerk@ci.ferndale.ca.us
- Date of Services: 2008 to present
- Project Managers: Vanessa Blodgett and Michelle Nielsen

City of Arcata Gateway Area Plan and General Plan 2045 Update

Planwest led a comprehensive team that prepared the Gateway Area Plan and General Plan 2045 Update for the City of Arcata. This multidisciplinary project involved assessing land use policies city-wide to encourage and streamline infill development. In addition to the comprehensive update to the City’s General Plan, the project also involved preparation of the Gateway Area Plan, and developing a new form-based code to foster work/live environments that will increase housing opportunities in the city and allow for development of a lively community where residents can easily walk or bike to their daily needs. This project included extensive coordination with city staff, community members, and subject matter experts for cultural/ historical resources, creeks and wetlands, and to complete CEQA environmental review.

Contact Person: David Loya, Community Development Director
 Phone | Email: (707) 825-2045 | dloya@cityofarcata.org
 Date of Services: 2021 to 2024
 Project Manager: Vanessa Blodgett



City of Fortuna Contract Planner Services

Planwest provides both current and long-range contract planning services. Planwest’s current planning services include the review of applications for density bonus, use permits, lot line adjustments, subdivisions, and applicant-prepared CEQA documents. For long-range planning, Planwest is preparing zoning text and map amendments that implement programs adopted as part of the City’s 6th Cycle Housing Element. Planwest also led the development of a Specific Plan and Supplemental Environmental Impact Report (EIR) for the Mill District in the City of Fortuna. This project involved assessing the existing conditions and constraints of the Mill District; identifying the use, development, and other needs of the area; drafting amendments to the General Plan Land Use Element policies; and conducting stakeholder outreach to draft a Mill District Specific Plan (MDSP) that will support, improve, and increase the City’s economic, employment, and residential potential. Planwest coordinated closely with City staff, local stakeholders, the Planning Commission, and City Council throughout the course of the project.

Contact Person: Amy Nilsen, City Manager
 Phone | Email: (707) 725-1410 | anilsen@ci.fortuna.ca.us
 Date of Services: 2021 to present
 Project Managers: Vanessa Blodgett and Michelle Nielsen



Del Norte County – Preparation of the Sites Inventory

Planwest, as a subconsultant to Mintier Harnish, prepared the 6th Cycle residential land inventory for all income levels identified in the RHNA, including an inventory buffer of 20% for all income categories. To identify suitable sites and provide the 20% margin, Planwest’s site analysis included vacant, underutilized, and environmentally constrained sites. Planwest successfully identified and assessed sites for the following: appropriate zoning, service availability, suitability, and other State law requirements; for underutilized sites, the viability for potential re-use; and for environmentally constrained sites, we demonstrated realistic residential development potential. HCD found the inventory compliant with the requirements of Government Code (GC) section 65583.2 as part of

certifying Del Norte County’s Housing Element. Other tasks performed: GIS mapping and analysis; prepared data charts and tables; and authored the sites inventory analysis section of the Housing Element.

Contact: Heidi Kunstal, Director, Community Development Department
 Phone | Email: (707) 464-7254 | hkunstal@co.del-norte.ca.us
 Date of Services: Dec. 2021 to Jan. 2023
 Project Managers: Vanessa Blodgett and Michelle Nielsen

Project Experience – Mickelson Facilitation

Open Door Community Health Centers: Exploring an Investment in Workforce Housing

In the capacity of a consultant, Lulu worked with Open Door Community Health Centers to explore the housing needs of their workforce and potential investments in housing. This effort included conducting two organization-wide staff surveys, engagement with an architect, and coordination with the Board and leadership. While Open Door had a change in funding that paused their investment in housing, the effect helped them better understand the housing challenges facing employees.

NYC Department of Housing Preservation & Development: Where We Live NYC

While at the NYC Department of Housing, Lulu designed and led the community engagement for a multi-year policy-making process called Where We Live NYC (known technically as the Assessment of Fair Housing). This was the first time the City of New York was examining the ongoing legacy of housing segregation and setting concrete goals toward more equitable neighborhoods. Lulu’s role was to engage with diverse communities and that residents’ lived experiences were centered. The engagement strategy included facilitating the City’s Fair Housing Stakeholder Group of 150+ advocates, service providers, and local leaders who met 14 times over 18 months; overseeing more than 60 focus group conversations led by a network of local community-based partners that reached 700+ New Yorkers in 15 different languages; and a set of creative strategies to support community education and dialogue – including the development of a 475 square-foot pop-up exhibit, the production of a five minute video on the history of segregation, and a guide for New Yorkers on how to discuss race, place, and equity with neighbors. The engagement had a transformational impact on how participating City agencies viewed the intersection of housing, opportunity, racial equity, and disability justice. Community concerns were directly addressed in the resulting policy commitments, local leaders were hired as advisors, and City agencies used our process as a template for future engagement.

Approach and Recommendations for Preparing Blue Lake’s 7th Cycle Housing Element

Our project approach includes:

- Planwest will perform a comprehensive review and annotation of the Blue Lake’s adopted 6th Cycle Housing Element *before* the Planwest–City of Blue Lake in-person kick-off meeting and working session. This will maximize the effectiveness of our initial meeting. Planwest’s coordination and collaboration with City staff will continue throughout the update process.
- In addition to traditional public hearings, our community engagement approach gives opportunities for all Blue Lake residents to give input while also engaging hard-to-reach groups and special populations.
- Promotional materials and Housing Element content that avoid jargon and use plain language to support transparency, and documents that are understandable for residents. Promotion materials will be in English and Spanish to support inclusion.
- A timeline and deliverables schedule for all activities that ensures the City of Blue Lake meets its contractual commitments with HCD for submission of the adopted 7th Cycle Housing Element by June 1, 2027, while accommodating two rounds of revisions in response to formal HCD findings.
- Planwest’s approach includes an early focus on assessing the City’s demographics, socioeconomic conditions, housing needs, and current housing programs to determine effectiveness and identify any

needed program recalibration. For this assessment, including AFFH, we will use readily available and appropriate national, state, and local qualitative and quantitative data.

- The region's 7th Cycle RHNA allocation increased by 75% over the 6th Cycle. To enhance conversations with the community on this topic and to facilitate identification of potential housing opportunities, our approach emphasizes developing an early understanding of Blue Lake's current sites inventory and local environmental constraints.

Based on our recent experience preparing Housing Elements for six cities in Siskiyou county, we recommend that Planwest develop and manage a dedicated Housing Element website to streamline community outreach efforts and ensure compliance with AB 215's posting and notification requirements. From our experience guiding housing elements through HCD's review and certification process, we suggest that the City take advantage of HCD's offer for early technical assistance to Humboldt county jurisdictions. We believe that participating in this assistance will help avoid surprises, shorten the review and revision process, and to achieve certification sooner. Based on our experience assisting the cities of Ferndale and Fortuna in implementing their 6th Cycle Housing Elements, programs in an adopted Housing Element should be prepared with the expectation that they will be implemented during the planning cycle, and that any required performance metrics are realistic.

SCOPE OF WORK

Planwest's scope and approach are based on our experience of preparing late 6th Cycle Housing Elements for seven small cities in Siskiyou county, and assisting the cities of Ferndale and Fortuna in successfully completing several of their adopted 6th Cycle Housing Element programs. Importantly, our scope and approach outline all activities and deliverables on a schedule that ensures the City of Blue Lake meets its contractual commitments and secures HCD certification for the 7th Cycle Housing Element. If the approach broadens to include a more detailed site inventory analysis requiring a site-by-site evaluation, or an expanded CEQA analysis, a project scope and budget amendment may be required. We look forward to discussing the City's project goals and priorities, and to refining the approach, scope, and budget to best meet your needs.

Task 1: Project Kickoff, Coordination, and Management

Task 1.1 Review of 6th Cycle Housing Element and Data Collection

Before the kick-off meeting and working session, Planwest will conduct a thorough review and annotation of the entire adopted 6th Cycle Housing Element. We will identify the sections of the Housing Element that require updates and the anticipated extent of those updates (e.g., minor vs. substantive), as well as new sections that need to be added to meet new State law requirements. This annotated document will serve as the guide for updating the housing element. We also review the City's 6th Cycle Housing Element annual progress reports to identify any possible housing development trends. Planwest will also compile a comprehensive list of necessary City data and documents to ensure the Housing Element incorporates and reflects information from local sources.

Task 1.2 In-Person Kick-off Meeting and Working Session

Planwest team representatives will coordinate and lead a collaborative half-day kick-off meeting/working session with City staff. The kick-off portion of the meeting will include a comprehensive review of the scope/schedule/budget. Before the kick-off meeting, the Planwest team will prepare and distribute a detailed draft work program including task phasing, milestone and deliverable schedule. The work plan will be finalized based on review and input received at the kick-off meeting. We will review the annotated document prepared in Task 1.1 with City staff during the kickoff meeting and use it to facilitate refinement of the scope of work, priorities, deliverables, and responsibilities.

The working session portion of the meeting will focus on City staff providing input on key housing element topics: the current site inventory, updates on the status of existing sites, any pending residential projects, and City staff

input and insights on potential new sites to help position the City for the region's significant RHNA increase. Other discussion topics for the working session will include City input on the effectiveness of current housing programs for the City and community, any noted program gaps, and the City's objectives for community engagement, along with any new State housing element legal requirements, and reviewing the list of necessary data and documents, and developing a schedule for the City to deliver these items.

Task 1.3 Project Management

Michelle Nielsen will serve as the Planwest team's Project Manager. She will oversee the organization, administration, and technical production of all tasks and sub-tasks of the project. Michelle will ensure the day-to-day management of the contract is efficient and aligned with the direction and objectives of City staff.

Project management activities include:

- The Planwest Project Manager and other team members, as needed, will attend bi-weekly virtual meetings with the City to ensure the project remains on schedule and budget. The meeting schedule may be modified in response to phasing, milestones, or workflow needs. Before each meeting, the Planwest team will provide a brief agenda, status report, and updated schedule brief for the upcoming tasks.
- The Planwest team will provide City staff with post-meeting summaries, including identifying any actionable items (Word).
- On an as-needed basis to address any issues that may arise between project team meetings, the Planwest team will be available for periodic discussions with the City Manager and City staff.
- Planwest will provide monthly invoices by the 15th of the following month. All invoices will be supported by documentation of expenses of time and materials.
- Planwest will subcontract with Mickelson Facilitation and manage editing and integration of work to ensure consistency of format, management of time schedules, and billing, insurance, etc.

Key Task 1 Deliverables:

- ☑ Detailed work program (schedule and timeline), and budget tracking document.
- ☑ Post-meeting summaries to document City staff direction on housing element topics reviewed (e.g., programs, sites).
- ☑ Management of subcontract agreements.

Task 2: Community Outreach and Engagement

The overarching objectives of the design of the Planwest Team's community outreach and engagement tasks are to provide for meaningful and inclusive participation and to make a diligent effort to reach all economic segments of the community, including underrepresented populations, and to satisfy the requirements of GC section 65583(c)(9).

Task 2.1. Develop a Detailed Outreach and Engagement Strategy

The Planwest Team will work collaboratively with City staff to design a creative community outreach and engagement strategy for the 7th Cycle Housing Element that extends beyond required public hearings and supports meaningful public participation consistent with State Housing Element Law. This task will focus on defining who to engage, what engagement methods will be used, and when outreach activities will occur during the Housing Element update process.

Planwest will do this by:

- Conducting coordination meetings with City staff to refine community priorities, outreach goals, and desired levels of engagement for the Housing Element update.
- Coordinating with Mickelson Facilitation to identify key stakeholder groups to engage, including residents, property owners, housing service providers, employers, special needs populations, and other community-based organizations, with attention to populations who are hard to reach and traditionally underrepresented in planning processes.

- Evaluating outreach tools and methods appropriate for the City of Blue Lake, such as workshops, surveys, interviews, online engagement, and written comment opportunities, in light of community size, capacity, and available resources
- Ensuring the outreach strategy is consistent with AFFH participation requirements, including opportunities for input from lower-income households and protected classes.

Special attention will be given to communicating information so that it is accessible and easy to understand. Planwest will conduct a minimum of two (2) community workshops, including one City Council–Resident workshop, to facilitate public input and engagement.

Tasks 2.2 Development and Management of a Housing Element Update Website

Planwest will develop and manage a dedicated Housing Element website and prepare public-facing communications to simplify the day-to-day outreach logistics and ensure compliance with AB 215's posting and notification requirements. The Planwest-managed housing element website will be maintained throughout the update process and will serve as a dedicated landing page for announcing public engagement opportunities, associated links, and key project milestones. As residents are familiar with the City's website and other communication platforms (e.g., social media, physical posting locations), Planwest will also provide ready-to-use content designed for use across the City's existing platforms.

In coordination with the City, Planwest will prepare clear, accessible public announcements to support community awareness and engagement in the 7th Cycle Housing Element update. All materials will be written in plain language and will explain the purpose of the Housing Element, the value of public input, and opportunities for community participation.

Planwest will coordinate with City staff on timing and preferred platforms. The City will retain final control over publishing and distribution on City-managed platforms, with Planwest supplying prepared content and maintaining the project website. Content will be provided in English and Spanish, with additional locally spoken prevalent languages based on City staff direction and demographic data. The project budget assumes materials will be translated using Google Translate or Microsoft's translation tools.

Task 2.3 Public Online Survey

The Planwest Team, in coordination with the City, will design, administer, and analyze an online public opinion survey to gather community input to help inform various sections of the 7th Cycle Housing Element. The survey will be designed to allow Blue Lake residents to provide anonymous input on their housing preferences, opportunities, and challenges. The survey will also include qualitative questions about what makes Blue Lake special and residents' hopes for the City's future. Survey questions will be written in plain language. To encourage participation across a wide range of community members, the survey will be available in English and Spanish, with additional locally spoken prevalent languages based on City staff direction and demographic data, and will be mobile-friendly. Residents will also have the option to complete a paper survey.

The survey will be promoted via social media, announcements, and fliers with QR codes. Survey promotion materials will be in the same languages as the survey. In addition to the Planwest-managed website, the survey will be distributed through City communication channels (e.g., City website, social media, email lists). The Planwest Team will coordinate with the City to ensure the survey reaches traditionally underrepresented populations.

Upon survey close, Planwest will compile and analyze survey responses as part of Task 3.7 (Results of Community Outreach and Engagement), including basic demographic cross-tabulation where feasible. The project budget assumes materials will be translated using Google Translate or Microsoft's translation tools.

Task 2.4 Resident and Stakeholder Interviews

For resident interviews, the Planwest Team, in coordination with the City, will conduct 8 to 12 interviews with a diverse group of Blue Lake residents to explore different housing needs and desires. This will include

demographics who are less likely to engage in formal public processes, like renters, students, families with young children, people with disabilities, and older adults. We will also seek to interview one or two persons who want to move to the City and tribal members who reside on the Blue Lake Rancheria.

Planwest has developed a series of questions that have proven effective in gaining pertinent information from stakeholders, and our Team will consult with City staff to identify internal and external stakeholders. We anticipate that external stakeholder groups may include affordable housing providers, the Blue Lake Union Elementary School District, the Blue Lake Family Resource Center, local business leaders, property owners, and the real estate industry. For this task, Planwest will prepare draft and final stakeholder interview questions. Upon completion of the interviews, Planwest will compile and analyze survey responses as part of Task 3.7 (Results of Community Outreach and Engagement), including basic demographic cross-tabulation where appropriate.

The project budget assumes one round of consolidated City staff review edits for each deliverable.

Task 2.5 Community Workshops, Including a City Council–Resident Workshop

Mickelson Facilitation and Planwest will lead and facilitate two (2) public meetings: one community workshop and a second City Council-Blue Lake resident workshop held as a special meeting, with the latter noticed for Brown Act compliance. These workshops will use the survey and interview findings from tasks 2.3 and 2.4, along with housing data from tasks 3.2 and 3.3, to get residents and local leaders to engage in a generative discussion together, with the City Council members joining the conversation for the second workshop.

The workshops will be structured to support public understanding and public participation. Planwest and Mickelson Facilitation will prepare meeting materials, including announcements, facilitate discussions, and document public input. As part of Task 3.7, input received during the community meetings will be summarized and incorporated into the Housing Element, including the housing needs assessment, constraints analysis, AFFH analysis, and development of goals, policies, and implementation programs. Planwest will coordinate closely with City staff regarding meeting logistics and notice requirements.

Task 2.6 Updates to the City Council and Community

Planwest will attend up to five (5) City Council regular meetings to provide brief updates to the Council and residents on the key Housing Element update next steps and upcoming public engagement opportunities. For our first meeting, planned for March 24th, we would introduce the Housing Element update roadmap, socialize the Planwest-managed website, and review upcoming public engagement opportunities (e.g., the online survey and workshops). The activities of this task are in addition to Planwest’s participation in the Housing Element public hearings described in Tasks 4.3 and 5.2.

Key Task 2 Deliverables:

- ☑ Draft and final community outreach and engagement strategy memo (Word/PDF).
- ☑ Development and management of a Planwest-managed housing element website for the duration of the update process.
- ☑ Draft and final platform-ready announcement content for City distribution (English and Spanish; Word/PDF).
- ☑ Draft and final Stakeholder Interview Questions (Word/PDF).
- ☑ Draft and final Public Survey Questions (English and Spanish; Word/PDF).
- ☑ Lead and facilitate two community workshops.

Task 3: Prepare Housing Element Sections

Task 3.1: Review of Previous Housing Element

Planwest will prepare a description that summarizes the performance of the 6th Cycle Housing Element’s goals, objectives, and programs to meet the requirements of GC section 65588(a). A performance review will be prepared for each program and will include an assessment of the program’s effectiveness based on the results of the 6th Cycle. Additionally, Planwest’s assessment will recommend improvements to meet the community’s

needs and address housing element legal requirements based on the results of the 6th Cycle and with input from City staff.

Task 3.2 Housing Needs and Special Populations Needs Assessment

Planwest will prepare the housing needs assessment (i.e., housing profile) pursuant to GC sections 65583 and 66583.1 with the best available data, including information from the U.S. Census, the California Department of Finance, the California Employment Development Department, the U.S. Department of Housing and Urban Development, the U.S. Department of Agriculture, and other relevant local data provided by City staff. The updated housing needs assessment will include information on the following topics:

- Population, including demographics, and employment trends;
- Household characteristics, including trends, tenure, overcrowding;
- Overpayment of income and tenure;
- Project housing needs by income group;
- Housing stock conditions, including type, cost, and vacancy, and estimated number of units in need of rehabilitation and replacement
- Housing needs for special populations (i.e., senior households; persons with disabilities, including a developmental disability; acutely-low and extremely-low income households; large families; farmworkers; single-parent and single-parent female-headed households; people experiencing homelessness;
- At-risk housing (i.e., assisted affordable housing at risk of converting to market rate during the next 10 years).

Task 3.3 Housing Constraints

Planwest will lead the review and update of the housing constraints analysis, which identifies and analyzes potential and actual governmental and non-governmental constraints to the maintenance, improvement, or development of housing for all income levels. This includes incorporating any recent changes in the analysis (e.g., new ordinances and fees) and complying with new requirements related to governmental constraints for special needs housing (e.g., group homes, supportive housing, low barrier navigation centers, emergency shelters, accessory dwelling units). Planwest will also update information in the nongovernmental constraints related to land costs, construction costs, and the availability of financing. City staff will provide updated information on the length of time between project approval and request for a building permit and any requests the City has received for reduced density. While Planwest will take the lead, this task assumes that City staff will provide the necessary inputs and interpretations of code to complete this update. Planwest will provide the City with a detailed data needs list and instructions to provide additional direction. After completing the analysis, Planwest will identify potential programs to remove or mitigate any identified constraints.

Task 3.4 Sites Inventory

Planwest will review and update the sites inventory to comply with current state requirements and demonstrate the City's capacity to meet its RHNA for the 7th Cycle planning period. This task assumes close collaboration between Planwest and City staff throughout its completion. Preparation of the sites inventory will include all of the following activities and elements:

- City staff will review and update Table 22 (Inventory of Vacant Land Available for Residential Development) and Table 23 (Inventory of Underutilized Land Available for Residential Development) from the current Housing Element, identifying sites that have been developed, are now in the development pipeline, or should be removed from the inventory.
- City staff, with guidance from Planwest, will also provide detailed information on approved residential projects currently pending in the City's pipeline that are expected to be constructed during the 7th Cycle Housing Element planning period, including unit counts by income level, status, remaining steps, and expected completion.

- Planwest will work closely with City staff to identify any newly available sites not included in the previous Housing Element, including sites made available through the 2040 General Plan Update. Planwest, with City staff input, will assess each site's suitability for housing development, considering zoning and physical constraints. City staff will assist Planwest in updating and developing site profiles for current and newly identified sites.
- Planwest will review the buildout assumptions based on changes in allowable densities, analysis of recently built housing developments, and site-specific limitations. Planwest in consultation with update any assumptions as needed. City staff will provide the necessary local knowledge of individual sites and their constraints to develop realistic capacity assumptions. Planwest will then calculate the realistic capacity of each parcel and prepare a map or series of maps showing all available sites.
- Planwest, and in consultation with City staff, will identify any sites being reused from previous housing elements, which are subject to GC section 65583.2(c).
- Planwest will work with City staff to prepare an assessment of the adequacy of water and wastewater infrastructure to meet housing needs, based on infrastructure capacity information provided by City staff.
- Planwest will work with City staff to evaluate known environmental constraints and hazards (e.g., flooding, fire hazards, seismic safety, riparian and wetland habitat areas) at a programmatic level, and how they relate to sites in the inventory.

Planwest will prepare an electronic copy of the sites inventory using HCD's required Excel workbook, which will be submitted to HCD with all draft and final versions of the 7th Cycle Housing Element.

Planwest's analysis will assess the baseline capacity relative to the City's assigned 7th Cycle RHNA. Planwest will use the findings from Tasks 2.1 and 2.2 to inform updates of the goals, policies, programs, and quantified objectives for the 7th Cycle Housing Element. To set up the City for compliance with No Net Loss Law (GC section 65863) during the 7th Cycle planning period, Planwest will work closely with City staff to ensure the sites inventory provides for HCD's recommended buffer of 15 to 30 percent. This task assumes the City currently has sufficient capacity to meet its 7th Cycle RHNA obligation without a rezone. Should the RHNA be substantially higher than anticipated, requiring additional capacity and a rezone, a budget amendment may be required.

Task 3.5 AFFH Analysis and Action Plan

Planwest will update the AFFH data and analysis in the 6th Cycle Housing Element to meet AB 686 requirements. We will update the current section using available data sources, including HCD's AFFH mapping tool and other relevant state and federal datasets. Because the state and national AFFH data are at the census tract and block-group level, Planwest will supplement these data with local knowledge and data (quantitative and qualitative), following HCD's recommended best practices for small rural cities. To ensure the AFFH analysis accurately reflects local on-the-ground conditions, Planwest will interview select City staff (e.g., directors of public works, planning, code enforcement), leaders of non-profit community organizations (e.g., resource centers), to ascertain local conditions and the presence of patterns, if any, related to capital improvements, infrastructure investment, community amenities and resources, and other observed demographic and socioeconomic patterns. The local knowledge generated by this effort will be incorporated into the AFFH analysis, which will include:

- A summary of fair housing issues and an analysis of fair housing enforcement and outreach.
- An analysis of local and regional patterns and trends related to integration and segregation.
- Identification and analysis of Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs) and Areas of Affluence.
- Assessment of disparities in access to opportunity, including access to education, employment, transportation, services, and housing for persons with disabilities.

- Analysis of disproportionate housing needs that affect protected classes (e.g., overpayment, overcrowding, housing conditions), including displacement risk.
- Identify the primary contributing factors to fair housing challenges within the community; and
- The extent to which the City's draft housing sites inventory supports fair housing outcomes.

Based on this analysis, Planwest will develop the required AFFH Action Plan that will consist of specific commitments designed to address the contributing factors scaled to the City's size, capacity, and housing market conditions. Actions will be structured to be clear, measurable, state geographic targets, and implementable within the 7th Cycle planning period as required.

Task 3.6: Analysis of Disadvantaged Communities (SB 244)

Planwest will leverage our extensive experience and work with Local Agency Formation Commissions (LAFCOs) to prepare an analysis of Disadvantaged Unincorporated Communities (DUC) pursuant to SB 244 and incorporate the results into the draft Housing Element as appropriate. This will include a review of currently available census data, county and city General Plans, prior Municipal Service Reviews (MSRs), and other planning documents as necessary to develop a comprehensive review of DUC. If appropriate, the task will include spatial analysis to examine the geographic relationship between identified DUCs, existing service boundaries, planned infrastructure improvements, and areas identified for future housing development in the Housing Element. Where relevant, Planwest will assess how these conditions intersect with fair housing considerations, housing needs, and access to opportunity.

Depending on the outcomes of the analysis, and if necessary, Planwest will prepare clear, policy-level findings suitable for incorporation into the 7th Cycle Housing Element. Where appropriate, Planwest will identify potential strategies or implementation considerations to address identified issues, recognizing that SB 244 does not require immediate infrastructure expansion but does require thoughtful consideration and planning coordination. The analysis will be coordinated closely with City staff to ensure accuracy, consistency with local knowledge, and alignment with adopted City and County planning documents.

Task 3.7 Results of Community Outreach and Engagement (Task 2)

As detailed in Task 2 (Community Outreach and Engagement), the Planwest Team will develop and implement an inclusive engagement strategy that makes a diligent effort to achieve public participation of all economic segments of the community to inform the housing element, and to meet the requirements of GC section 65583(c)(9). Planwest will compile and analyze quantitative and qualitative data and information gathered from the Task 2 stakeholder interviews, the online survey, and community meetings to document public input. Planwest will prepare a summary of key themes and findings presented in a clear narrative suitable for inclusion in the Housing Element and for presentation to decision-makers and the public. These findings will inform the housing needs and special population needs assessment, constraints analysis, sites inventory, AFFH analysis, and the development of goals, policies, housing programs, and quantified objectives.

Task 3.8 Goals, Policies, Programs, and Quantified Objectives

Planwest will lead the development of new and updated housing goals, policies, and implementation programs to reflect current efforts and priorities, and comply with new housing element law requirements. Planwest will also provide direction on changes needed based on the evaluation of the existing Housing Element (Task 3.1), the analysis of housing needs and constraints (Tasks 3.2 and 3.3), community input from the community engagement program (Task 2), and overall best practices. Planwest will work with City staff to ensure that each implementation program has a specific time frame, quantified objective, identifies the departments responsible, and a geographic target. Also, the AFFH action plan (Task 3.5) will be integrated into the Housing Element programs to ease post-adoption implementation and reporting.

Planwest will consult closely with City staff to review and refine the preliminary housing programs and housing sites assumptions that will form the foundation of the 7th Cycle Housing Element. This task is intended to ensure

early alignment between City priorities, realistic development assumptions, and State Housing Element requirements prior to preparation of detailed policy language and the formal sites inventory. Planwest, in consultation with City staff, will participate in HCD-hosted technical assistance office hours for the purpose to getting early HCD feedback and guidance on best practices and possible approaches to address issues.

As part of this task, Planwest will also work collaboratively with City staff to update the discussion of funding resources available for affordable housing programs and opportunities for energy conservation. City staff will provide information on local housing programs and initiatives, as well as relevant state and federal funding programs currently available for affordable housing. For the energy conservation section, City staff will similarly provide input to reflect new local and regional programs and initiatives. Planwest will supplement with information on recent changes to the state building code related to energy efficiency.

Optional Task – Assist with Rezoning

Should the results of the inventory sites analysis described in Task 3.4 indicate a shortfall of sites, Planwest can assist the City with identifying potential areas for rezoning, and/or updating zoning standards to support compliance with Housing Element law, including preparing the necessary zoning amendments. The scope of this option task may include CEQA compliance.

Task 4: Draft Housing Element

Task 4.1 Administrative Draft Housing Element

Planwest will compile the components developed in Task 3 into a cohesive, formatted administrative draft Housing Element. Planwest's administrative draft will utilize the current Housing Element's Word template and will generally follow the organization of the current Housing Element. The administrative draft will be submitted to City staff to review/approve. This task assumes City staff will provide one set of consolidated, clear, and directive comments on the administrative draft, using Microsoft's Track Changes, to support an efficient revision process.

Task 4.2 Public Review Draft Housing Element

Planwest will review and revise the administrative draft Housing Element to address one round of City staff comments and will prepare the Public Review Draft Housing Element for City staff to review/approve. Planwest will deliver two versions of the public review draft: a clean copy and a track changes copy to clearly show all revisions made to address City comments. Upon receipt of the City's review/approval, Planwest will transmit the Public Review Draft to the City for posting on the City's website, and we will post it on the Planwest-managed website for 30 days. Also, Planwest will send emails to persons and organizations that previously requested notices relating to the City's 7th Cycle Housing Element. Planwest will coordinate with City staff to confirm dates, posting locations, and distribution methods used throughout the process.

This task assumes that only minimal changes would be needed after City staff's review/approval. If additional discussion or substantive revisions are needed after City review, a budget amendment may be needed.

Task 4.3 Schedule, Notice, and Conduct a Public Hearing for the Public Review Draft Housing Element

Planwest will present the Public Review Housing Element at one (1) public hearing before the City Council in July 2026. Planwest will coordinate closely with City staff on meeting logistics, agenda placement, noticing requirements, and the preferred presentation format. Vanessa Blodgett and Michelle Nielsen will be available to attend the meeting, present the materials, facilitate discussion and input on the Public Review Draft of the Housing Element, and document any input from the City Council and the public for incorporation into the 7th Cycle Housing Element.

Task 4.4 Prepare HCD Review Draft

Upon completion of the 30-day public review period, Planwest will spend the next 10 business days considering and incorporating public comments. We will also revise the Housing Element to incorporate input and direction from the Planning Commission and City Council. Planwest will deliver two versions of the HCD Review Draft to

City staff for review/approval: a clean copy and a tracked changes copy that clearly shows all revisions made in response to comments and input. Upon receipt of the City's review/approve, and completion of the AB 215 period, Planwest will submit the first HCD draft of the Housing Element to HCD to begin their 90-day review period. The HCD submittal package will also include the Excel sites inventory workbook completed in Task 3.4, and a cover letter documenting the City compliance with the requirements of AB 215. Planwest will submit the Housing Element to HCD using their portal, HCD Connect.

Concurrently, Planwest will post the first HCD Review Draft to the Planwest-maintained website, and we will send emails to persons and organizations that requested notices relating to the City's 7th Cycle Housing Element.

This task assumes City staff will provide necessary authorizations to HCD to allow Planwest to register an HCD Connect account on the City's behalf for this purpose.

Task 4.5 Coordinate HCD Review of the HCD Review Draft, and Incorporation of HCD's Requested Revisions

Planwest will serve as the City's point of contact throughout the HCD review process. We will facilitate virtual meetings/phone calls requested by HCD during their 90-day review period, and Planwest will review and respond to informal feedback provided by HCD during their 90-day review period.

Should HCD find that the draft Housing Element requires revisions to comply with Housing Element Law, Planwest will coordinate and schedule a meeting (virtual, telephone, or in-person) with HCD staff, City staff, and Planwest to review and discuss their findings and necessary revisions to produce a compliant Housing Element.

Following receipt of HCD's findings letter on the HCD Review Draft, Planwest will work in close coordination with City staff to address and incorporate HCD's requested revisions, preparing targeted revisions to the Housing Element text, tables, figures, and supporting analyses as needed. This task is intended to ensure that the Housing Element is revised in a manner that fully responds to State comments and supports timely certification.

Planwest will prepare a response-to-comments memorandum or similar documentation summarizing how each HCD comment has been addressed, including references to specific revised sections of the Housing Element. Planwest will coordinate with City staff to review/approve the proposed revisions prior to posting to the webpage and resubmitting to HCD for the subsequent 60-day review after the AB 215 7-day noticing period.

This task assumes incorporation of revisions necessary to achieve HCD conditional approval or certification and is limited to the scope of comments issued by HCD during the applicable review period.

Key Task 4 Deliverables

- ☑ Administrative draft Housing Element and Public Review Draft Housing Element addressing City comments (Word).
- ☑ HCD Review Housing Element draft, and revised Housing Element drafts addressing HCD comments (Word/PDF).
- ☑ HCD submittal packages: transmittal letters; memos documenting compliance with AB 215 required public review periods, posting of draft Housing Element documents, notification of interested parties; Excel sites inventory workbook (Word/PDF/Excel).
- ☑ Response-to-HCD Comments memorandum or annotated comment matrix (Word/PDF).

Task 5: Preparation of Housing Element for Adoption and Public Hearings

Planwest will prepare and present the final Housing Element for adoption at two (2) public hearings: one hearing before the Planning Commission, and another before the City Council.

Task 5.1 Prepare Hearing Notices, Staff Reports, Findings, Adoption Resolutions, and PowerPoints for Planning Commission and City Council Hearings

Planwest will prepare the required notice and adoption materials to support the formal consideration and adoption of the 7th Cycle Housing Element by the Planning Commission and City Council. This task is intended

to ensure that the Housing Element adoption is procedurally complete, legally defensible, and clearly documented for subsequent submittal to HCD.

Planwest will prepare public hearing notices for posting and publication. Our staff report will summarize the Housing Element update process, including statutory requirements, public participation efforts, major policy components, and key revisions made in response to HCD comments. The staff report will describe the relationship between the adopted Housing Element and applicable State Housing Element law. Planwest will draft the required findings and adoption resolution for the Planning Commission and the City Council. Findings will be written to clearly support adoption of the Housing Element, document consistency with State law, address public participation requirements, and reference completion of CEQA and tribal consultation obligations. The adoption resolution will be formatted to meet City standards and will include all required statements for formal adoption and authorization to submit the adopted Housing Element to HCD for certification.

Additionally, Planwest will prepare a PowerPoint presentation for the adoption hearing. The presentation will summarize the purpose of the Housing Element, key components of the update, public outreach conducted, responses to HCD comments, and next steps following adoption. The presentation will be structured to support public understanding and facilitate Planning Commission and City Council discussion and decision-making.

Planwest will coordinate closely with City staff to ensure materials are consistent with City formatting preferences and agenda requirements. One round of consolidated City staff review comments is assumed for each deliverable under this task. This task assumes the City will retain responsibility for posting public hearing notices in accordance with Blue Lake Municipal Code and State law, including publication in a local newspaper of general circulation.

Task 5.2 Present the Adoption Draft Housing Element at Public Hearings

Planwest will present the adoption draft Housing Element at public hearings before the Planning Commission and City Council and respond to questions.

Key Task 5 Deliverables:

- ☑ Draft notices for the public and for government agencies (English and Spanish; Word/PDF). The project budget assumes materials will be translated using Google Translate or Microsoft's translation tools.
- ☑ Draft and Final Planning Commission and City Council staff reports, findings, and resolutions (Word/PDF).
- ☑ Planning Commission and City Council Adoption Hearing Presentation (PowerPoint).
- ☑ Adopted Housing Element (Word/PDF).
- ☑ A public water and sewer providers letter for the City to deliver for compliance with GC section 65589.7 (Word/PDF).

Task 6: State Certification

Task 6.1 Submission of the Adopted Housing Element for HCD Review and Certification

Following City Council adoption of the 7th Cycle Housing Element, Planwest will prepare and submit the adopted Housing Element to HCD for final review and certification in accordance with GC Section 65585. Planwest will assemble the final submittal package, which will include the adopted Housing Element, adoption resolution, final housing sites inventory, and any required supporting documentation demonstrating consistency with HCD comments and conditional approval requirements. Planwest will coordinate with City staff to confirm that all adoption actions have been properly completed and documented.

Planwest will respond to any follow-up questions or minor clarification requests from HCD related to the adopted document and will address any remaining procedural or technical issues needed to secure certification.

Upon receipt of HCD's certification letter, Planwest will provide the City with copies of the certification documentation and assist with any final administrative steps related to posting or distribution of the certified

Housing Element. Planwest understands that all materials resulting from this task become the property of the City.

Key Task 6 Deliverables

- ☑ Final Adopted and Certified Housing Element document (Word/PDF). Planwest can provide printed and bound copies of the final document for an additional charge at the City's request.

Task 7: CEQA Compliance

Planwest will ensure that CEQA compliance processes and documentation are properly addressed for the Housing Element update. Should policies and programs be developed during the course of the Housing Element Update that substantially alter land use practices from the existing Land Use Element designations, Planwest will provide an updated scope and cost estimate for additional CEQA analysis.

Task 7.1 Tribal Consultations

Planwest will coordinate with City staff, including the Contract City Planner, to implement SB 18 and AB 52 tribal consultation requirements for the Housing Element update, as applicable. The Planwest team will coordinate with City staff to identify California Native American Tribes that have requested consultation or are otherwise entitled to notice based on the City's geographic area. Planwest will prepare draft consultation initiation letters and supporting materials for City review, consistent with statutory timelines and content requirements. The City will retain responsibility for formally issuing consultation notices, with Planwest providing technical and administrative support.

If a tribe requests consultation, Planwest will assist the City in coordinating and documenting consultation meetings or correspondence. Planwest will support the preparation of meeting summaries and documentation reflecting consultation efforts, issues raised, and outcomes, consistent with CEQA requirements and City procedures. Consultation activities will be conducted in a manner appropriate to the policy-level nature of the Housing Element, recognizing that the Housing Element does not approve specific development projects.

This task assumes consultation limited to the scope of the 7th Cycle Housing Element update and does not include site-specific cultural resource studies or project-level mitigation measures. Should consultation identify the need for additional analysis beyond the Housing Element level, Planwest will coordinate with City staff to determine next steps and, if necessary, provide a revised scope and cost estimate.

Task 7.2 Prepare Exemption or Addendum and Notice of Determination

Planwest will coordinate with City staff, including the Contract City Planner, regarding CEQA interpretation and documentation expectations. This task and budget are scoped for the preparation of either a Notice of Exemption (NOE) pursuant to Section 15061(b)(3) (Common Sense Exemption) of CEQA Guidelines, or an Addendum to the adopted Initial Study/Negative Declaration and Initial Study/Mitigated Negative Declaration for the 2025 Housing Element and Housing Element Program HI-14 consistent with CEQA Guidelines Sections 15162 and 15164.

If NOE is recommended, Planwest will prepare a concise Technical Memorandum summarizing the analysis that underpins the determination for the Common Sense Exemption, and the NOE form pursuant to the CEQA Guidelines. Should an Addendum to the 2025 adopted Initial Study/Negative Declaration and Initial Study/Mitigated Negative Declaration be found to be suitable, Planwest will prepare an Addendum that evaluates whether the Housing Element would result in any new or more severe significant environmental impacts beyond those previously analyzed and would document the rationale for reliance on the prior environmental review. If an Addendum is prepared, Planwest will also prepare a Notice of Determination (NOD) in accordance with CEQA requirements.

This task assumes one round of City review/approval of the draft CEQA document and that the City will retain responsibility for the filing and posting requirements (e.g., the Humboldt County Clerk, CEQA Submit, and the City's website).

Key Task 7 Deliverables

- ☑ Draft and final tribal consultation Letters (Word/PDF)
- ☑ Draft and final CEQA document (Word/PDF)

PROJECT MANAGER REFERENCES

References for Planwest Project Manager Michelle Nielsen, including name, organization, title, email, and phone number from current/ past clients for similar types of projects/services are provided below.

Amy Nilsen – City of Fortuna, City Manager – anilsen@ci.fortuna.ca.us, (707) 725-1410

Kristene Hall – City of Ferndale, Interim City Manager/City Clerk – cityclerk@ci.ferndale.ca.us, (707) 786-4224

Todd Juhasz – City of Mt. Shasta, City Manager – tjuhasz@mtshastaca.gov, (530) 926-7519

Rico Tinsman – Contract City Planner for the cities of Dorris, Etna, Montague, and Tulelake – rico@uppersac.net, (530) 925-6250

COST ESTIMATE AND SCHEDULE

Planwest's current and projected workload has sufficient time for assigned staff to meet all required timeframes for the City of Blue Lake Housing Element. We propose to complete all project tasks for a not-to-exceed amount of \$88,018.80, as outlined in the attached cost proposal. This cost proposal includes a detailed breakdown by Scope of Work item, staff level, and projected hours. The Planwest team also proposes to complete the City of Blue Lake within 16 months, as shown on the proposed schedule, to ensure compliance with the timeline and milestones specified in the City-HCD agreement. Our schedule provides for two rounds of edits in response to two rounds of formal findings from HCD. The price is based on the proposed schedule. If the schedule is protracted significantly for reasons beyond Planwest's control, a budget amendment may apply to the remaining work. Planwest will consult with the City about a course of action.

Blue Lake 7th Cycle Housing Element - Cost Estimate

Task	Planwest				Mickelson Facilitation	Sub-Total Consulting Team Hours	Total Task Budget	% of Budget
	V. Blodgett	M. Richardson	M. Nielsen	S. Wickman	L. Mickelson			
	Principal Planner	Senior Advisor	Senior Planner/PM	Associate	Lead Facilitator			
Rate	\$195	\$175	\$160	\$145	\$225			
Task 1.0 - Project Kickoff, Coordination, and Management						60.0	\$10,210.00	12%
Document Review and Data Collection			4.00	4.00		8.00	\$1,220.00	
In-Person Kick-Off Meeting/Working Session	6.00		8.00			14.00	\$2,450.00	
Project Management	14.00		22.00	2.00		38.00	\$6,540.00	
Task 2.0 - Community Outreach and Engagement Activities						113.0	\$19,055.00	22%
Develop Detailed Outreach and Engagement Strategy: Draft and Final Strategy	4.00		8.00			12.00	\$2,060.00	
Development and Maintenance of a Housing Element Update website			2.00	16.00		18.00	\$2,640.00	
Public Online Survey			8.00	4.00	3.00	15.00	\$2,535.00	
Resident and Stakeholder Interviews	4.00		20.00		4.00	28.00	\$4,880.00	
Community Workshop, Including a City Council-Resident Workshop (2 workshops)	8.00		22.00		4.00	34.00	\$5,980.00	
Updates to the City Council and Community (<=5 meetings)			6.00			6.00	\$960.00	
Task 3.0 - Prepare Housing Element Sections						184.0	\$29,725.00	34%
Review of Previous Housing Element	2.00		8.00			10.00	\$1,670.00	
Housing Needs and Special Populations Needs Assessment		10.00	4.00	20.00		34.00	\$5,290.00	
Housing Constraints			10.00			10.00	\$1,600.00	
Sites Inventory	2.00	20.00	4.00			26.00	\$4,530.00	
AFFH Analysis and Action Plan			20.00	5.00		25.00	\$3,925.00	
Analysis of Disadvantage Communities (SB 244)	2.00			5.00		7.00	\$1,115.00	
Results of Community Outreach and Engagement (Task 2)	6.00		5.00	10.00	1.00	22.00	\$3,645.00	
Goals, Policies, Programs, and Quantified Objectives	5.00	5.00	20.00	20.00		50.00	\$7,950.00	
Task 4.0 - Draft Housing Element						124.0	\$19,880.00	23%
Administrative Draft Housing Element Released to City, and City Review of Draft	2.00		8.00			10.00	\$1,670.00	
Public Review Draft of Housing Element Released for 30 day review			2.00	4.00		6.00	\$900.00	
Schedule, Notice, and Conduct a Public Hearing on the Public Review Draft Housing Element	4.00		6.00	8.00		18.00	\$2,900.00	
Submit draft Housing Element to HCD			4.00			4.00	\$640.00	
Coordinate HCD Review of the HCD Review Draft (HCD 90-day review period)	2.00	4.00	10.00	10.00		26.00	\$4,140.00	
If HCD finds draft to not be substantial compliance, schedule and conduct meeting with HCD	2.00	4.00	10.00	10.00		26.00	\$4,140.00	
Planwest Incorporates HCD Input and Revise the Housing Element	2.00	4.00	10.00	10.00		26.00	\$4,140.00	
Release 2nd HE draft for public review	2.00		2.00			4.00	\$710.00	
Submit final draft Housing Element to HCD (60-day review period)			4.00			4.00	\$640.00	
Task 5.0 - Preparation of Housing Element for Adoption and Public Hearings						30.0	\$4,860.00	6%
Prepare Hearing Notices, Staff Reports, Findings, Adoption Resolutions, and PowerPoints for Planning Commission and C	4.00		8.00	10.00		22.00	\$3,510.00	
Present the Adoption Draft Housing Element at Public Hearings	2.00		6.00			8.00	\$1,350.00	
Task 6.0 - State Certification						4.0	\$640.00	1%
Submit adopted Housing Element to HCD			4.00			4.00	\$640.00	
Task 7.0 CEQA Compliance						20.0	\$3,100.00	4%
Tribal Consultations				4.00		4.00	\$580.00	
Prepare Exemption or Addendum and Notice of Determination	4.00			12.00		16.00	\$2,520.00	
Total Hours Per Person	77.00	47.00	245.00	154.00	12.00	535.00		
Total Costs Per Person	\$15,015.00	\$8,225.00	\$39,200.00	\$22,330.00	\$2,700.00		\$87,470.00	99%

REIMURSABLE EXPENSES		
Domain for Planwest-managed website (2 years)		\$40.00
Mileage		\$208.80
Materials and refreshments for public workshops		\$300.00
EXPENSES		\$548.80

GRAND TOTAL \$88,018.80

Blue Lake Housing Element - Schedule

Project Start: 3/2/2026

◆ Denotes Key Milestone and/or Deliverable

TASK	START	END	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27
Task 1.0 - Project Kickoff, Coordination, and Management																			
Document Review and Data Collection	3/2/2026	3/12/2026																	
In-Person Kick-Off Meeting/Working Session (to be held the week of 3/16-3/20)	3/19/2026	3/19/2026	◆																
Project Management	3/2/2026	7/31/2027																	
Task 2.0 - Community Outreach and Engagement Activities																			
Develop Detailed Outreach and Engagement Strategy: Draft and Final Strategy	3/2/2026	3/27/2026																	
Development and Launch of a Housing Element Update website	3/4/2026	3/27/2026	◆																
Public Online Survey	3/30/2026	4/30/2026																	
Resident and Stakeholder Interviews	3/30/2026	4/30/2026																	
Community Workshops, Including a City Council-Resident Workshop (2 workshops)	5/11/2026	6/12/2026				◆													
Updates to the City Council and Community (<=5 meetings)	3/24/2026	1/31/2027																	
Task 3.0 - Prepare Housing Element Sections																			
Review of Previous Housing Element	3/2/2026	6/5/2026																	
Housing Needs and Special Populations Needs Assessment	3/2/2026	6/5/2026																	
Housing Constraints	3/2/2026	6/5/2026																	
Sites Inventory	3/2/2026	6/5/2026																	
AFFH Analysis and Action Plan	3/2/2026	6/5/2026																	
Analysis of Disadvantage Communities (SB 244)	3/2/2026	6/5/2026																	
Results of Community Outreach and Engagement (Task 2)	5/15/2026	6/19/2026																	
Goals, Policies, Programs, and Quantified Objectives	4/15/2026	6/19/2026																	
Task 4.0 - Draft Housing Element																			
Administrative Draft Housing Element Released to City, and City Review of Draft	6/23/2026	7/1/2026				◆													
Public Review Draft of Housing Element Released for 30 day review	7/14/2026	8/13/2026					◆												
Schedule, Notice, and Conduct a Public Hearing on the Public Review Draft Housing Element	7/28/2026	7/28/2026					◆												
Submit draft Housing Element to HCD	9/2/2026	9/2/2026							◆										
Coordinate HCD Review of the HCD Review Draft (HCD 90-day review period)	9/2/2026	12/1/2026																	
If HCD finds draft to not be substantial compliance, schedule and conduct meeting with HCD	12/2/2026	12/24/2026																	
Planwest Incorporates HCD Input and Revise the Housing element	12/28/2026	1/12/2027																	
Release 2nd HE draft for public review	1/20/2027	1/27/2027																	
Submit final draft Housing Element to HCD (60-day review period)	1/28/2027	3/29/2027																	
Task 5.0 - Preparation of Housing Element for Adoption and Public Hearings																			
PC 10-day public notice released	4/8/2027	4/18/2027																	
PC public hearing for Recommendation to City Council	4/19/2027	4/19/2027																	
CC 10-day public notice released	5/13/2027	5/24/2027																	
City Council public hearing to adopt Housing Element	5/25/2027	5/25/2027																	
Task 6.0 - State Certification																			
Submit adopted Housing Element to HCD	6/1/2027	7/14/2027																	
Task 7.0 CEQA Compliance																			
Tribal Consultations	3/16/2026	6/4/2026				◆													
Prepare Exemption or Addendum and Notice of Determination	1/28/2027	3/29/2027																	

APPENDIX A – PLANWEST TEAM RESUMES

VANESSA BLODGETT

Principal Planner and Partner



Vanessa Blodgett is a Principal Planner and partner with Planwest Partners Inc. She has nearly 20 years of experience working with national, state, private, and local agencies on resource management, community infrastructure and planning projects. Vanessa has expertise in land use planning and environmental compliance and mitigation monitoring programs subject to the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA). Her knowledge and leadership in policy development and program implementation has shaped outcomes for projects such as the City of Arcata General Plan Update; City of Ferndale Land Use Element Update; numerous Housing Element Updates; and various Humboldt Bay Harbor, Recreation and Conservation District Projects. Her planning experience includes the preparation and processing of planning documents, facilitating community engagement, preparing environmental permits, environmental impact reports, mitigated negative declarations, policy analysis, and implementation plans.



Relevant Project Experience

- **City of Arcata General Plan 2045 Update**

Worked with the City of Arcata on a comprehensive general plan update which includes, but is not limited to, land use, circulation system, infrastructure, safety, design, resource conservation, and open space. The project also includes a new area plan (Gateway Area Plan). Assisted the City with coordinating and facilitating outreach activities throughout the project including an open house, public meetings and coordinating associated CEQA review.

- **City of Ferndale Contract City Planner**

Serving as contract city planner which includes providing staffing services at Planning Commission and City Council meetings, processing and coordinating review of planning applications, and preparing staff reports. Prepared General Plan Element Updates including Land Use Element and the 6th Cycle Housing Element Update. Conducted community surveys, hosted open house event, and facilitated public review processes. Prepared CEQA EIR for General Plan Land Use and Safety Element Updates.

- **6th Cycle Housing Element Updates**

Worked with numerous jurisdictions on 6th Cycle Housing Element Updates including, but not limited to Del Norte County, City of Yreka, City of Mt. Shasta, City of Dunsmuir, and others. These updates included substantial public engagement including surveys, stakeholder interviews, and public meetings.

- **City of Fortuna Mill District Specific Plan**

Planwest led the development of a Specific Plan and Supplemental Environmental Impact Report (EIR) for the Mill District in the City of Fortuna. This project involves assessing the existing conditions and constraints of the Mill District; identifying the use, development, and other needs of the area; drafting amendments to the General Plan Land Use Element policies; and conducting stakeholder outreach to draft a Mill District Specific Plan (MDSP) that will support, improve, and increase the City's economic, employment, and residential potential.

- **City of Arcata West End Specific Plan**

Planwest prepared the West End Specific Plan (WESP) for the City of Arcata which included land use, circulation system, infrastructure, economic development, and finance components. The plan provided recommendations for improvements that encourage development.

EDUCATION

University of California, Santa Cruz
Environmental Studies/Earth
Sciences, 2005

TRAINING/PROFESSIONAL AFFILIATIONS

HSU Leading Organizational and
Community Change
Courses 2016-2017
Humboldt Area Foundation, Cascadia
Leadership Program, 2011
Member, Association of Environmental
Professionals (AEP)
2008-Present
AEP Advanced CEQA Workshops
2009-2024

- Humboldt Bay Harbor Recreation and Conservation District Projects. Humboldt County, CA.**
Participates in a variety of planning, environmental review, and permitting activities for Harbor District projects. Coordinates with District staff and consultants; manages, prepares, and reviews CEQA documents. Coordinate and prepare coastal development permit applications for District projects and facilities.
- Noyo Harbor District Community Sustainability Plan**
Collaborated with the Noyo Harbor District Staff and Commissioners, stakeholders and the greater Fort Bragg regional community in the preparation of a Community Sustainability Plan (CSP). The Planwest team facilitated multiple outreach sessions to solicit input from key Noyo Harbor stakeholder groups, including commercial fishermen, charter boat operators, waterfront businesses, and community members, as well as conducted surveys, interviews, and public meetings.
- Tenmile Creek Watershed Forest Health Project: CalVTP Project Specific Analysis**
Prepared documentation to demonstrate compliance with the California Vegetation Treatment Program (CalVTP) PEIR. Prepared Project Specific Analysis (PSA) and addendums, detailing potential project impacts as well as applicable Standard Project Requirements and Mitigation Measures to comply with CEQA and NEPA.
- City of Eureka Business Ready Implementation and Recommendation Plan**
Provided recommendations to make Eureka's development processes simple, concise, efficient, and streamlined, including policies and procedures changes.
- Tolowa Dee-Ni' Nation HVR Wastewater Improvement Project Environmental Services**
Prepared environmental compliance documents to the specifications of the State Water Quality Control Board Environmental Package for the project financial assistance application. Assisted with CEQA document review and adoption and applicable federal cross-cutter requirements for the project.
- McKinleyville Community Services District Wastewater Facility Improvement Project Environmental Compliance**
Prepared permitting documentation including Coastal Development Permit (CDP). Reviewed project Initial Study/Mitigated Negative Declaration, Mitigation Monitoring Program, and prepared exhibits for and conducted public informational open house for the project.
- Local Agency Formation Commission (LAFCo) Staffing Services**
Planwest provides contract staffing services to multiple LAFCos in northern California, including, but not limited to, Humboldt, Del Norte, Trinity, and Shasta LAFCo. Services include the preparation, management and review of the Spheres of Influence (SOI) and of Municipal Service Reviews (MSR) for each city, fire protection district, water district, sanitary district, and other special districts in each county.
- Samoa Town Master Plan Environmental Documents and Local Coastal Plan Amendment**
Planwest led a team in the preparation of the Samoa Town Master Plan Environmental Impact Report. During EIR preparation, review and certification, Planwest coordinated with County staff, the applicant and their consultants, and state, local, and federal agencies. Prepared Supplemental EIR for project updates.
- Arcata Rail with Trail Connectivity Project Constraints Analysis, Initial Study and MND**
Coordinated the preparation of the Environmental Constraints Analysis, Initial Study and MND for a proposed 4.5-mile long Class I, ADA accessible, non-motorized multiuse paved trail in Arcata.
- City of Arcata Land Use Code, General Plan Amendments and Local Coastal Program Amendment (2008)**
Completed Land Use Code Amendments and conducted associated CEQA review and resulting negative declaration. Coordinated California Coastal Commission review of Local Coastal Program Amendment for General Plan: 2020 and Land Use Code. Prepared various permit application handouts.

Michelle Nielsen, AICP

Senior Planner



Michelle Nielsen is a Senior Planner with nearly 20 years of experience working with local governments in California, including long range and project land use planning. Previously, Michelle served as Senior Planner for Humboldt County Planning and Building Department.

Michelle's housing element preparation and implementation, engagement with a broad range of stakeholders, and project permitting and entitlement experience offers a broad perspective when engaging organizations, agencies and stakeholders in developing housing policy and implementation programs. She has project management experience that is tailored to the unique needs of communities served.



Relevant Project Experience

- **Local Agency Housing Element Preparation**

Prepared housing element drafts for local agencies, including affirmatively furthering fair housing analysis and action plans. Lead planner for preparing housing elements with implementation programs that emphasize property owner technical assistance, removal regulatory and procedural barriers, improving housing production for special populations, and meeting new State housing laws. Responsible for facilitating discussions with Department of Housing and Community Development for certification, and preparing revisions to respond to HCD input.

- **Housing Element Implementation**

Prepared zoning and subdivision ordinance amendments to implement housing element programs for the cities of Ferndale, Fortuna, and Point Arena. Prepared SB 2 and LEAP grant applications, implemented awarded activities, and administered the grants. Responsible for the preparation of annual general plan and housing element annual progress reports. Led the development of a Article XXXIV ballot measure authorization that Humboldt County voters passed. Developed a local agency initiative that leveraged new state Housing Law to improve housing production, and led the campaign to recruit property owners. Facilitated the development of an RFP for local agency committee to solicit proposals for a supportive services.

- **Public Engagement**

Led public outreach and preparation of the 25-26 Unmet Transit Needs Assessment for HCAOG. Developed community online community surveys for housing element updates, and responsible for promoting the surveys to increase resident participation. Led community workshops.

- **Land Use Project Planning**

Prepared the City of Ferndale's 2024 Local Road Safety Plan. Project planner for density bonus, use permits, boundary adjustments, and subdivisions for the cities of Ferndale and Fortuna. Project planner for entitling numerous residential, commercial and industrial developments including preparation of project negative declarations. Prepared general plan conformance reviews for local agencies.

- **Project Management**

Managed the planning, coordination, execution, and implementation of the 6th cycle housing element updates for the cities of Yreka, Mt. Shasta, Dorris, Dunsmuir, Etna, Montague, and Tulelake in Siskiyou county, and the 2019 Housing Element Update for the County of Humboldt.

EDUCATION

B.A., University of California, Riverside

TRAINING/PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners (2026)

Humboldt Area Foundation, Cascadia Leadership Program, 2019

American Planning Association
Association of Environmental Professionals

Advanced CEQA Workshops 2014-2025

Michael Richardson

Senior Advisor



Michael Richardson is a Senior Advisor with Planwest Partners Inc. He has over thirty years of experience supporting local governments in both long-range and current planning. From 1991 to 2022, Michael held planner and management roles with the Humboldt County Planning and Building Department, leading major long-range and current planning initiatives. He led and authored six Housing Element updates, preparing GIS analyses, staff reports, and policy recommendations that expanded opportunities for affordable housing, second units, and subdivisions while maintaining-range and current planning initiatives. He led and authored six Housing Element updates, preparing GIS analyses, staff reports, and policy recommendations that expanded opportunities for affordable housing, second units, and subdivisions while maintaining compliance with state Housing Element law from 1991 to 2022.

EDUCATION

Southern Illinois University
Geography MS
1987

Humboldt State University
Natural Resources Planning BS
1985

Member, Association of Environmental Professionals
2023-Present

Since joining Planwest in 2023, Michael was instrumental in the successful completion and certification of housing elements for five cities in Siskiyou county. Michael also supported the preparation of the CEQA documentation and draft staff report for a 70-unit mixed use development in McKinleyville, and the Initial Study/Mitigated Negative Declaration for a Hydrogen Fueling Station located at the Humboldt Transit Authority's main yard in the City of Eureka.

Relevant Project Experience

- **County of Humboldt Housing Element Updates for Six Cycles**

Led the preparation and presentation of draft Housing Element and staff reports and recommendations on six Housing Element updates. He also implemented them, overseeing several major General Plan and Coastal Plan amendments to encourage second units, affordable housing and mixed-use developments. He managed and implemented an ambitious rezoning program that added more than 800 units of multifamily development potential to the residential land inventory, maintaining the County's Housing Element's compliance with state law. He oversaw implementation of policy and process improvements to reduce permit requirements and processing times for most forms of housing, cottage industry and non-conforming uses in the County's General Plan, zoning and subdivision ordinances.

- **County of Humboldt General Plan Update**

Served as senior planner for the County's comprehensive update of the General Plan, responsible for advising County leadership and stakeholder groups of regulatory policy options and potential implications. He prepared and delivered presentations at 50+ public meetings and hearings.

- **Expert Technical Assistance and Support**

Provided regular and on-going planner assistance to the McKinleyville and Eureka municipal advisory committees, management and line staff on community development issues and trends and how they intersect with land use regulations. He conducted comprehensive housing and land use planning studies and secured approval of a wide variety of current planning projects including General Plan and zoning changes, conditional use permits, and subdivisions.

Sarah Wickman

Associate Planner



Sarah Wickman is an Associate Planner with Planwest Partners Inc. She has over eight years of experience working with national, state, private, and local agencies on resource management, community engagement, and planning projects. Sarah has expertise in resource management, stakeholder outreach, and environmental compliance subject to the California Environmental Quality Act (CEQA). Her knowledge in policy development and environmental compliance has shaped outcomes for projects such as the ongoing Mendocino County Regional Sea Level Rise Strategies, Humboldt County Climate Action Plan (CAP), and various Humboldt Bay Harbor, Recreation and Conservation District projects. Her planning experience includes the preparation and processing of planning documents, environmental permits, environmental impact reports, policy analysis, and implementation plans.



Relevant Project Experience

- **El Dorado County Targeted Fire Protection District MSR**
Prepared a targeted MSR for five fire protection districts (FPDs) in El Dorado County which analyzed each FPD for service capacity, response times, infrastructure needs, governance, and financial performance. Led coordination with fire district staff to collect detailed operational and fiscal data, including call volumes, staffing levels, apparatus inventories, and multi-year budgets.
- **Contra Costa County Miscellaneous County Service Area MSR**
Drafted the Contra Costa County Miscellaneous County Service Area (CSA) MSR evaluating governance structures, service delivery, infrastructure needs, and fiscal sustainability for 15 CSAs providing a variety of community services including drainage, ferry, transit, street lighting, police, and libraries. Conducted detailed analysis of agency-specific data, budgets, and demographic trends, and developed written SOI and MSR determinations in compliance with LAFCo and state requirements. Coordinated directly with CSA staff and Contra Costa County departments (including Public Works, Library Services, and the Sheriff's Office) to collect and synthesize operational, financial, and infrastructure data across multiple service areas.
- **Humboldt Bay Harbor Recreation and Conservation District Projects**
Provides comprehensive environmental review and permitting for a range of coastal infrastructure and restoration projects for the Harbor District in Humboldt, California. Responsibilities include preparing and managing Coastal Development Permit (CDP) applications, coordinating CEQA and NEPA compliance, and ensuring consistency with Coastal Act policies and federal regulatory requirements. Provides technical assistance through all project phases, including environmental documentation, interagency coordination, and permit implementation and monitoring for major projects such as the Nordic Aquafarms Project and the Redwood Marine Terminal Offshore Wind Project.
- **City of Ferndale General Plan Environmental Impact Report**
Assisted in preparation of the City of Ferndale's General Plan Programmatic Environmental Impact Report (PEIR) by conducting research, drafting impact analysis, and undergoing CEQA compliance review. Contributed to technical sections, integrated stakeholder input, and ensured consistency between the General Plan policies and environmental documentation to support adoption and implementation.

EDUCATION

Humboldt State University
Marine Biology, 2015
Minor: Environmental Ethics
Middlebury Institute of International
Studies in Monterey
International Environmental
Policy MA, 2022

TRAINING/PROFESSIONAL AFFILIATIONS

People and Culture Coordinator,
Association of Environmental
Professionals
2023-Present
Member, Association of Environmental
Professionals
2023-Present
AEP CEQA and NEPA Workshops
2023-2025

Mickelson Facilitation

Lulu Mickelson

Core Capabilities

Qualitative research

Strategic planning, outreach, and communications

Community engagement and co-creation

Facilitation

Capacity-building, training, and coaching

Education

Bachelor of Arts Urban Studies

Barnard College,
Columbia University

Academic honors:
Magna Cum Laude,
Departmental Honors,
Community Impact Fellow,
Centennial Scholar

Volunteer Roles

Humboldt Bay Offshore
Wind Heavy Lift Marine
Terminal Project,
*Community Advisory
Committee Member*

Open Door Community
Health Centers,
Board Member

About

Lulu is a facilitator and public sector leader with more than a decade of experience implementing award-winning community engagement and qualitative research projects. Lulu is committed to building more just and caring futures by transforming government and community systems. She draws on a background in grassroots community organizing and human-centered design.

Selected Professional Experience

Founder & Lead Facilitator, Mickelson Facilitation

January 2022 – Present

- Play the role of facilitator, strategist, and researcher to uplift government teams and community organizations as they listen, reflect, and evolve
- Support a diversity of projects and clients, including:
 - California Center for Rural Policy and North Edge Financing through the Redwood Region RISE initiative
 - City Hub and Network for Gender Equity (CHANGE) supporting local government practitioners in the cities of Bogotá, Buenos Aires, Los Angeles, and Melbourne
 - Humboldt Area Foundation & Wild Rivers Community Foundation
 - North Coast Growers' Association
 - Open Door Community Health Centers
 - Redwood Region Economic Development Commission
 - Rural Communities Housing Development Cooperation
 - We Are Up Nonprofit
 - Wiyot Tribe & Dishgamu Humboldt Community Land Trust

Lecturer, California State Polytechnic University, Humboldt

January 2025 – Present

- Teach an interactive course on local government policy and planning for advanced undergraduates and graduate students
- Generate a dynamic curriculum that explores themes of power, systems change, and collaborative governance

Global Democracy Fellow, Alfred Landecker Foundation & Humanity in Action

November 2021 – November 2022

- Selected as one of 30 emerging leaders from Europe and the United States to participate in this paid professional fellowship to develop projects that reinvent democratic spaces and strengthen social cohesion
- Used the fellowship to launch The People's Dreaming Collective to co-create more loving visions for the future of governance

Director of Housing Security Initiatives, City of Los Angeles Mayor's Office

December 2019 – November 2021

- Oversaw a portfolio of program and policy interventions to keep Los Angeles renters housed, including the implementation of more than \$500 million in federal COVID-19 funds to address housing insecurity
- Led the "Struggling To Stay Housed" journey mapping project to hear directly from low-income renters on how housing insecurity impacts their lives and what the City can do to improve services

- Facilitated local and national partnerships to address Los Angeles' growing housing and homelessness crisis – engaging state and federal officials, setting up cross-city coalitions, and evaluating the impact of local efforts

Fair Housing Engagement Manager, NYC Department of Housing Preservation & Development

September 2017 – August 2019

- Managed a team of staff and consultants to design and implement the award-winning community engagement strategy for *Where We Live NYC* – a collaborative policy-making process to confront housing segregation
- Oversaw the execution of 60+ community conversations led by local partners that reached 700+ New Yorkers in 15 languages to better understand the lived experience of housing choice and discrimination
- Launched and facilitated the City's Fair Housing Stakeholder Group of 150+ advocates, service providers, and local leaders who met 14 times over 18 months to inform the *Where We Live NYC* process
- Authored a 60-page public report synthesizing qualitative data from community input to inform City policy

Engagement Associate, The Rockefeller Foundation

May 2016 – August 2017

- Introduced trainings, events, and communications to build stronger relationships between the foundation's global network of staff and grantees during an extended change management process
- Collaborated with foundation leadership to spearhead multiple week-long global conferences designed to develop updated organizational values, share best practices across teams, and envision the foundation's future
- Supported a suite of new learning and development opportunities – including producing a monthly newsletter and launching a forum for grant-makers to discuss power and privilege in philanthropy

Community Engagement Designer, NYC Department of Small Business Services

May 2014 – May 2016

- Implemented design-thinking strategies to develop more impactful and inclusive services for a diverse set of small business owners, working across 10+ agency programs
- Supported the launch of the NYC Immigrant Business Initiative and Women Entrepreneurs, leading efforts to engage 1,500+ women to co-create services to close the entrepreneurship gender gap
- Organized internal capacity-building opportunities to train more than a third of agency staff on service design and public engagement approaches through speakers, how-to guides, and in-person trainings

Attachment 4

Proposal from 4LEAF, Inc.

PROPOSAL TO PROVIDE

7TH CYCLE HOUSING ELEMENT UPDATE

TO THE
CITY OF
BLUE LAKE



4LEAF, INC.
2235 MERCURY WAY, STE. 120
SANTA ROSA, CA 95407
(707) 239-4640

FEBRUARY 6, 2026

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City of Blue Lake
 111 Greenwood Road, P.O. Box 458
 Blue Lake, CA 95525
 Attn: Jennie Short, City Manager

February 6, 2026

RE: Proposal to Provide 7th Cycle Housing Element Update for the City of Blue Lake

4LEAF, Inc. (4LEAF) is pleased to submit our qualifications to serve as the City of Blue Lake’s partner for Professional Consulting services related to the update of its 7th Cycle Housing Element (2027–2035). For more than 25 years, 4LEAF has provided consulting services to over 500 public agencies across California.

☑ Project Understanding – Housing Element Update (2027-2035)

Preparing and certifying the city of Blue Lake’s 7th Cycle Housing Element requires navigating several new State laws (AB 2023, AB 2597, AB 2667, AB 3093, SB 7) while building on 6th Cycle requirements (AB 686, AB 1397, SB 166). These updates introduce tighter deadlines and increased complexity of preparation. 4LEAF has successfully guided multiple jurisdictions through both 6th and 7th Cycle Housing Elements and is well positioned to help the city of Blue Lake efficiently meet these requirements.

☑ Local and Statewide Experience

4LEAF is very familiar with Housing Element requirements, with some of our recent clients including:

- City of Cloverdale
- City of Cotati
- City of Escalon
- City of Oakdale
- City of Rohnert Park
- City of Santa Clarita
- County of Lassen
- County of Sonoma
- Town of Windsor

☑ Leadership

The contract with the City of Blue Lake will be managed by **Director of Planning Tennis Wick, AICP**, and project management will be provided by **Luke Lindenbusch, AICP**, with a proven track record of success managing projects for jurisdictions throughout California.

☑ Contact

Executive Project Management	Project Management	Local Office
Tennis Wick, AICP Office: (707) 239-4640 Mobile: (707) 799-7726 Email: TWick@4leafinc.com	Luke Lindenbusch, AICP Office: (707) 239-4640 Mobile: (707) 478-2788 Email: LLindenbusch@4leafinc.com	2235 Mercury Way, Ste. 120 Santa Rosa, CA 95407 Office: (707) 239-4640 Website: www.4leafinc.com

As President of 4LEAF, I am authorized to bind the firm. We appreciate this opportunity to submit our proposal. Should you have any questions, please do not hesitate to reach out using the contact information provided above.

Respectfully submitted,


Kevin J. Duggan
 President


Tennis Wick, AICP
 Director of Planning



SECTION 2: CONSULTANT CAPABILITIES

Executive Summary

4LEAF is well positioned to support the City of Blue Lake in updating its 7th Cycle Housing Element (2027–2035). Based in Santa Rosa, our team brings extensive experience assisting rural and diverse counties in addressing housing challenges, implementing community-centered planning practices, and complying with evolving State requirements.

Statewide, 4LEAF has prepared Housing Element Updates with a 100% HCD certification rate for all completed 6th and 7th Cycle Housing Elements. Our projects include 6th Cycle Housing Elements for Cotati, Cloverdale, Escalon, Healdsburg, Oakdale, Rohnert Park, Sebastopol, and Sonoma County, as well as the 7th Cycle Housing Element for Lassen County.

4LEAF also leads the Napa Sonoma Collaborative, an Association of Bay Area Governments (ABAG)-supported, REAP-funded technical assistance initiative that assists the 16 jurisdictions of Napa and Sonoma Counties with Housing Element certification and housing policy implementation. This work includes targeted community outreach to historically underserved populations, including youth, seniors, farmworkers, Indigenous communities, non-English speakers, transit riders, students, LGBTQ+ residents, and faith- and community-based organizations.

Our approach emphasizes close collaboration with City staff, decision-makers, and community members to deliver clear, legally compliant, and implementable Housing Element. We understand Blue Lake’s small city scale, limited supply of available land, and administrative capacity constraints, and we prioritize meaningful engagement with historically underserved communities to ensure inclusive and actionable outcomes.

Office Locations

Santa Rosa (Local)

2235 Mercury Way, Ste. 120
Santa Rosa, CA 95407

Bay Area (HQ)

2126 Rheem Drive
Pleasanton, CA 94588

Sacramento

8896 N. Winding Way
Fair Oaks, CA 95628

San Bernardino

424 E. Vanderbilt Way, Ste. A
San Bernardino, CA 92408

Newport Beach

4440 Von Karman Ave., Ste. 300
Newport Beach, CA 92660

Monterey

409 Washington St., Ste. 100
Monterey, CA 93940

Arizona

2 N. Central Ave., Ste. 1800
Phoenix, AZ 85004

4LEAF Consulting, LLC

157 E. Warm Springs Rd.
Las Vegas, NV 89119

New England

132 Central St., Ste. 210
Foxboro, MA 02035

Mission

4LEAF’s mission is to be the industry leader in delivering exceptional customer service and first-rate professional services to our clients. By building strong relationships and prioritizing client needs, we have established ourselves as a trusted partner to public and private agencies across a wide range of disciplines including Planning, Building & Fire Life Safety, Code Enforcement, and Environmental Compliance. 4LEAF’s Planning Division has been a trusted partner for community planning, providing a comprehensive suite of services including Current and Long-Range Planning, General Plan and Zoning conformance reviews and updates, environmental documentation under CEQA, and fire resiliency and disaster recovery initiatives. Our experienced team of over 50 professionals, including many AICP Certified Planners, are dedicated to supporting our clients through ministerial and discretionary case processing, hearing preparation, and responsive project management. Our team of experts includes seasoned



planners who excel at public speaking and enjoy presenting at meetings, conferences, and educational seminars. These highly skilled presenters consistently shine at providing accessible information and recommendations to governing bodies including:

- City Councils
- Planning Commissions
- Boards of Supervisors
- Regional Planning Agencies
- Boards of Zoning Adjustments
- Design Review Boards
- Citizens Committees
- Coastal Commission



Housing Elements and Implementation

Our 4LEAF team will work to ensure your Housing Element is in order so you can receive that all-important HCD certification to avoid consequences and to qualify for state and federal funding. We will assist you in its implementation and we can also provide you with the tools to help track and report back to HCD. We have excellent working relationships with HCD and a 100% certification rate for our 6th cycle Housing Elements.



Development Review

Our development review team ensures that projects are consistent with your local land use plan, zoning, and applicable policies to meet approval requirements. We can handle your files from application through condition compliance review. 4LEAF will help you review projects in a timely manner, whether augmenting your staff on-site or remotely.



Long-Range Planning

4LEAF has expanded our Planning Division to equip us to best serve the long-range planning needs of communities, especially related to housing, equity, social justice, and fire resiliency. Many of our senior-level planners come from public agency service and joined 4LEAF to continue to provide services to communities statewide.



Staff Augmentation

Our team of experienced and highly qualified planners can serve on-site, hybrid, or remotely. With a wide range of experience, we provide high quality planning services to clients. We are available if you need assistance with development review and advance planning projects. From Assistant Planners to Community Development Directors, our experienced planning professionals can provide staffing and oversight when workloads increase beyond a department’s capacity.



Project-Specific Services

4LEAF can assist your Planning Department with services, including, but not limited to:

- Project Management
- Policy Review and Development
- GIS Services
- Grant Writing
- Cannabis Regulations
- Fire Recovery Permitting
- Sustainability Oversight
- Code Compliance
- Department Administration
- Process Improvements
- Organizational Alignment



Community Outreach and Engagement

We provide meaningful and authentic community outreach and engagement. Our team can design public participation programs tailored to the needs of diverse communities. We are adept at facilitating community workshops and public meetings, administering community surveys, designing project websites and social media resources, and doing embedded engagement on the ground.



Entitlements

We provide permit processing services including ministerial and discretionary reviews. Our work entails timely and accurate zoning analysis and case processing to support agency clients. In addition to land use entitlements, we offer a range of current planning services that are tailored to client needs, such as expedited plan check, subdivision applications, and other planning approvals.



Environmental Review and CEQA

4LEAF’s team has experience across the spectrum of environmental technical documents, including the California Environmental Quality Act (CEQA). Our team provides services from drafting project descriptions and noticing to preparing categorical and statutory exemptions, initial studies, and environmental impact reports (EIRs). 4LEAF also offers services in third-party environmental document review. In addition to environmental document services, our team has a wealth of experience in coastal management, historic resources, airport planning, and more.



Agency Liaison

Our team has seasoned planners skilled in public speaking, delivering presentations, and providing information and recommendations to governing bodies, including:

- City Council
- Board of Supervisors
- Planning Commission
- Board of Zoning Adjustments
- Design Review Board
- Citizen Committees
- Coastal Commission



GIS Analysis & Mapping

4LEAF offers Geographic Information Systems (GIS) capabilities to support development review and planning studies. This includes mapping of project sites, spatial analysis of constraints or resources, and visualizing data (e.g., zoning boundaries, environmental features) to assist the County in making well-informed, data-driven decisions.



Project Understanding & Scope of Work

4LEAF's approach is grounded in community-centered policy development, close collaboration with City staff, and rigorous technical analysis to support the City of Blue Lake in completing its 7th Cycle Housing Element Update and target certification from HCD no later than July 15, 2027. By integrating detailed policy analysis with meaningful community engagement, 4LEAF will deliver actionable recommendations, including preparation of the draft and final Housing Element, rezoning and site capacity analysis, and all environmental review required under State law.

Throughout the project, 4LEAF will coordinate closely with City staff to maintain alignment on project goals, schedule, and budget. 4LEAF has successfully guided multiple jurisdictions through both 6th and 7th Cycle Housing Elements, maintains established working relationships with HCD, and is well-versed in current HCD review practices and expectations. Our approach is designed to ensure the City's Housing Element is fully compliant, internally consistent, and positioned for timely HCD certification, while minimizing City staff workload and maintaining schedule certainty.

Housing Element Update (2027-2035)

Preparation and certification of the City's 7th Cycle Housing Element will require navigating significant new State legislation, including AB 2023, AB 2597, AB 2667, AB 3093, and SB 7. These statutes build upon 6th Cycle requirements such as AB 686 (Affirmatively Furthering Fair Housing), AB 1397 (site inventory standards), and SB 166 (No Net Loss), while introducing enhanced obligations related to rezoning timelines, fair housing analysis, and RHNA income category reporting. Collectively, these changes have increased both the complexity and preparation time associated with Housing Element updates statewide.



The City of Blue Lake received its final Regional Housing Needs Allocation (RHNA) from Humboldt County Association of Governments (HCAOG) in December 2025, requiring the City to demonstrate capacity for 41 new housing units as part of the 7th Cycle Housing Element Update. This includes 8 units affordable to low-income households, 4 to very low-income households, 7 to extremely low-income households, and 3 to acutely low-income households, with the remaining units assigned to moderate- and above-moderate-income categories.

Task 1: Project Management and Coordination

Kick-Off Meeting

The project will begin with a joint kick-off meeting to confirm project scope, schedule, roles, decision-making protocols, data needs, and communication procedures. Following the meeting, 4LEAF will prepare a detailed Project Schedule covering all major phases of the Housing Element Update, including community outreach, environmental review, public hearings, HCD review periods, and adoption milestones. The schedule will be consistent with the timeline requirements established in the RFP's *Agreement Between the City of Blue Lake and the California Department of Housing and Community Development (December 2025)*. Based on a March 2026 start date and statutory review timelines, the schedule currently outlined in the Cost Proposal will be refined into the final Project Schedule.



Project Management

The project budget assumes one 30-minute bi-weekly virtual check-in meeting to:

- Review progress on active tasks and upcoming deliverables
- Identify and resolve issues or schedule risks



- Confirm alignment with project goals, schedule, and budget
- Coordinate staff review and decision-making needs

Additional project team members will participate as appropriate. 4LEAF will prepare meeting agendas in advance and distribute concise follow-up summaries. Ongoing coordination will occur via email and phone as needed. The scope and budget assume timely City review and consolidated feedback, typically within 7–10 business days, to support adherence to the agreed-upon schedule.

Task 2. Review Previous Housing Element

In collaboration with City staff, 4LEAF will evaluate the 2019–2027 Housing Element to assess the appropriateness of its goals, objectives, and policies, as well as the progress made in implementing programs during the previous planning period. This evaluation will include a review of the City’s 6th Cycle accomplishments and the constraints affecting housing production, focusing on the effectiveness of identified goals, policies, and programs. The 4LEAF team will provide updates and explanations for any goals, policies, or programs that remain in progress, have been abandoned, or have not proven effective, with findings directly informing the development of the 2027–2035 Housing and Sites Strategy (Task 9).



Task 3. Sites Inventory and Analysis

4LEAF will begin the Sites Inventory analysis early in the process to ensure compliance with State law and RHNA requirements, evaluating the City’s existing planned or permitted projects that remain unbuilt, as well as 7th Cycle projections for annual accessory dwelling unit (ADU) production based on recent permitting trends and affordability levels. This assessment will identify the City’s RHNA surplus or shortfall and determine whether additional sites or changes to development standards are necessary. We will also explore opportunities to enhance or repurpose sites through new programs or policy changes, culminating in a preliminary inventory of compliant sites that adheres to existing zoning and applicable regulations, including Government Code Section 65583.2 and AB 1397.



In compliance with AB 686, which requires consideration of socioeconomic and ethnic concentrations, 4LEAF will help identify neighborhoods of highest opportunity and access to resources for affordable housing sites. The preliminary Sites Inventory analysis, including any recommended rezoning or development standard changes needed to meet the RHNA, will be incorporated into the Draft Housing and Sites Strategy (Task 9) and presented during Public Workshop #2 (Task 8).

Task 4. Housing and Special Housing Needs

Establishing an accurate baseline of existing housing conditions and community needs is essential to the Housing Element update process. 4LEAF will review relevant City documents, including the 6th Cycle Housing Element, General Plan, environmental documents, and other applicable local planning materials. Building on this review, the team will prepare a comprehensive housing needs analysis informed by public input (see Task 8) and data from the Humboldt County Association of Governments (HCAOG), the California Department of Finance (DOF), the U.S. Census, the American Community Survey, CHAS, and other pertinent sources. The analysis will, at a minimum, address the following areas:



- Population and employment trends
- Household characteristics, including cost burden and overcrowding
- Existing housing needs
- Special needs housing



- Subsidized housing developments with expiring contracts
- Projected housing needs for all income levels to address the 7th cycle RHNA, incorporating both historic development trends and projected housing production

Task 5. Constraints Analysis

In accordance with State law, 4LEAF will identify and analyze existing and potential governmental and non-governmental constraints affecting the maintenance, improvement, and development of housing for all income levels, including housing for people with disabilities. The analysis will evaluate local standards and processes to determine their impact on housing supply and affordability, assess whether regulatory requirements pose actual constraints, and describe the City’s efforts to remove barriers that limit its ability to meet housing needs. Stakeholder input from developers, organizations serving individuals with disabilities, people experiencing homelessness, and other community members (Task 8) will also inform the analysis.



Task 6. Fair Housing (AB 686)

In accordance with AB 686 statutory requirements for Affirmatively Furthering Fair Housing (AFFH), the 4LEAF team will conduct a Fair Housing Assessment (FHA) using data from HCD AFFH Data Viewer, GIS sources, public input, and local data and knowledge. The FHA will cover:



- Enforcement and outreach capacity
- Segregation and integration patterns and trends
- Disparities in access to opportunity
- Disproportionate housing needs, including displacement
- Racially/ethnically concentrated areas of poverty or affluence

Task 7. Goals, Policies, Programs and Quantified Objectives

Incorporating the research, analysis, outreach, and engagement described throughout, 4LEAF will identify goals, policies, programs, and quantified objectives that ensure compliance with State law and effectively address the City’s housing needs, constraints, and key priorities identified through the update process. Throughout this task, 4LEAF will ensure alignment with community priorities, maintain internal consistency across General Plan elements, and recommend any additional policy updates or revisions needed to support a cohesive and compliant plan. Programs will be outlined with specific implementation steps, timelines, and responsible departments, with an emphasis on feasibility given the City’s staffing, funding, and administrative capacity.



Task 8. Community Outreach and Engagement

Achieving a legally defensible and locally supported Housing Element requires highly effective community engagement. 4LEAF will support City staff throughout the outreach effort to ensure clear, consistent messaging and provide informed recommendations, leveraging our feedback gained from HCD during both 6th and 7th Cycle Update processes. This integrated approach will ensure measurable input is collected on key topics, including sites selection, the draft Housing Element, and environmental review.



Recognizing the growing reliance on technology for public engagement, and the digital divide that still exists, 4LEAF will ensure that participation via paper surveys and cell phone QR code is possible and encouraged so that access is not a barrier. Recommended outreach includes participatory community surveys and activities; virtual and in-person meetings; and participation in City Council meetings and workshops.

**Community Engagement Plan (CEP)**

Following the kick-off meeting (Task 1, above), 4LEAF will develop a draft Community Engagement Plan (CEP) for the City's consideration. The CEP will outline clear strategies to engage underrepresented and hard-to-reach residents, including those with limited internet access, mobility challenges, special needs, language barriers, and/or time constraints. The CEP will include both in-person and digital options at important milestones, allowing participants to engage in the manner that best suits them.

Language Access Plan

Engagement of Spanish-speaking and other non-English-speaking populations is an essential focus of community engagement. 4LEAF will:

- Collaborate with City to translate key parts of the Housing Element, including engagement materials and executive summaries
- Assign bilingual (English/Spanish) staff to the project
- Provide interpretation services at selected outreach events

Housing Element Workshops #1-3

Community workshops are vital for identifying both local conditions and issues from diverse perspectives. Insights gathered here will help pinpoint key concerns and guide the team in understanding both the City's and region's housing needs and challenges. 4LEAF will conduct two online surveys and participate in three virtual workshops at key stages of the Housing Element Update. Suggested efforts are outlined below:

Public Workshop #1: Initial Planning Commission (or Joint PC/CC)

- Topic: Housing Elements, RHNA, and new state laws since the 6th Cycle Update.
- Purpose: Gather public input and community participation focused on issues identification, housing needs and opportunities.

Public Workshop #2: Community Workshop (Joint PC/CC Meeting)

- Topic: Draft Housing Strategy and Preliminary Sites Assessment.
- Timing/Purpose: This essential workshop brings the most critical parts of the Housing Element (policies and sites) forward to the public and to decision-makers early in the process. This ensures understanding and allows the project to move forward on an expedited timeline.
- Strategic Value: Since the City may not hold a formal hearing until HCD's 90-day review comments are received, this workshop provides the opportunity to bring the all-important policies and sites to the PC and CC prior to the Draft Housing Element being submitted to HCD.

Public Workshop #3: Joint PC/CC Open House or other Community Workshop

- Topic: Draft Introduction & Public Comment.
- Timing/Purpose: Held near the start of the mandatory 30-day public review period to introduce the Draft Housing Element and invite public comment.
- Location: Anticipated to be hosted by the City or a local community group.
- Consultant Role: Participation is generally limited to supplying the necessary workshop materials and presentation, unless advance arrangements are made.
- Follow-up: Following the 30-day review, comments summarized by City staff will be addressed by the consultant team during the mandatory 10 working day consideration period for the HCD Review Draft Housing Element.



Stakeholder Survey, Interviews and Meetings

In coordination with the activities above, 4LEAF will collaborate with City staff to develop an online Community Housing Needs & Opportunities Survey inviting stakeholders to participate in the Housing Element Update process. Invitations will be sent to service and housing providers to help assess the needs and priorities of special needs groups, including seniors, families, and at-risk populations. Additionally, 4LEAF will conduct up to three stakeholder interviews or small group meetings with housing developers, recent applicants, and representatives from local agencies and community groups, including the school district.

Task 9. Draft Housing and Sites Strategy

The Draft Housing and Sites Strategy will be informed by the public input, community surveys, and an analysis of housing data and constraints described throughout, building on the City's existing Housing Element goal areas by expanding objectives, policies, and programs to address changing demographics and meet statutory requirements. Using the City's existing site inventory as a foundation, 4LEAF will identify any sites that may require rezoning for reuse and compile a preliminary list of sites that could meet inventory requirements under current zoning. This analysis will ensure compliance with Government Code Section 65583.2, AB 1397, and AB 686 (Affirmatively Furthering Fair Housing). An Administrative Draft Housing and Sites Strategy will be prepared for staff review prior to presentation to the public at Workshop #2 (Task 12) and will form the basis for Section 2: *Housing Goals, Policies, Programs, and Quantified Objectives of the Housing Element*.



Task 10. Draft Housing Element, HCD Review and Hearings

After receiving feedback on the Draft Housing and Sites Strategy (see Task 8, above), 4LEAF will compile an Administrative Draft Housing Element for staff review. The project schedule requests that City staff provide two rounds of non-conflicting comments on this draft (one initial review and one on the Screen Check Draft). Clear and timely communication from City staff during these reviews is essential to maintaining the project's overall schedule.



Statutory and Public Review

Once the City reviews and finalizes the Administrative Draft, 4LEAF will incorporate the comments into the final Draft Housing Element. This draft will then proceed to the mandatory statutory review phase, which includes:

- Mandatory 30-day public review.
- 10 working days for considering public comments.
- Statutory 90-day HCD review.

Task 11. Final Draft Hearings, Final Adoption and Certification

The 4LEAF team will work closely with HCD and City staff to ensure that HCD's questions, clarifications, and comments are addressed during the HCD review period. 4LEAF has excellent relationships with HCD staff and will facilitate review throughout the Housing Element Update process. The work plan, schedule, and budget assume a meeting with HCD, and preparation of mid-review revisions as requested by HCD, with submittal of a revised draft to HCD prior to the end of the initial 90-day review period. As noted above, this mid-review meeting with HCD is at their discretion and cannot be guaranteed; however, 4LEAF has been successful in securing these meetings in all our 6th and 7th cycle Elements to date.





Adoption Draft Housing Element

Following receipt of HCD's 90-day review letter, 4LEAF will prepare recommended responses to HCD comments and then meet with City staff to review the responses and changes. Once agreed upon, the required changes will be incorporated into the Housing Element to create the Adoption Draft Housing Element. When finalized, the consultant team will prepare PowerPoint presentations for the Planning Commission and City Council, summarizing the project background, key findings, and policy recommendations. 4LEAF will attend these meetings to present the information, respond to questions, and provide technical expertise as needed. Up to two 90-minute virtual meetings are budgeted for this purpose.

Final Housing Element (Adopted)

Following City Council adoption, 4LEAF will revise the Housing Element to include any revisions directed by the Council and prepare the Adopted Housing Element for transmittal to HCD for certification and will provide any supporting information requested by HCD.

Task 12. CEQA Compliance

4LEAF has extensive experience conducting environmental review under the California Environmental Quality Act (CEQA). We consider available exemptions and opportunities to tier from previously certified CEQA documents to shorten subsequent environmental review where appropriate. We prepare Addenda, Initial Studies (IS), Negative Declarations (NDs), Mitigated Negative Declarations (MNDs), Subsequent and Supplemental documents, and §15183 documentation. For complex projects and those requiring an Environmental Impact Report (EIR), 4LEAF seamlessly manages City-approved subconsultants to complete specialized technical studies for resource areas not provided in-house.



Once the appropriate CEQA pathway is confirmed, 4LEAF will prepare all required documentation for the Housing Element Update, whether that includes an IS, ND/MND, or EIR, and manage public noticing and posting, State Clearinghouse submittal (as applicable), Responses to Comments, assembly of the Final document, and a clear MMRP when required. We will also file the Notice of Exemption (NOE) or Notice of Determination (NOD), as applicable. (Note: Addenda are not circulated; at the City's discretion, we will provide a public-facing summary and staff-report language explaining the basis of the Addendum.)

Tribal Consultation Support (AB 52/SB 18)

As the CEQA Lead Agency, the City initiates and leads Assembly Bill (AB) 52 consultation (and any Senate Bill (SB) 18 noticing, if requested for this policy action). 4LEAF will prepare draft consultation letters and supporting materials (including Native American Heritage Commission (NAHC) contact list/Sacred Lands File requests), track statutory timelines, coordinate and support meetings at the City's direction, and document the administrative record. To reduce costs, the City may elect to submit the NAHC request and transmit the AB 52/SB 18 letters prepared with 4LEAF templates; we will support any requested meetings, while the City conducts government-to-government consultation.

4LEAF's CEQA timeline will be coordinated with HCD review cycles and the City's Planning Commission/City Council calendars, and the AB 52 consultation process will be initiated early where feasible to protect the adoption schedule. A concise tracking log (noticing, circulation, comments/responses, and filings) will be maintained so the administrative record remains complete and easy to navigate.



Management Team

As your consultant, we understand that our role is to be an advocate on behalf of the City of Blue Lake and represent the City’s best interests. With our local office in Santa Rosa, 4LEAF’s team will function as an extension of your staff, seamlessly integrating with County personnel and practices, adding perspective and expertise that only 4LEAF can offer. Our team members are results and detail-oriented – the success of which can be reviewed in the quality of past projects we have worked on.

Tennis Wick, AICP – Director of Planning & Executive Project Manager

Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department, including development review, long-range planning, staff augmentation, housing elements and implementation, project-specific services, community outreach and engagement, entitlement, environmental review/CEQA, agency liaison services, GIS analysis & mapping, historical preservation, and more. Tennis has over 40 years of planning experience in both the public and private sectors, including 12 years as Director in tourism-heavy Sonoma County. He understands housing economics from a developer’s perspective and provides valuable insight to 4LEAF’s Housing Element efforts.



Office – (707) 239-4640 | Cell – (707) 799-7726 | Email – TWick@4leafinc.com

Luke Lindenbusch, AICP – Supervising Planner & Project Manager

Luke is a dedicated AICP-certified planner with extensive knowledge of the policy implications of city planning. With a background in public affairs, Luke is skilled in implementing innovative engagement strategies to establish trusted communication with residents and stakeholders. He supports jurisdictions in the development of housing policies and program implementation, including the project management of successfully certified 6th and 7th Cycle Housing Elements throughout California. Luke holds a degree in global public health, and strives to strengthen the link between effective policy and community vitality in rural communities. Luke has been welcomed to work collaboratively in varied communities as a team player who is highly adaptable to diverse environments.



Office – (707) 239-4640 | Cell – (707) 478-2788 | Email – LLindenbusch@4leafinc.com

Key Personnel

Kaitlin Roberts, J.D. – Senior Planner | Environmental Specialist

Kaitlin is an accomplished Senior Planner and environmental specialist with over 17 years of expertise in comprehensive land use planning and environmental compliance, particularly under CEQA. She is highly skilled in managing complex planning projects, including drafting and amending specific and master plans, as well as assessing development proposals for alignment with community goals and regulatory standards. Kaitlin is adept at producing clear, actionable insights to guide policy decisions, housing initiatives, and equitable, sustainable development.





Jose Torres, AICP – Senior Planner | GIS Specialist

Jose is a dynamic urban planner and Geographic Information Systems (GIS) specialist with extensive experience across diverse sectors. Jose's proficiency in Spanish allows him to effectively communicate with community members. Jose facilitates meaningful community engagement and public participation initiatives. His expertise encompasses advocacy for affordable housing, leading inclusive planning projects, and integrating GIS technology into urban development strategies.



John Jay – Associate Planner

John is an accomplished Associate Planner with over nine years of experience supporting public agencies with a broad range of planning services. His expertise spans current and long-range planning, housing policy, development review, and environmental compliance. John has successfully managed complex projects, contributed to policy updates, and worked collaboratively with multidisciplinary teams, elected officials, and community members.



Eli Arreola, AICP Candidate – Assistant Planner

Eli is a collaborative asset to any project team. His recent experience includes work on Housing Elements and program implementation, both as a consultant and as former staff for the City of Cotati. His professional experience includes a recent focus on Housing Element policy compliance, Specific Plan preparation, Zoning Code Amendments and legislative analysis. Eli's background in climate adaptation work provides a resilience lens to his project contributions. Eli has already passed his AICP exam and is committed to improving the vitality of the built environment through inclusive community outreach and beneficial land use planning.



Jennifer Lopez, MURP – Assistant Planner

Jennifer is an exceptional urban planning researcher familiar with quantitative and qualitative methods such as storytelling and narratives across various demographics, focusing on patterns and community engagement, affordable housing and land use gaps for marginalized communities. Jennifer's professional experience working alongside expert-level planners has provided her with multiple opportunities for extensive growth and development. Jennifer applies rigorous research practices to translate complex data into clear, actionable recommendations that support equitable planning outcomes.



Resumes for our Key Personnel can be found in the Appendix Section at the end of this Proposal.

Resumes for our Support Staff can be given upon request.



References

County of Lassen

7th Cycle Housing Element Update

4LEAF was selected to provide the 7th Cycle Housing Element update for the County of Lassen. Our tasks were focused on community outreach to encourage participation in the housing cycle, including preparing surveys and housing element updates materials with the goal of educating, informing, and gaining meaningful input from the community at large, directly affected stakeholders, and civic decision-makers.



An additional focus of our efforts for Lassen County's 7th cycle was to identify adequate sites to meet the RHNA and to bring the County into compliance with the new AB 686 (Affirmatively Furthering Fair Housing) requirements. 4LEAF provided Housing Element Virtual Workshops, including informational videos and online surveys. Other tasks included:



- Housing Strategy and Preparation of the Housing Element
- Site Analysis and AFFH Considerations
- Technical Background Report & Fair Housing Assessment
- Draft Housing Strategy
- Administrative Draft Housing Element
- Public Review Draft and HCD Review Draft Housing Element
- Adoption Draft Housing Element
- Final Housing Element Adoption
- CEQA Compliance

Client Name: County of Lassen
Client Address: 707 Nevada Street, Ste. 5, Susanville, CA 96130
Client Contact: Gaylon Norwood, Director of Devt. Services
Client Phone: (530) 251-8269
Client Email: LandUse@co.Lassen.ca.us
Project Dates: 2023 – 2025



4LEAF Inc. was selected to prepare the City of Cotati’s 2023 – 2031 6th Cycle Housing Element Update, related rezoning, and all necessary environmental review. Rincon Consultants was brought on by 4LEAF as the Environmental / CEQA subconsultant. The Housing Element Update was approved and adopted by HCD in 2023.



The 4LEAF team performed the following tasks for the City to support and prepare the Housing Element Update:

- Project Kickoff
 - Project Schedule
- Project Management & Coordination
- Community Outreach and Engagement
 - Initial Study Session
 - Public and Stakeholder Outreach
 - Public Hearings
- Housing Element Preparation
 - Sites Inventory Analysis
 - Baseline Review & Evaluation of Current Housing Element
 - Housing Constraints
 - Assessment of Fair Housing
 - Draft Housing Strategy
 - Administrative Draft Housing Element
 - Rezoning
 - Draft Housing Element
 - Adoption Draft Housing Element
 - Final Housing Element
- CEQA Compliance (performed by Rincon Consultants)



The HCD-certified housing element update can be found at the following link: [Certified-Housing-Element](#)

Client Name: City of Cotati
Client Address: 201 West Sierra Avenue, Cotati, CA 94931
Client Contact: Noah Housh, Community Dev. Director
Client Phone: (707) 665-3635
Client Email: NHoush@CotatiCity.org
Project Dates: 2021 – 2023



6th Cycle Housing Element Update; RHNA Transfer; Code Amendments

4LEAF was selected to perform the Housing Element Update for the City of Cloverdale, a community of 8,800 located in Northern California. The updated Housing Element needs to address the requirements of State law, including recent changes regarding the analysis of sites and zoning-related requirements for housing entitlements.



The City selected 4LEAF due to its demonstrated ability to adapt a successful suite of 6th Cycle programs to meet new statutory requirements. Cloverdale has taken substantial steps to address housing needs for its most vulnerable residents and working families, with progress on programs prioritizing affordable and workforce housing development in the 6th Cycle including the development of City-owned permanent and transitional housing for people experiencing homelessness.

4LEAF facilitated implementation of key rezoning programs including code changes to zone for a variety of housing types, establish objective design review criteria, and develop parking standards consistent with State law.

Our services for this client have included:

- Project Management
- Community Outreach and Engagement
- Housing Element Preparation
- RHNA transfer associated with annexations
- CEQA Compliance
- Native American Tribal Consultation
- Zoning Text Amendments
- Objective Design & Development Standards

Client Name: City of Cloverdale
Client Address: 124 N Cloverdale Blvd, Cloverdale, CA 95425
Client Contact: Rafael Miranda, City Planner
Client Phone: (707) 894-1726
Client Email: RMiranda@ci.Cloverdale.ca.us
Project Dates: 2021 – Present

Cost Proposal for the City of Blue Lake 7th Cycle Housing Element Update

Task #	Task Description	Start	End	Planning Director \$250	Principal/ Supervising Planner \$185	Senior Planner \$170	Associate Planner \$155	Assistant Planner \$125	Admin Support \$90	Total Hrs/Task
1	Project Management and Coordination	Mar-2026	July-2027	12	20	10	24	10	4	80
2	Review Previous Housing Element	Apr-2026	May-2026	2	12	4	16	4	2	40
3	Sites Inventory and Analysis	Apr-2026	May-2026	6	10	16	12	12	4	60
4	Housing and Special Housing Needs	Apr-2026	May-2026	2	10	4	10	12	2	40
5	Constraints Analysis	Apr-2026	May-2026	2	12	12	12	20	2	60
6	Fair Housing Analysis (AB 686)	Apr-2026	May-2026	2	10	20	10	16	2	60
7	Goals, Policies, Programs, and Quantified Objectives	Apr-2026	May-2026	2	12	8	16	18	4	60
8	Community Outreach and Engagement	Apr-2026	May-2027	6	24	16	24	24	6	100
9	Draft Housing and Sites Strategy	May-2026	Aug-2026	8	12	12	12	12	4	60
10	Draft Housing Element and HCD Review	Aug-2026	Mar-2027	20	32	10	12	8	8	90
11	Final Draft Hearings, Final Adoption and Certification	Mar-2027	July-2027	20	32	10	12	8	8	90
12	CEQA Compliance	Apr-2026	Mar-2027	4	8	36	16	12	4	80
4LEAF Totals (Hours and Budget)				86	194	158	176	156	50	420
				\$21,500	\$35,890	\$26,860	\$27,280	\$19,500	\$4,500	\$135,530
Direct Expenses, Mileage, Travel										\$3,000
15% Contingency										\$20,330
Estimated Contract Amount with Contingency										\$158,860

Direct expenses (e.g., printing, reproduction, graphics, postage) will be billed at actual costs, with the exception of mileage, which is billed at the current rate per mile set by the Internal Revenue Service (IRS).
 Travel time for in-person meetings and workshops will be charged at hourly rates plus costs. Attendance at meetings and hearings not included within the proposal will also be charged at hourly rates plus costs.



FEE SCHEDULE
FY2026-2027 FEE SCHEDULE & BASIS OF CHARGES
FOR THE CITY OF BLUE LAKE
All Rates are Subject to Basis of Charges

Planning

Planning Director	\$250/hour
Regional/Policy Director	\$205/hour
Principal/Planning Manager	\$185/hour
Senior Planner	\$170/hour
Associate Planner	\$155/hour
Assistant Planner	\$125/hour
Planning Technician	\$110/hour
Administrative Support	\$90/hour

Project Management

Project Manager	\$205/hour
Principal-in-Charge	\$250/hour

BASIS OF CHARGES

Rates are inclusive of “tools of the trade” such as forms, telephones, and consumables.

- All invoicing will be submitted monthly.
- All invoices will include a 3% administrative fee.
- 4LEAF assumes that these rates reflect the FY2026-2027 contract period. There will be a 3% escalation for FY2027-2028, FY2028-2029, etc.
- Overtime and Premium time will be charged as follows:

- Regular time (work begun after 5AM or before 4PM)	1 x hourly rate
- Nighttime (work begun after 4PM or before 5AM)	1.125 x hourly rate
- Overtime (over 8-hour M-F or Saturdays)	1.5 x hourly rate
- Overtime (over 8 hours Sat or 1 st 8-hour Sun)	2 x hourly rate
- Overtime (over 8 hours Sun or Holidays)	3 x hourly rate
- Overtime will only be billed with prior authorization of the Director or other designated City personnel.
- All work with less than 8 hours rest between shifts will be charged the appropriate overtime rate.
- Mileage driven during the course of Inspections will be charged at cost plus 20%.
- Payment due on receipt. All payments over 30 days will be assessed a 1.5% interest charge.
- Client shall pay attorneys’ fees, or other costs incurred in collecting delinquent amounts.
- Client agrees that 4LEAF’s liability will be limited to the value of services provided.
- In accordance with California’s Meal Break and Rest Break Law requirements, Client will be billed one (1) additional hour per day at the regular rate for each missed meal or rest break due to Client-directed tasks or requirements. Client should allow 4LEAF’s non-exempt, hourly employees the opportunity to take their entitled rest and meal breaks during each work shift.

Tennis Wick, AICP

Director of Planning

Experience

44 years

Education

Juris Doctor, Golden Gate University
School of Law
B.A., Political Science, UC Santa Barbara

Affiliations

American Institute of Certified Planners
(#10447)
American Planning Association
California County Planning Directors
Association, Past President
Petaluma City Planning Commissioner
(1993-1996; 2013)
Sonoma County Farm Bureau Member
Friends of the Petaluma River Board of
Directors, President
Petaluma Area Chamber of Commerce
Past President (2000-2001)
Petaluma People Services Center Past
President (2008 & 2009)
After the Fire

Experience Summary

Tennis is a member of the American Institute of Certified Planners and the American Planning Association. Tennis Wick holds a Juris Doctor degree from Golden Gate University School of Law and a Bachelor of Arts degree in Political Science with a Public Service Emphasis from the University of California, Santa Barbara.

A long-time Petaluma resident, Tennis Wick has been civically active twice serving as a City Planning Commissioner and as Board President of the Friends of the Petaluma River, Petaluma Peoples Service Center and the Petaluma Area Chamber of Commerce. Tennis also supports communities in fire recovery through the nonprofit After the Fire providing mutual aid to California counties such Maui, Los Angeles, and other counties in California.

Select Professional Experience

4LEAF, Inc.

Director of Planning

2025 – Present

Tennis serves as Director of Planning for 4LEAF, where he oversees all services of the Planning Department, including development review, long-range planning, staff augmentation, housing elements and implementation, project-specific services, community outreach and engagement, entitlement, environmental review/CEQA, agency liaison, GIS analysis & mapping, historical preservation, and more. Tennis will be responsible for all project coordination, staff placement, and contract compliance. He brings his unparalleled community engagement understanding with him to every planning project he directs.

County of Sonoma, Permit and Resource Management Department (PRMD)

Director, Permit Sonoma

2013 – 2025

- Customer service, planning, engineering, code enforcement, natural resources, and fire teams rely on the expertise of 167 staff under 20+ different licenses to deliver a diversity of services from climate adaptation to field inspection with annual \$55M budget (80% fee/20% general fund based). In 2021, our one-stop permit shop serviced 19,000 customers and issued 11,600 permits, (about 60%+ over the counter).

- Adopted 2015-2023 Housing Element in voluntary subregional regime committing Sonoma County to 515 units with 650 units in entitlement or construction and 84 moderate, very- and extremely-low units needed to be built. Received 2019 American Planning Association California Chapter's Opportunity and Empowerment Award for housing innovation.
- To deal with four years of megafires and flood, created Resiliency Permit Center staffed with consultants under discounted fees and five-day plan check. To date, approximately 75% of fire survivors are in process or have completed the rebuild process. Received 2018 Peterka Award for excellence in disaster response and 2018 ACEC-CA North Coast Chapter's Infrastructure Public Owner Champion of the Year Award for the rebuild efforts.
- Formed Director's Working Group of stakeholders to identify issues and find consensus around riparian corridor protections for 2,727 miles of streams. Brokered compromise among agricultural, environmental, and property owner groups for ordinance unanimously approved by Board.
- Reformed code enforcement division to reduce 4,000+ case backlog 75%, adopted policies and procedures manual, and tackled legacy cases dating back 40+ years. California Code Enforcement Association recognized team with 2019 Innovation Award for cannabis enforcement program.
- Executed Accela on-line permitting system, digital plan submittal, and records digitization. Maintaining constant focus on customer service; what do we look and sound like to our public?

Berg Holdings, Sausalito

Principal

2000 – 2013

- Responsible for government affairs, site acquisition, design, and entitlement.
- Secured \$20M Congressional earmark for Port Sonoma, a multi-modal transit terminal and ferry service serving over 2,000 passengers a day.
- Designed, entitled, and constructed Petaluma River Farm, a 528 acre, eight million cubic yard dredge material upland placement site to restore 475 acres of tidal wetlands, three miles of public access trails and an elevated 40-acre farm.
- Co-founded Sonoma Vermiculture diverting two tons/day of pre-consumer food waste from County landfill feeding it to worms to create premium soil for use at Petaluma River Farm.

CSW/Stuber-Stroeh Engineering Group, Petaluma

Partner Planner

1996 – 2000

- Central Petaluma Specific Plan, Petaluma, CA – Secured contract with prime consultant and City. Assessed plan area 19th infrastructure and designed its replacement to serve mixed use plan area redevelopment. Provided nexus between development and need/cost of new infrastructure.
- City of Calistoga, Calistoga, CA – Served as contract planning director/building director/fire marshal to Napa Valley tourist destination. Managed three staff, served as Planning Commission secretary, and represented department at City Council meetings.

Luke Lindenbusch, AICP

Supervising Planner, Advance Planning & Housing

Experience

5+ years

Education

B.A., Honors, Global Public Health and
Community Development
New York University

Certifications

AICP

Professional Memberships

American Planning Association (APA)
California – Northern Section
Congress for the New Urbanism

Experience Summary

Luke is a dedicated AICP-certified planner with extensive knowledge of the policy implications of city planning. With a background in public affairs, Luke is skilled in implementing innovative engagement strategies with field and digital campaigns. He supports jurisdictions in the development and implementation of programs. Luke has been welcomed to work collaboratively in varied communities as a team player who is highly adaptable to diverse environments.

Select Professional Experience

4LEAF, Inc.

Supervising Planner / Advance Planning Project Manager

2021 - Present

Luke contributes to 4LEAF's Planning Department by:

- Currently overseeing the preparation of 6th and 7th Cycle Housing Elements for such clientele as the Cities of Cloverdale, Cotati, Escalon, Healdsburg, and Oakdale, and the County of Lassen.
- Leading technical plan writing including transit-oriented Specific Plans, Affirmatively Furthering Fair Housing (AFFH) data collection, and goals, policies, and programs in General Plan Updates.
- Providing on-call policy technical assistance to 16 jurisdictions in Napa & Sonoma Counties, including supporting access to State funding such as the Prohousing Designation Program.
- Orchestrating multifaceted community engagement strategies and actions.
- Managing legislative updates and communicating with jurisdictions on changes in State law.
- Coordinating with regional partners in government and nonprofit organizations.

Generation Housing

Project and Policy Coordinator

2020 - 2021

In this role, Luke's responsibilities included, but were not limited to public advocacy, policy analysis, housing project tracking, moderating public events, convening public officials, and mobilizing supporters.

City of Sebastopol

Planning Commissioner & Climate Action Subcommittee Chair

2020 - 2021

In these roles, Luke served as a council-appointed municipal planning official and climate action chair in this west Sonoma County city. Work included the promotion of local efforts and cross-sector engagement.

City of Santa Rosa

Community Advisory Committee Member, Downtown Station Area Specific Plan (DSASP) Update

2019 – 2021

Served on the CAC for the City's award-winning Downtown Specific Plan Update. Actions included mobilizing community members to be involved with the planning process and providing input.





City of Blue Lake

Staff Report

Agenda Item #: 9

Meeting Date: February 24, 2026

Prepared By: Jennie Short, City Manager

Subject: Planning, Zoning, and Land Use Fee Structure Update

Recommended Action: By Role Call Vote, that the City Council:

1. Consider Approval of Resolution 1254 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE UPDATING VARIOUS DEPOSITS TO COVER THE COST OF PLANNING, ZONING AND LAND USE APPROVALS, ESTABLISHING OTHER MISCELLANEOUS CHARGES FROM RESOLUTION 969 WITH AN EFFECTIVE DATE OF APRIL 1, 2026."
2. Other direction as appropriate.

BACKGROUND

On November 30, 2010, City Council adopted resolution 969 that implemented a cost recovery system with applicants providing deposits against which the costs for processing their applications was billed. When the deposit was used up, the City Manager would supply an estimate of the cost to complete the remaining work, and the applicant would then supply an additional deposit. Whatever amount remained from the deposit at the completion or withdrawal of the project would be returned to the applicant within 30 days. Resolution 969 further specified that the City would add 10% to all direct costs to cover the City's overhead costs. The only non-refundable application fee was for pre-applications, and this \$200 fee could be applied to the costs for further applications processed for the project. None of the cost recovery terms of Resolution 969 are proposed for change. Appendix A of Resolution 969 set forth the deposit amounts or fees for each type of application.

The existing fee structure and deposit amounts have not been updated by the City for fifteen years. The costs for processing various permits and approvals have since increased significantly. In addition, customers are disgruntled when they find out that the amount they pay under the cost recovery system is significantly higher than the deposit would indicate. Updated deposit rates that are more consistent with the actual cost recovery amounts incurred for those permits are needed to better inform our customers. According to the US Bureau of Labor Statistics, the CPI Inflation from February 2011 to January 2026 was 47.97%, which has been used to adjust deposit amounts for most permits. We have historical data for Pre-Applications, Site Plan Approval, Conditional Use Permits, and Lot Line Adjustment/Mergers that were used to update those deposit amounts. Also attached for your consideration are the fee and deposit structures for various other cities and counties.

Resolution 1254 includes an updated Appendix A which details the proposed updated deposit amounts.

FISCAL IMPACT

None under the cost recovery process, but more informative for the customers.

ALTERNATIVES

1. Keep the deposits as is and continue to try to explain to each customer what the likely total cost will be, with additional deposits being required frequently.

ATTACHMENTS

1. Resolution 1254 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE UPDATING VARIOUS DEPOSITS TO COVER THE COST OF PLANNING, ZONING AND LAND USE APPROVALS, ESTABLISHING OTHER MISCELLANEOUS CHARGES FROM RESOLUTION 969 WITH AN EFFECTIVE DATE OF APRIL 1, 2026.
2. Fee and deposit structures for various other cities and counties.
3. Resolution 969 – existing fees and deposits

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

RESOLUTION NO. 1254
(Effective April 1, 2026)

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BLUE LAKE UPDATING VARIOUS DEPOSITS TO
COVER THE COST OF PLANNING, ZONING AND LAND USE
APPROVALS, ESTABLISHING OTHER MISCELLANEOUS
CHARGES FROM RESOLUTION 969 WITH AN EFFECTIVE
DATE OF APRIL 1, 2026.**

WHEREAS, the City of Blue Lake (the “City”) has reviewed Resolution 969 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE REQUIRING VARIOUS DEPOSITS TO COVER THE COST OF PLANNING, ZONING AND LAND USE APPROVALS, ESTABLISHING OTHER MISCELLANEOUS CHARGES, REPEALING RESOLUTION No. 782 AND PROVIDING AN EFFECTIVE DATE OF FEBRUARY 1, 2011; and,

WHEREAS, the City has experienced a variety of cost escalations since the time Resolution No. 969 was adopted; and,

WHEREAS, the City Council has determined that Resolution No. 969 needs revision to reflect the escalations in costs to the City for providing these services; and

WHEREAS, the City Manager is recommending that amounts placed into deposit accounts be increased for land use, planning and zoning approvals with actual costs being charged against the deposits including a ten percent (10%) overhead charge,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blue Lake hereby updates the following deposits, policies, and procedures relating to applicants seeking aforesaid approvals:

SECTION 8. EFFECTIVE DATE

The fees and charges set forth in this resolution shall become effective on April 1, 2026.

INTRODUCED, PASSED AND ADOPTED this 24th day of February, 2026, by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

Mayor, City of Blue Lake

ATTEST:

City Clerk, City of Blue Lake

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 1254

(April 1, 2026)

A- PLANNING		
No.	Description	Updated Deposit Amount
A-1	Preliminary Application Review (See Section 6)	\$500.00
A-2	Environmental Review (Reference Resolution No. 311). This fee is in addition to the other fees. The follow are the minimum deposits that are required at the time of application.	
	<ul style="list-style-type: none"> • Negative Declaration 	\$690.00
	<ul style="list-style-type: none"> • Environmental Impact Report (EIR) Review Only 	\$1,750.00
A-3	Use Permit Application and Processing (Reference Ordinance No. 382)	
	<ul style="list-style-type: none"> • Industrial Park 	\$3,000.00
	<ul style="list-style-type: none"> • Other 	\$3,000.00
	<ul style="list-style-type: none"> • Use Permit Modification - major change 	\$3,000.00
	<ul style="list-style-type: none"> • Use Permit Modification - minor change 	\$1,500.00
A-4	Variance Application Request (Reference Ordinance No. 382)	\$1,000.00
A-5	Zoning Ordinance or Map Amendment Request (Reference Ordinance No. 382)	\$1,300.00
A-6	General Plan Amendment Request	\$1,800.00
A-7	Site Plan Review - For Industrial, Commercial, or Multi-family projects in R-3 Zoning District	
	<ul style="list-style-type: none"> • Initial Site Plan review, except where a fee has been paid for an application request requiring Site Plan Review, in which case no additional initial fee shall be required/ Major amendment to site plans. 	\$2,000.00
	<ul style="list-style-type: none"> • Minor amendments to a previously approved Site Plan 	\$1,000.00
A-8	Site Plan Review - All other zones not included in No.7 above	\$300.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

A - PLANNING		
No.	Description	Updated Deposit Amount
A-9	Subdivision Application - Administrative Fees (Reference Ordinance 435)	
	• Minor Subdivision	\$1,500.00
	• Major Subdivision	\$3,500.00 plus \$150/parcel
	• Lot Line Adjustment Application	\$1,000.00
	• Mergers	\$250.00
	• Revision to Acreage Application	Actual Cost
A-10	Subdivision Application - Other Fees (Reference Ordinance 435)	
	• Application for Parcel Map Waiver, including Certificate of Compliance	\$460.00
	• Exception Applications (Ref Ordinance No. 390)	\$650.00
	• Parkland and Recreation Facilities Fee for each additional parcel created	\$350.00
	• Drainage Facilities Improvement Fee for each additional parcel created	\$690.00
	• Map Review Fee - Minor Subdivision	\$1,000.00
	• Map Review Fee - Major Subdivision	\$1,000.00 plus \$150.00/parcel
	• Map Review Fee - Amendment to approved Subdivision Map Subdivision	\$500.00 Minor Sub. \$950.00 Major Sub.
A-11	Home Occupation Permit Application Request (Reference Ordinance No. 382)	\$150.00
A-12	Information Only Items brought before the Planning Commission	\$110.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

A - PLANNING		
No.	Description	Updated Deposit Amount
A-13	Application Request for Sign Approval	\$150.00
A-14	Request for extension of time (Reference Ordinance Nos. 382 & 435)	\$150.00
A-15	Exception to Residential Development Standards or Historic Design Guidelines	\$150.00
A-16	Appeal and Processing	Equal to the filing fees \$100 min- \$650 max

B - CITY ATTORNEY		
No.	Description	Updated Deposit Amount
B-1	Actions requiring the preparation or amendment of a resolution(s), ordinance(s) or similar documents	Estimated Actual Cost \$250.00 min.
B-2	Certificate of Compliance except when the fee has been paid as part of the application fee	Estimated Actual Cost \$260.00 min.

C - ADMINISTRATIVE		
No.	Description	Updated Deposit Amount
C-1	Annual subscription fee for City Council Agendas (Email Only)	\$100.00
C-2	Annual subscription fee for City Planning Commission Agendas (Email Only)	\$70.00
C-3	(Open)	

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 1254

(Effective April 1, 2026)

C - ADMINISTRATIVE			
No.	Description	Updated Deposit Amount	
C-4	Returned Checks if returned from the bank for any reason - If turned over for collection, the city shall charge a fee totaling three-times the amount of the check, but not less than \$100 or more than \$1,500.	\$36.00	
C-5	(Open)		
C-6	Fax services - per page	outgoing	\$1.50
		incoming	\$1.50
C-7	Photocopies	Black & White 8 ½ x 11	\$0.30
		Color 8 ½ x 11	\$0.75

D - DIRECTOR OF PUBLIC WORKS		
No.	Description	Updated Deposit Amount
D-1	Referral fee from: other city departments	\$200.00
D-2	Encroachment permit application and processing For each Boring Site For each Monitoring Well	\$350.00 \$ 50.00 \$ 100.00
D-3	Sewer connection and installation fees and charges shall be in accordance with the current Sewer Ordinance	See Current Ordinance
D-4	Water connection and installation fees and charges shall be in accordance with the current Water Ordinance	See Current Ordinance
D-5	Preapplication fee for either water or sewer connections. Consultation and investigation fee for either new or upgraded water or sewer connections in the City limits or outside the City limits	\$460.00
D-6	Preapplication fee for Curb, Gutter and Sidewalk Consultation and investigation fee for areas requiring curb, gutter and sidewalk.	\$600.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 1254

(Effective April 1, 2026)

D - DIRECTOR OF PUBLIC WORKS		
No.	Description	Updated Deposit Amount
D-7	Sidewalk deferral fee	\$1,200.00
D-8	Administrative fee on private water wells (Reference Ordinance No. 405)	\$150.00
D-9	Flood plain development permit (Reference Ordinance No. 442)	\$350.00

E - CITY ENGINEER		
No.	Description	Updated Deposit Amount
E-1	Engineer's Certificate of Compliance (Reference Ordinance No. 435)	\$925.00
E-2	Engineering and Inspection (Reference Ordinance No. 435)	Up to \$100,000 Improvements=1% 100,001 – 200,000 =.75% 200,001 – plus const =.50%
E-3	Design Grade Fee (Reference Ordinance No. 409)	
	• Improvements required	Estimate Actual Cost
	• Improvements not required	Estimate Actual Cost

F - BUILDING OFFICIAL		
No.	Description	Fee
F-1	Building Permits (City adopts the current Uniform Building Code recommended practice)	Follows Estimated Construction Cost
F-2	Building Official Services	\$100.00/hr
F-3	Pre-application building permit consultation fee.	\$100.00/hr

APPENDIX A
DEPOSITS, FEES AND CHARGES

Resolution No. 1254
(Effective April 1, 2026)

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 1254 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 24th day of February 2026, by the following roll call vote:

AYES: _____

NOES: _____

ABSENT: _____

City Clerk, City of Blue Lake

RESOLUTION NO. 969
(Effective February 1, 2011)

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BLUE LAKE REQUIRING VARIOUS DEPOSITS TO
COVER THE COST OF PLANNING, ZONING AND LAND USE
APPROVALS, ESTABLISHING OTHER MISCELLANEOUS
CHARGES, REPEALING RESOLUTION No. 782 AND
PROVIDING AN EFFECTIVE DATE OF FEBRUARY 1, 2011.**

WHEREAS, the City of Blue Lake (the "City") has reviewed Resolution 782 that established fees and charges which became effective on July 24, 2004; and,

WHEREAS, the City has experienced a variety of cost escalations since the time Resolution No. 782 was adopted; and,

WHEREAS, the City Council has determined that Resolution No. 782 needs revision to reflect the escalations in costs to the City for providing these services; and

WHEREAS, the City Manager is recommending that deposit accounts be required of applicants seeking land use, planning and zoning approvals with actual costs being charged against the deposits including a ten percent (10%) overhead charge,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Blue Lake hereby establishes the following deposits, policies, and procedures relating to applicants seeking aforesaid approvals:

SECTION 1. SCHEDULE OF FEES AND CHARGES

The deposits for designated services are hereby established as set forth in Appendix A attached hereto.

SECTION 2. WITHDRAWAL OF APPLICATIONS

Any refund following the withdrawal of an application prior to hearing shall be the deposit paid by the applicant less the actual costs to the City of processing the application to the date of the withdrawal.

SECTION 3. PENALTY FOR PROCEEDING WITHOUT PERMITS

The fee for all projects commenced without permits shall be double the average cost of an approval normally incurred by other applicants for a similar approval,

SECTION 4. DEPOSITS AND / OR MINIMUM FEES

Each of the fees and charges listed in Appendix A is considered to be an initial deposit. If an application requires extraordinary assistance from city staff, city manager, city engineer, city planner, and city attorney (beyond standard review), the city manager is authorized to collect additional funds based upon an "estimate of actual costs". The city manager is authorized to require submittal of these funds at the initial application stage and / or later after review by any of the city officials listed above. An application shall not be processed or continued to be processed until the initial fee, the initial deposit, or subsequent deposit of funds is made to the satisfaction of the city manager.

The City Manager is hereby authorized to collect a ten percent (10%) general overhead charge in addition to all of its actual costs.

In the event a project costs more than the deposit, the City is entitled to collect, not only all costs (engineer, planner, attorney, City staff, etc), but in addition, a general overhead charge of ten percent (10%). Any funds not applied towards City costs or the ten percent (10%) general overhead cost shall be returned to the applicant within thirty (30) days of project completion.

SECTION 5. FEES NOT SPECIFICALLY ENUMERATED

The fees for any other services nonspecifically enumerated in appendix A shall be based upon an estimate prepared by the city manager. The city manager is authorized to collect said deposit. If the deposit exceeds "final" actual costs which includes the ten percent (10%) general overhead cost, the balance shall be refunded by the City within thirty (30) days of project completion.

SECTION 6. NON-REFUNDABLE PRE-APPLICATION FEES

An applicant may elect to pay a non-refundable pre-application fee and receive from the City Planner a list of items to be addressed in his/ her application and an estimate of a deposit to cover reviews for the project. If the applicant makes formal application for an approval, within six (6) months of payment of the pre-application fee, the pre-application fee shall be credited towards the applicant's deposit account.

SECTION 7. REPEAL PREVIOUS RESOLUTION

Resolution No. 782 of the same title and all resolutions or parts of resolutions inconsistent herewith are hereby repealed.

SECTION 8. EFFECTIVE DATE

The fees and charges set forth in this resolution shall become effective on February 1, 2011.

INTRODUCED, PASSED AND ADOPTED this 30th day of November, 2010, by the following roll call vote:

AYES: Manzanita, Benjamin, Barnes, Schapiro

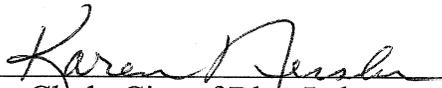
NOES: McCall-Wallace

ABSENT: None



Mayor, City of Blue Lake

ATTEST:



City Clerk, City of Blue Lake

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969

(February 1, 2011)

A- PLANNING		
No.	Description	Current Fee
A-1	Pre-application Fee (See Section 6)	\$200.00
A-2	Environmental Review (Reference Resolution No. 311). This fee is in addition to the other fees. The follow are the minimum deposits that are required at the time of application.	
	<ul style="list-style-type: none"> • Negative Declaration 	\$465.00
	<ul style="list-style-type: none"> • Environmental Impact Report (EIR) Review Only 	\$1170.00
A-3	Use Permit Application and Processing (Reference Ordinance No. 382)	
	<ul style="list-style-type: none"> • Industrial Park 	\$650.00
	<ul style="list-style-type: none"> • Other 	\$650.00
	<ul style="list-style-type: none"> • Use Permit Modification - major change 	\$650.00
	<ul style="list-style-type: none"> • Use Permit Modification - minor change 	\$400.00
A-4	Variance Application Request (Reference Ordinance No. 382)	\$430.00
A-5	Zoning Ordinance or Map Amendment Request (Reference Ordinance No. 382)	\$880.00
A-6	General Plan Amendment Request	\$1170.00
A-7	Site Plan Review - For Industrial, Commercial, or Multi-family projects in R-3 Zoning District	
	<ul style="list-style-type: none"> • Initial Site Plan review, except where a fee has been paid for an application request requiring Site Plan Review, in which case no additional initial fee shall be required/ Major amendment to site plans. 	\$440.00
	<ul style="list-style-type: none"> • Minor amendments to a previously approved Site Plan 	\$153.00
A-8	Site Plan Review - All other zones not included in No.7 above	\$100.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

A - PLANNING		
No.	Description	Current Fee
A-9	Subdivision Application - Administrative Fees (Reference Ordinance 435)	
	• Minor Subdivision	\$1000.00
	• Major Subdivision	\$1000.00 plus \$120/parcel
	• Lot Line Adjustment Application	\$350.00
	• Mergers	\$350.00
	• Revision to Acreage Application	Actual Cost
A-10	Subdivision Application - Other Fees (Reference Ordinance 435)	
	• Application for Parcel Map Waiver, including Certificate of Compliance	\$312.00
	• Exception Applications (Ref Ordinance No. 390)	\$440.00
	• Parkland and Recreation Facilities Fee for each additional parcel created	\$232.00
	• Drainage Facilities Improvement Fee for each additional parcel created	\$465.00
	• Map Review Fee - Minor Subdivision	\$700.00
	• Map Review Fee - Major Subdivision	\$680.00 plus \$120.00/parcel
	• Map Review Fee - Amendment to approved Subdivision Map Subdivision	\$350.00 Minor Sub. \$640.00 Major Sub.
A-11	Home Occupation Permit Application Request (Reference Ordinance No. 382)	\$100.00
A-12	Information Only Items brought before the Planning Commission	\$75.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

A - PLANNING		
No.	Description	Current Fee
A-13	Application Request for Sign Approval	\$100.00
A-14	Request for extension of time (Reference Ordinance Nos. 382 & 435)	\$100.00
A-15	Exception to Residential Development Standards or Historic Design Guidelines	\$100.00
A-16	Appeal and Processing	Equal to the filing fees \$100 min- \$650 max

B - CITY ATTORNEY		
No.	Description	Current Fee
B-1	Actions requiring the preparation or amendment of a resolution(s), ordinance(s) or similar documents	Estimated Actual Cost \$175.00 min.
B-2	Certificate of Compliance except when the fee has been paid as part of the application fee	Estimated Actual Cost \$175.00 min.

C - ADMINISTRATIVE		
No.	Description	Current Fee
C-1	Annual subscription fee for City Council Agendas (Email Only)	\$60.00
C-2	Annual subscription fee for City Planning Commission Agendas (Email Only)	\$30.00
C-3	(Open)	
C-4	Returned Checks if returned from the bank for any reason - If turned over for collection, the city shall charge a fee totaling three-times the amount of the check, but not less than \$100 or more than \$1,500.	\$36.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

C-5	(Open)		
C-6	Fax services - per page	outgoing	\$1.50
		incoming	\$1.50
C-7	Photocopies	City documents	\$.15
		Non-City documents	\$.30

D - DIRECTOR OF PUBLIC WORKS		
No.	Description	Current Fee
D-1	Referral fee from: other city departments	\$120.00
D-2	Encroachment permit application and processing	\$235.00
	For each Boring Site	\$35.00
	For each Monitoring Well	\$66.00
D-3	Sewer connection and installation fees and charges shall be in accordance with the current Sewer Ordinance	See Current Ordinance
D-4	Water connection and installation fees and charges shall be in accordance with the current Water Ordinance	See Current Ordinance
D-5	Preapplication fee for either water or sewer connections. Consultation and investigation fee for either new or upgraded water or sewer connections in the City limits or outside the City limits	\$312.00
D-6	Preapplication fee for Curb, Gutter and Sidewalk Consultation and investigation fee for areas requiring curb, gutter and sidewalk.	\$400.00
D-7	Sidewalk deferral fee	\$800.00
D-8	Administrative fee on private water wells (Reference Ordinance No. 405)	\$100.00
D-9	Flood plain development permit (Reference Ordinance No. 442)	\$235.00

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

E - CITY ENGINEER		
No.	Description	Current Fee
E-1	Engineer's Certificate of Compliance (Reference Ordinance No. 435)	\$625.00
E-2	Engineering and Inspection (Reference Ordinance No. 435)	Up to \$100,000 Improvements=1% 100,001 – 200,000 =.75% 200,001 – plus const =.50%
E-3	Design Grade Fee (Reference Ordinance No. 409)	
	• Improvements required	Estimate Actual Cost
	• Improvements not required	Estimate Actual Cost

F - BUILDING OFFICIAL		
No.	Description	Fee
F-1	Building Permits (City adopts the current Uniform Building Code recommended practice)	Follows Estimated Construction Cost
F-2	Building Official Services	\$60.00/hr
F-3	Pre-application building permit consultation fee.	\$60.00/hr

**APPENDIX A
DEPOSITS, FEES AND CHARGES**

Resolution No. 969
(Effective February 1, 2011)

CLERK'S CERTIFICATE

I hereby certify that the foregoing is a true and correct copy of Resolution No. 969 passed and adopted at a regular meeting of the City Council of the City of Blue Lake held on the 30th day of November 2010, by the following roll call vote:

AYES: *Manzonia, McCall-Wallace, Benjamin, Barnes & Schaffner*

NAYS: *None*

ABSENT: *None*

Karen Key
City Clerk, City of Blue Lake

CITY OF BLUE LAKE	
Planning & Zoning Department	
Description	Current Fee/ Deposit
Major Use Permit Modification	\$650
Minor Use Permit Modification	\$400
Site Plan Review - industrial, commercial, mult-family (r-3) zone districts	\$440
Variance Request	\$430
Minor Subdivision	\$1,000
Major Subdivision	\$1000 + \$120/lot
Lot Line Adjustment	
Mergers	\$350
Revision to Acreage	Actual Cost
Burn Down Letter	\$100
Zoning Ordinance or Map Amendment	\$880
General Plan Amendment	\$1,170
EIR Review	\$1,170
Appeal	Equal to filling fee \$100 Min - \$650 Max
Pre-application	\$200
Site Plan Minor Amendments	\$153
Site Plan - all other zones	\$100
Minor Subdivision Map Review	\$700
Major Subdivision Map Review	\$680 + \$120/lot
Subdivision Amendment Map Review	\$350 - Minor / \$640 - Major
Environmental Review (Neg Dec)	\$465
Extention Request	\$100
Sign Approval	\$100
Home Occupation	\$100

City of Crescent City	
Planning Fees	
Description	Current Fees
Conditional Use Permit (CUP)	\$361.50
	Actual cost; deposit of \$1,000 required
Conditional Use Permit for Commercial Cannabis License (CAN)	
Site Plan & Architectural Design Review (ADR)	\$254.00
Variance Permit (VAR) or Parking Waiver	\$670.50
Conditional Use Permit (CUP) renewals & map extension requests	\$217.00
Planned Unit Development (PUD)	\$1,237.00
Coastal Development Permit (CDP) Application	\$516.00
Subdivisions (SDA) - Minor	\$784.00
Subdivisions (SDA) - Major	\$1,401.50 + \$21.00 / lot
Lot Line Adjustment (LLA)	\$464.00
Lot Merger (LM)	\$124.50
Reversion to Acreage (RTA)	\$181.00
Rezoning Request (RZR)	\$773.00
Street & Alleyway Abandonment (SAA)	\$258.00
Parking Reduction Request (PRR)	\$309.50
Burn Down Letter (BDL)	\$100.00
Zoning Ordinance (ORD) Amendment	\$1,031.00
General Plan (GP) Amendment	\$1,340.00
Local Coastal Plan (LCP) Amendment	\$1,340.00
Environmental Impact Report (EIR)	Actual cost
CEQA Review (Local Review)	\$248.00
CEQA Review (State Filing)	\$412.50
CEQA Notice of Exemption Fee (NOE)	\$76.50
Appeal to City Council	\$181.00
Appeal to California Coastal Commission (CCC)	Actual cost

City of Fortuna	
Planning Department	
Description	Current Fees
Ministerial Use Permit	\$200
Use Permit - CEQA Exempt/Not CEQA Exempt	\$300 / \$650
Design review	\$225
Variance	\$375
Minor Subdivision	\$525
Major Subdivision	\$625
Lot Line Adjustment	\$325
Zone Reclassification	\$775
Plan Amendment	\$775
CEQA EIR	Actual Cost
CEQA Initial Study	Actual Cost
Zoning Clearance	\$100
Short Term Rental	\$100
Accessory Dwelling Unit Permit	\$200
Certificate of Compliance	\$500
Notice of Cultivation	\$100
Pre-Application Meeting	\$0
SB-9 2-Unit Development	\$450
SB-9 Lot Split	\$1,000
Permit Extension	\$150
Permit Modification or Amendment	\$200
Appeal of a Decision	\$425
Annexation	\$775
Surveyor Map Checking	\$250
Public Hearing Notice	\$1,000

CITY OF EUREKA

Planning & Zoning Department with other department fees include

Inland/Coastal Description	Inland Current Fee	Coastal Current Fee
Conditional Use Permit (CUP)	\$1,705	\$1,705
Minor Use Permit	\$1,015	\$1,015
Design Review	\$950	\$360.00
Variance Minor / Director	\$1,005	\$1,060
Variance Major/Public Hearing	\$1,670	\$2,455
Coastal Development Permit (CDP) City Council		\$2,145
Subdivisions (SDA) - Minor	\$1,100 + \$50/lot	\$1,100 + \$50/lot
Subdivisions (SDA) - Major	\$3,400 + \$50/lot	\$3,400 + \$50/lot
Lot Line Adjustment (LLA) (four or fewer parcels)	\$1,265	\$1,265
Lot Merger	\$315	\$315
Rezoning Request (RZR)		
Street (or alley) Vacation or Abandment (General)	\$3,665	\$3,665
Parking Indenture	\$165	\$165
Burn Down Letter (BDL)	\$200	\$200
Zoning Reclassification	\$4,575	\$4,575
General Plan (GP) Amendment	\$4,915	\$4,915
Local Coastal Plan (LCP) Amendment	\$5,120	\$5,120
CEQA Negative or Mitigated Neg Dec/EIR	\$3,000	\$3,000
CEQA Notice of Exemption Fee (NOE)	\$200	
Appeal No Public Hearing	50% of current fee	
Appeal Public Hearing	75% of current fee	
Text Ammendment	\$285	\$285
Flood Development Permit	\$240	\$240
CDP - Administrative WTF		\$875.00
CDP - Consolidated		\$225
CDP - Director		\$530
CDP - Planning Commission		\$235
CDP - Immaterial Amendment (hearing)		\$1,045
CDP - Immaterial Amendment (no hearing)		\$790
Coastal Exempt Development		\$200
Coastal Exempt Development (with ground disturbance)		\$235
Street (or alley) Vacation or Abandment (Summary)	\$2,325	\$2,325
Pakring In-Lieu Fee	\$7,500	\$7,500
Zoning Clearnance	\$165	\$165
General Plan Conformance	\$695	\$695
General Plan Petition Request	\$1,905	\$1,905
Appeal City Council	NA	NA

CITY OF EUREKA

Planning & Zoning Department with other department fees include

Inland/Coastal Description	Inland Current Fee	Coastal Current Fee
Administrative Adjustment	\$295	\$295
Annexation (private initiated)	\$3,000	\$3,000
Certificate of Compliance	\$3,000	\$3,000
City Property Acquisition/Disposition (private initiated)	\$3,000	\$3,000
Extension Request 1 year	\$530	\$530
Extension Request 2 year	\$1,000	\$1,000
Hearing Postponed at Applicant Request after NPH	Full Cost	Full Cost
Infill Incentive Permit Major	\$1,155	\$1,155
Infill Incentive Permit Minor	\$905	\$905
Minor Modification	\$195	\$195
Mobile Vendor	\$60	\$60
Administrative Sign	\$285	\$285
Creative/Master Sign	\$950	\$950
Surplus Property	\$3,000	\$3,000
Street Renaming	\$1,025	\$1,025
Vacation Rental	\$195	\$195
Wireless Telecommunications	\$225	\$225
Work Without Project Approval	50% of Application Fee	50% of Application Fee

CITY OF ANDERSON	
Planning & Zoning Department	
Description	Current Fee
Major Use Permit	\$1,500
Minor Use Permit	\$500
Design Review	\$250
Variance	\$800
Subdivison Map	\$2600 + \$20/lot
Parcel Map	\$1,500
Property Line Adjustment	\$200 + Eng Fees
Rezoning	\$3,000
General Plan Amendment/Specific Plan	\$3,500
Environmental Impact Review	\$350 + cost of cons
Appeal	\$400
Amendment (staff)	\$250
Technology Fee	\$35 per application
Amendment (PC/CC)	\$750
Floodplain Determination/Zoning Confirmation	\$80
Map Amendments	\$250
Map Extension	\$1,500
Development Agreement	\$2,000
Site Plan Submittal	\$50
Site Plan Re-Submittal	\$25
Environmental Assessment and Negative Declarations	\$400
Annexation	\$3,500
Sign Permit	\$155

DEL NORTE COUNTY

Planning Department

Description	Inland Current Fee	Coastal Current Fee
Major Use Permit	\$1,700	
Minor Use Permit	\$900	
Variance	\$1,000	
Minor CDP		\$1,000
Minor Subdivision	\$1,050	
Major Subdivision	\$1900 + \$25/lot	
Boundry Adjustment	\$590	\$885
Merger	\$100 plus recording fee	
General Plan Amendment	\$1900 + \$5.00 per acre	
Pre-application	\$600	
Use Permit Amendments	\$675	
Major CDP		\$1,810
Extension of Time		\$50
Subdivision Extentsion of Time	\$300	
Certificate of Compliance	\$250/cer/lot/recording fee + \$70/hr > 2hrs	
Administrative Permit	\$300	\$500

HUMBOLDT COUNTY		
Planning Department		
Description	Current Fees/ Deposit	
Conditional Use Permit	\$4,500	Deposit
Inland Design Review	\$510	
Variance	\$1,500	Deposit
Planned Unit Development	\$1,500	Deposit
Coastal Development Permit - Public Hearing/Aministrative	\$4500 / \$1500	
Subdivision (Final map or Parcel Map	\$2,000	Deposit
Lot Line Adjustment - Administrative/Public Hearing	\$1000/\$1850	Deposit
Notice of Merger	\$500	Deposit
Burn Down Letter	\$141	Fee
Zone Reclassification Public Hearing	\$2,850	Deposit
General Plan Amendment Public Hearing	\$2,850	Deposit
Environmental Impact Report (EIR) Preparation	Actual Cost	Deposit
CEQA Study	Actual Cost	Deposit
Zoning Clearance Certificate	\$2,700	Deposit
Surface Mining Permit / Reclamation Plan	\$2,750	Deposit
Special Permit - Administrative	\$1,400	Deposit
Special Permit -Public Hearing	\$3,250	Deposit
Public Road Name Change	\$850	Deposit
Preliminary Review	\$850	Deposit
Permit Provided by Contracted Services (Consultant)	Contract Rate + 20%	Deposit
Minor Deviation	\$500	Deposit
Joint Timber Management Plan Review Public Hearing	\$300	Deposit
Information Request	\$150	Deposit
GIS & Map Data Request	\$150	Deposit
Extension or Modification	\$875	Deposit
Emergency Permit	\$575	Deposit
Determination of Status & Certificate of Compliance	\$825	Deposit
Condition & Mitigation Monitoring	\$750	Deposit

HUMBOLDT COUNTY**Planning Department**

Description	Current Fees/ Deposit	
Agriculture Preserve Succesor Contractor	\$350	Deposit
Agriculutre Preserve Contract, Amendment, Cancellation	\$1,600	Deposit
Administrative Enforcement Agreement	\$271	Fee
Appeal to Board of Supervisors/Planning Commission	\$1,080	Fee
Application Assistance (2-hour Minimum)	\$315	Fee
Cannabis Permit Transsfer/Change	\$162	Fee
Development/use Started without Permit	Double Permit Fee	Fee
General Plan Conformance Review	\$271	Fee
General Plan Petition	\$870	Fee
Zone Boundary Interpretation	\$710	Fee
Re-application fee	50% orginal permit	Fee
Planning Commission Hearing Fee	\$163	Fee
Notices/Referrals	\$5 per parcel	Fee
Legal Document Review	\$130	Fee



City of Blue Lake

Staff Report

Agenda Item #: 11

Meeting Date: February 24, 2026

Prepared By: Jennie Short, City Manager

Subject: Implementation of Adopted Water and Sewer Rate increases and Update Turbidity Reduction Fee pass through

Recommended Action: By Role Call Vote, that the City Council:

1. Consider Approval of Resolution 1255 “A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE CONFIRMING IMPLEMENTATION OF THE ADOPTED WATER AND SEWER RATE SCHEDULE FOR FY 2025/26 AND UPDATING THE TURBIDITY REDUCTION FEE PASS THROUGH AMOUNT”
2. Other direction as appropriate.

BACKGROUND

City Council adopted Resolutions 1213 and 1214 on January 24, 2023, containing Exhibit A with 5-year water and sewer rates with 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year’s rate will be effective on February 20th of each year. Exhibit A specified that “The turbidity reduction fee from the Humboldt Bay Municipal Water District (HBMWD) will be passed directly to the customer in the form of a fee. This will be determined by the HBMWD and indicated on the customer’s bill.” The TRF charge from HBMWD has increased, but the pass-through amount was never calculated and increased.

The rates from Exhibit A are:

Water Base Rates: 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year’s rate will be effective on February 20th of each year.

Meter Size	2023	2024	2025	2026	2027
5/8”	\$41.07	\$42.71	\$44.42	\$46.20	\$48.05
3/4”	\$61.61	\$64.07	\$66.63	\$69.30	\$72.07
1”	\$102.68	\$106.79	\$111.06	\$115.50	\$120.12
1-1/2”	\$205.36	\$213.57	\$222.12	\$231.00	\$240.24
2”	\$328.57	\$341.72	\$355.38	\$369.60	\$384.38
3”	\$657.15	\$683.43	\$710.77	\$739.20	\$768.77
4”	\$1,026.79	\$1,067.86	\$1,110.58	\$1,155.00	\$1,201.20

Sewer Rates:

	2023	2024	2025	2026	2027
Standard Base Rate	\$54.00	\$56.43	\$58.97	\$61.62	\$64.40
Per BOD (industrial flow only)	\$4.38	\$4.58	\$4.78	\$5.00	\$5.22

For fiscal year 2025-26, HBMWD has been charging the City \$1,680.45 per month, which equates to \$20,165.40 per year. The revenues from the current TRF fees will be \$8,208. An increase in the TRF fees charged is needed to restore this to a pass-through amount. The following table outlines the existing rates and the proposed rates that are needed to bring the annual revenue to an amount equal to the annual charge from HBMWD.

Meter Size	Existing Monthly Turbidity Reduction Fee	Proposed Monthly Turbidity Reduction Fee
5/8"	1.00	2.46
3/4"	1.11	2.73
1"	1.33	3.27
1-1/2"	1.44	3.54
2"	1.67	4.1
3"	3.89	9.56
4"	5.56	13.66
6"	11.11	27.3
8"	16.67	40.95

FISCAL IMPACT

For Fiscal Year 2025-26, the increase in TRF will help offset a portion of the HBMWD fees for the same time period. For Fiscal Year 2026-27, the proposed fee should cover all or most of the expenses for the corresponding period.

ALTERNATIVES

1. Choose not to implement the adopted water or sewer rate increase.
2. Choose not to increase the TRF fees.

ATTACHMENTS

1. Resolution 1255 "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE CONFIRMING IMPLEMENTATION OF THE ADOPTED WATER AND SEWER RATE SCHEDULE FOR FY 2025/26 AND UPDATING THE TUBIDITY REDUCTION FEE PASS THROUGH AMOUNT".
2. Letter from HBMWD

Review Information:			
City Manager Review: <input checked="" type="checkbox"/>	Legal Review: <input type="checkbox"/>	Planner Review: <input type="checkbox"/>	Engineer: <input type="checkbox"/>
Comments:			

RESOLUTION NO. 1255

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE
CONFIRMING IMPLEMENTATION OF THE ADOPTED
WATER AND SEWER RATE SCHEDULE FOR FY 2025/26
AND UPDATING THE TUBIDITY REDUCTION FEE PASS THROUGH AMOUNT**

WHEREAS, the City Council of the City of Blue Lake commissioned the Rural Community Assistance Corporation (“RCAC”) to prepare a water rate study for the City of Blue Lake; and

WHEREAS, in compliance with Article XIID of the California Constitution and the Proposition 218 Omnibus Act, on or about November 3, 2022, the City mailed written notice to all affected property owners and water customers of record providing notice of the proposed charges, the amount of the proposed charges, the basis for the calculation, the reason for the charge, and the date, time, and location for a public hearing on the proposed charges not less than 45 days after the notice; and

WHEREAS, the City Council conducted a public hearing on December 27, 2022, at which time it considered all written and oral protests; and

WHEREAS, as set forth in Resolution No. 1204(B), the City Council found that written protests to the water rates were not presented by a majority of affected property owners and customers of record; and

WHEREAS, the City Council adopted Resolutions 1213 and 1214 on January 24, 2023 containing Exhibit A with 5-year water and sewer rates effective as of February 20, 2023; and

Water Base Rates: 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year’s rate will be effective on February 20th of each year.

Meter Size	2023	2024	2025	2026	2027
5/8”	\$41.07	\$42.71	\$44.42	\$46.20	\$48.05
3/4”	\$61.61	\$64.07	\$66.63	\$69.30	\$72.07
1”	\$102.68	\$106.79	\$111.06	\$115.50	\$120.12
1-1/2”	\$205.36	\$213.57	\$222.12	\$231.00	\$240.24
2”	\$328.57	\$341.72	\$355.38	\$369.60	\$384.38
3”	\$657.15	\$683.43	\$710.77	\$739.20	\$768.77
4”	\$1,026.79	\$1,067.86	\$1,110.58	\$1,155.00	\$1,201.20

Sewer Rates: 2023 rates effective as of February 20, 2023. Thereafter, each subsequent year's rate will be effective on February 20th of each year.

	2023	2024	2025	2026	2027
Standard Base Rate	\$54.00	\$56.43	\$58.97	\$61.62	\$64.40
Per BOD (industrial flow only)	\$4.38	\$4.58	\$4.78	\$5.00	\$5.22

WHEREAS, Exhibit A of Resolution 1213 states that the Turbidity Reduction Fee is a pass-through fee that is to be updated based upon the fee charged by Humboldt Bay Municipal Water District; and

WHEREAS, HBMWD currently charges \$20,165.40 per year for TRF; and

WHEREAS, HBMWD notified the City on February 4, 2026 that they have updated the 5-year Average Water Use Report for Calendar Year 2025, which is the basis for the Turbidity Reduction Fee; and

WHEREAS, the City Council adopted the Fiscal Year 2025-26 budget on January 27, 2026 with the 2026 increased water and sewer rates planned for implementation on February 20, 2026.

NOW, THEREFORE, the City Council of the City of Blue Lake does hereby resolve as follows:

1. Council hereby directs the City Manger to take the necessary actions to implement the 2026 rates with an effective date of February 20, 2026.
2. Council hereby updates the Turbidity Reduction Fees effective February 20, 2026 to correlate the fees charged by the City to the customers with the fees paid by the City to HBMWD as follows:

Meter Size	Existing Monthly Turbidity Reduction Fee	Proposed Monthly Turbidity Reduction Fee
5/8"	1.00	2.46
3/4"	1.11	2.73
1"	1.33	3.27
1-1/2"	1.44	3.54
2"	1.67	4.1
3"	3.89	9.56
4"	5.56	13.66
6"	11.11	27.3
8"	16.67	40.95

3. Severability. The City Council hereby declares that every section, paragraph, sentence, clause and phrase is severable. If any section, paragraph, sentence, clause or phrase of this Resolution, including any individual rate or fee or component thereof, is for any reason found to be invalid or unconstitutional, such invalidity, or unconstitutionality shall not affect the validity or constitutionality of the remaining provisions of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Blue Lake on February 24, 2026, by the following roll call vote:

AYES:

NOES:

ABSTAIN:

John Sawatsky, Mayor

Attest:

Samantha Green, City Clerk



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 Seventh Street • Eureka, California 95501-1114

PO Box 95 • Eureka, California 95502-0095

Office 707-443-5018 • Fax 707-443-5731

Essex 707-822-2918 • Fax 707-822-8245

Email: Office@hbmwd.com

Website: www.hbmwd.com

BOARD OF DIRECTORS

MICHELLE FULLER, PRESIDENT

SHERI WOO, VICE-PRESIDENT

J. BRUCE RUPP, DIRECTOR

NANCY STEVENS, DIRECTOR

TOM WHEELER, DIRECTOR

GENERAL MANAGER

MICHIKO M. MARES

RECEIVED
FEB 05 2026

BY:

Tabatha Miller, City of Arcata
Jennie Short, City of Blue Lake
Kelly Allen, City of Eureka
Rick Hanger, Fieldbrook-Glendale CSD
TK Williams, Humboldt CSD
Chris Drop, Manila CSD
Pat Kaspari, McKinleyville CSD

February 4, 2026

Dear Municipal Customers:

The purpose of this letter is to provide information about your agency's domestic water use per the requirements of the Ordinance 16 contracts. The following documents are attached:

- Domestic Water Use Report for CY2025 – Total water use and the corresponding Average Daily Water Use for each municipality.
- Moving Five-Year Average Water Use Report for CY2025 – Total water use and the corresponding Moving Five-Year Average Water Use for each municipality. This is used to allocate HBMWD's Drinking Water Treatment Facility costs.
- Peak Rate Allocation by Municipality for CY2025 – Maximum daily water use by month for each municipality. Contract peak rates are used to allocate HBMWD's Base Water Facility costs. The Peak Rate Allocation may be reviewed and adjusted every five years. The next review opportunity is January 2027.

Information on daily water use has been sent with monthly billing statements on an ongoing basis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Chris Harris".

Chris Harris

Director of Finance and Human Resources

Domestic Water Use for CY2025 (millions of gallons)										
Month	Arcata	Blue Lake	Eureka	Fieldbrook	HBMWD	HCSO	Manila	MCSD	Total	
Jan-25	43.055	4.641	90.620	4.570	3.447	23.370	3.618	38.654	211.975	
Feb-25	39.860	4.874	75.260	4.202	3.948	18.705	3.006	30.737	180.592	
Mar-25	43.815	4.804	84.070	4.176	3.193	17.560	3.107	33.865	194.59	
Apr-25	44.541	4.325	84.240	3.972	3.748	16.926	3.178	34.254	195.184	
May-25	48.142	5.412	99.890	4.944	3.478	18.374	3.747	36.729	220.716	
Jun-25	55.658	6.916	98.260	6.782	4.598	21.439	3.968	50.351	247.972	
Jul-25	56.675	7.303	110.060	7.271	4.892	21.059	3.860	47.645	258.765	
Aug-25	55.386	7.285	101.090	7.720	4.477	21.844	4.182	45.788	247.772	
Sep-25	56.429	6.351	103.400	5.902	6.906	20.682	4.211	44.663	248.544	
Oct-25	49.981	4.814	92.370	4.395	3.554	19.435	3.088	37.800	215.437	
Nov-25	39.795	3.669	74.330	3.042	5.334	13.690	2.211	31.215	173.286	
Dec-25	52.223	5.373	100.260	5.917	4.002	23.680	3.393	42.583	237.431	
Total Annual Use	585.560	65.767	1113.850	62.893	51.577	236.764	41.569	474.284	2632.264	
Monthly Average Use	48.797	5.481	92.821	5.241	4.298	19.730	3.464	39.524	219.355	
Avg Daily Water Use (MGD)	1.604	0.180	3.052	0.172	0.138	0.649	0.114	1.299	7.208	

Notes:

Yellow highlight indicates meter out for calibration/repair. Used prior year usage.

Average daily water use based on 365 days/year (HBMWD Retail based on 375 days).

Fieldbrook and Blue Lake meters are unique in that Blue Lake's usage is deducted from total usage recorded on Fieldbrook's meter because the Blue Lake meter is downstream from the Fieldbrook meter. When Blue Lake's meter is out for calibration/repair or SCADA signal is out, Fieldbrook's high daily usage will be disregarded for that period and vice versa.

**Humboldt Bay Municipal Water District
Ordinance 16 - Moving Five-Year Average Water Use - CY 2025**

CALENDAR YEAR													Moving 5-Yr Avg Daily Use	
	2021	2022	2023	2024	2025	2021	2022	2023	2024	2025	MGD	%		
# of Days						364	365	364	367	365				
Eureka	1252.480	1213.810	1233.300	1166.550	1113.850	3.441	3.326	3.388	3.179	3.052	3.277	44.686%		
Arcata	586.399	566.8	580.599	679.705	585.560	1.611	1.553	1.595	1.852	1.604	1.643	22.405%		
Blue Lake	66.356	59.69	60.021	66.253	65.767	0.182	0.164	0.165	0.181	0.180	0.174	2.377%		
HCSD	258.472	193.384	234.134	250.128	236.764	0.710	0.530	0.643	0.682	0.649	0.643	8.764%		
MCSD	492.742	479.57	483.676	481.657	474.284	1.354	1.314	1.329	1.312	1.299	1.322	18.022%		
FCSD	68.901	47.922	57.955	61.264	62.893	0.189	0.131	0.159	0.167	0.172	0.164	2.234%		
Manila CSD	39.915	42.175	40.171	38.697	41.569	0.110	0.116	0.110	0.105	0.114	0.111	1.513%		
Total Muni	2765.265	2603.351	2689.856	2744.254	2580.687	7.597	7.132	7.390	7.478	7.070	7.333	100%		
# of Days										375				
HB Retail	74.286	56.301	49.607	58.023	51.577	0.204	0.154	0.136	0.158	0.138	0.16			
Total	2839.551	2659.652	2739.463	2802.277	2632.264	7.801	7.287	7.526	7.636	7.208	7.49			
Notes for 2021 water use														
Eureka meter out for service February - March														
Average daily water use based on 364 days/year (HBMWD daily use based on 356 days)														
Notes for 2022 water use														
Manila meter out for calibration/repair October														
MCSD meter out for calibration/repair October & December														
Fieldbrook meter out for calibration/repair November														
Average daily water use based on 365 days/year (HBMWD daily use based on 363 days)														
Notes for 2023 water use														
Arcata meter out for calibration/repair April - June 2023														
HBMWD had misread in March 2023 & corrected in April 2023. Used two month average for both months.														
HCSD meter out for calibration/repair January - February & July - August 2023														
MCSD meter out for calibration/repair February - April 2023														
Average daily water use based on 364 days/year (HBMWD daily use based on 360 days)														
Notes for 2024 water use														
Blue Lake meter out for calibration/repair Feb - March 2024														
MCSD meter out for calibration/repair March - July & Nov - Dec 2024														
Average daily water use based on 367 days/year (HBMWD daily use based on 371 days)														
Notes for 2025 water use														
MCSD meter out for calibration/repair January 2025														
Eureka meter out for calibration/repair May - July 2025														
Average daily water use based on 365 days/year (HBMWD daily use based on 375 days)														

Humboldt Bay Municipal Water District
 Peak Rate Allocation by Municipality
 Maximum Daily Use in MGD by Month

Month						Manila CSD			Total Manila
	Eureka	Arcata	MCSD	Blue Lake	FGCSD	HCSO	Manila Town	Jeff Myer	
Jan-25	4.075	1.595	1.457	0.344	0.231	0.943	0.127	0.000	0.127
Feb-25	2.895	1.587	1.452	0.223	0.202	0.972	0.115	0.000	0.115
Mar-25	2.732	1.569	1.437	0.241	0.265	0.594	0.107	0.000	0.107
Apr-25	2.623	1.720	1.524	0.161	0.185	0.578	0.111	0.004	0.115
May-25	2.917 (2)	1.924	1.578	0.212	0.253	0.635	0.142	0.012	0.154
Jun-25	(3)	2.164	2.642	0.259	0.316	1.448	0.139	0.001	0.140
Jul-25	3.365 (2)	2.022	1.948	0.298	0.320	0.791 (2)	0.136	0.001	0.137
Aug-25	3.909	2.102	2.117	0.431	0.345	0.734	0.177	0.001	0.178
Sep-25	3.840 (2)	2.120 (2)	1.702	0.248	0.278 (2)	0.924	0.228	0.001	0.229
Oct-25	3.431	1.944	1.549	0.212	(3)	0.633	0.135	0.000	0.135
Nov-25	3.607 (2)	2.643	2.598	0.186 (2)	(3)	0.637	0.099	0.000	0.099
Dec-25	3.872	1.809	2.339 (2)	0.173	0.191	0.601	0.101	0.001	0.102
Peak-2025	4.075	2.643	2.642	0.431	0.345	1.448	0.228	0.012	0.240
Contract Peak	7.0	3.0	2.6	0.4	0.43	2.9		0.15	
Rate Allocations									

(1) Ordinance 16 calls for Peak Rate Allocation (PRA) calculations to be based on calendar years.
 Peak Rate Allocation is the maximum number of gallons per calendar day of water to which a customer is entitled by contract.

(2) Due to a meter malfunction or communication problems, daily data was not available for each day this month.

(3) Due to a meter malfunction or communication problems, daily data was not available at all this month.

(4) Maximum daily peaks are not available for all of Manila CSD's water usage.
 Jeff Myer is part of MCSD; however their use is not measured on the mainline meter which serves the Town.
 The numbers reflected in the Table for Jeff Myer represent the Average MGD.

(5) FGCSD and Blue Lake meter's are unique in that Blue Lake's usage is deducted from total usage recorded on FGCSD meter because the Blue Lake meter is downstream from the FGCSD meter. When Blue Lake meter is out for calibration/repair or SCADA signal is out, FGCSD's high daily usage will be disregarded for that period and vice versa.



City of Blue Lake

Staff Report

Agenda Item #: 10

Meeting Date: 2/24/26
Prepared By: Emily Wood, Director of Parks & Recreation
Subject: Parks & Recreation Fee Schedule
Recommended
Action:

This agenda item will be provided separately from the Council Packet.

It will be available at City Hall and will be uploaded to the City's website under supplementary documentation.

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:



City of Blue Lake

Staff Report

Agenda Item #: 12

Meeting Date: February 24, 2026

Prepared By: Jennie Short, City Manager

Subject: AdHoc Committee Presentation on Possible Commission Consolidation or Restructure

Recommended That the City Council:

Action: 1. Receive a report from the AdHoc Committee on Commissions

DISCUSSION

The AdHoc Committee has met several times to discuss potential options for commission restructuring and/or consolidation. A presentation will be made by members of the AdHoc Committee.

FISCAL IMPACT

Dependent upon option selected.

ALTERNATIVES

1. Update Commission Founding Ordinances for consistency but make no changes to the number and type.

ATTACHMENTS

1. Slides
2. Memo from AdHoc Committee
3. Founding Documents for various Committees

Review Information:

City Manager Review: Legal Review: Planner Review: Engineer:

Comments:

DRAFT: Discussion information

FROM: Ad-Hoc Committee on Commission Reorganization

SUBJECT: Recommendation for Structural Reform and Governance Framework for Municipal Commissions

DATE:

I. Executive Summary

The Ad-Hoc Committee on Commission Reorganization was tasked with evaluating the current efficacy of the City's advisory bodies. Following a comprehensive review, the Committee proposes a fundamental reorganization of the **Arts & Heritage, Parks & Recreation, Economic Development, and Public Safety** functions. This framework is designed to eliminate "attendance failures," ensure strict fiscal oversight, and establish a clear chain of command between the City Council and its volunteer bodies.

II. Analysis of Proposed Structural Models

The Committee evaluated two primary models for the composition of these bodies, balancing specialized expertise against the necessity of legislative speed.

Option 1: The Tri-Pillar Expertise Model (9 Members)

- **Composition:** 3 Arts & Culture | 3 Parks & Recreation | 3 Economic Development
- **The Concept:** A "Board of Directors" design where power is distributed equally across three disciplines.
- **Strategic Advantage:** With a quorum of five, each three-person pillar can function as an independent subcommittee. This allows for technical "deep-dive" work (e.g., vetting artist grants) outside of plenary sessions.
- **Primary Concern:** A nine-member body risks legislative "bloat," leading to longer deliberations and a higher risk of meeting fatigue.

Option 2: The Strategic Agility Model (7 Members) – *Committee Recommendation*

- **Composition:** 2 Arts | 2 Parks | 2 Economic Development | 1 At-Large "Strategic" Seat
- **The Concept:** An executive-style commission prioritized for agility.
- **Strategic Advantage:** Seven is the "optimal" number for efficient chairing and staff management.

Comparative Overview

Feature	Option 1 (9 Members)	Option 2 (7 Members)
Primary Strength	Technical Depth / Subcommittees	Executive Agility / Flexibility
Quorum Requirement	5 Members	4 Members
Administrative Load	High	Moderate (Standardized)
Specialization	High (3 per discipline)	Balanced (2 per discipline + 1 Lead)

Option 3.

Standardized Membership & Operational Resilience

To resolve chronic quorum issues that have historically stalled City business, the Committee recommends a uniform "structural box" for all commissions:

- **Standardized Size:** Exactly **five (5) Voting Members** per commission.
 - **The "Resilient Board" Guardrail:** Appointment of **one (1) Non-Voting Alternate** per commission. This "Always-On" guarantee ensures that meetings proceed 100% of the time, protecting the City's investment in staff time.
 - **Synchronized Appointment Cycles:** All terms shall be exactly **two (2) years**, with all appointments expiring on **January 30th of even-numbered years**. This synchronization allows the Council to conduct a single, efficient recruitment process.
-

IV. Definition of Authority and Fiscal Constraints

The Committee finds that structural reform is meaningless without clear legal boundaries. We propose a strict distinction between **Advisory** and **Statutory** powers.

Section A: Uniform Advisory Designation

The **Arts & Heritage, Economic Development, and Public Safety** Commissions are designated as strictly **Advisory Bodies**.

- **Fiscal Limitations:** They may not obligate City funds or launch independent programs without explicit Council approval.
- **Administrative Oversight:** The authority to appoint sub-advisory groups or "corps" is reserved solely for the City Council.

Section B: Parks & Recreation Statutory Exception

The **Parks & Recreation Commission** shall retain its unique, codified authority to ensure the operational continuity of public assets:

- **Revenue Generation:** Authority to solicit donations and generate independent revenue for park activities.
- **Resource Coordination:** Independent management of volunteer cohorts for upkeep and programming.
- **Programmatic Execution:** Continued involvement in the management and delivery of community events.

V. Uniform Accountability & Oversight

To prevent "mission creep," the Committee recommends that all four groups follow identical operating procedures:

1. **Annual Strategic Work Plans:** Commissions must submit an annual plan for Council adoption. The Parks & Recreation Commission may only exercise its fundraising/volunteer powers toward projects listed in this approved plan.
2. **Agenda Liaison Protocol:** All agendas must be submitted to the designated Council Liaison **2.5 weeks prior** to meeting dates to ensure alignment with City goals.
3. **Mandatory Performance Reporting:** All commissions must submit **Quarterly Progress Reports** to the City Council to track productivity and goal attainment.

Ad-Hoc Committee Recommendation

The Committee recommends the adoption of **Option 2 (7 Members) supplemented by 3 Alternates**. This model provides the leanest operational profile while ensuring the highest level of "bench strength" and administrative continuity.

AMAZING BLUE LAKE *SUPER* COMMISSION!

A Unified Vision for Our Community: Synergy, Efficiency, and Impact



Our Five Commissions Are Specialists, Each With a Unique and Vital Role



Planning Commission

Mandated by state law to guide land use and implement the General Plan.



Economic Development Commission

Tasked with revenue generation, business growth, and managing the Blue Lake Business Park.



Public Safety Commission

Serves as the community liaison for crime, traffic safety, and emergency preparedness.



Arts & Heritage Commission

Promotes culture, preserves history, and includes unique roles like like Wiyot cultural representation.



Parks & Recreation Commission

Advises on parks, community events, and recreation programs, with a focus on operational involvement.

City Committees & Commissions: Roles, Responsibilities, and Structure

Committee	Focus Area	State Law	Policy	Reports	Events	Collaboration	Members	Advisors
 Planning	Land use, zoning, General Plan	 Yes	 Yes	 No	 No	None	City residency only	None
 Public Safety	Crime, traffic, emergency preparedness	 No	 Yes	 No	 No	CERT, Fire, Sheriff	2/5 can live/work in 3-mile radius	2 alternates allowed
 Parks & Rec	Recreation, parks, events, volunteers	 No	 Yes	 No	 Yes (Active)	Local volunteers	1/5 may work in 1-mile radius	None
 Economic Development	Business park, zoning, tourism, small business	 No	 Yes	 Yes	 No	Business community, developers	Industry/business expertise required	None
 Arts & Heritage	Arts, culture, Wiyot heritage, historic preservation	 No	 Yes	 Yes	 Yes (Advisory)	Artists, Wiyot reps, cultural leaders	Cultural/creative expertise encouraged	10 advisory members

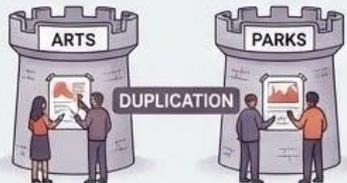
3. Negatives: Weaknesses & Risks

OLD SYSTEM WEAKNESSES



The 'Quorum Crisis'

Frequent cancellations (especially Arts & Heritage) due to lack of members stall city business.



Operational Silos

Commissions duplicate efforts (e.g., Arts and Parks both planning events separately).



Conflicting Advice

Council often receives fragmented or contradictory recommendations from different bodies.



Admin Overload

Requires 4-5 separate agenda packets, minutes, and staff nights out per month.



NEW SYSTEM RISKS



Loss of Depth

Niche topics may get 'lost' in a large, general agenda, leading to shallow 'box-checking' reviews.



Agenda Overload

Combining 4 commissions could create long, unfocused meetings that cause volunteer burnout.



Identity Dilution

Losing specific commission names might hurt fundraising or volunteer retention attached to those specific causes.



Power Concentration

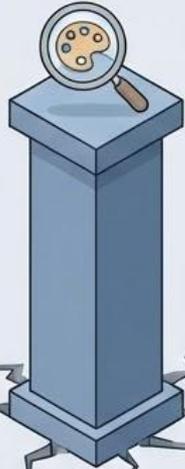
Fewer seats means fewer voices; strong personalities could dominate the unified group.

2. Positives: Strengths of Each Model

OLD SYSTEM STRENGTHS

Deep Specialization

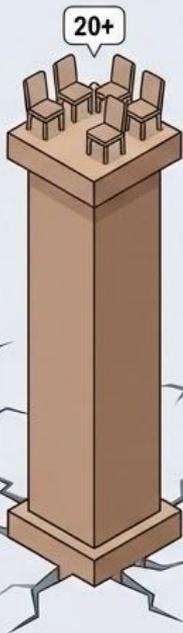
Each commission (e.g., Arts) builds deep subject-matter expertise without distraction.



Deep Specialization
Each commission (e.g., Arts) builds deep subject-matter expertise without distraction.

Participation Volume

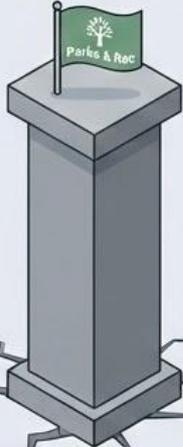
Offers ~20 total seats, allowing more citizens to hold a formal title.



Participation Volume
Offers ~20 total seats, allowing more citizens to hold a formal title.

Distinct Identity

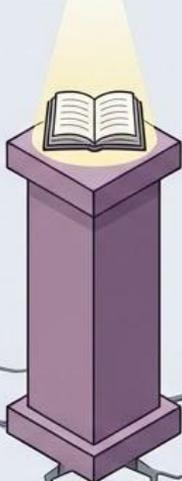
Donors and volunteers often rally around a specific brand (e.g., 'Parks & Rec').



Distinct Identity
Donors and volunteers often rally around a specific brand (e.g., 'Parks & Rec').

Focus

Meetings can deep-dive into niche topics for hours without being rushed by other agenda items.

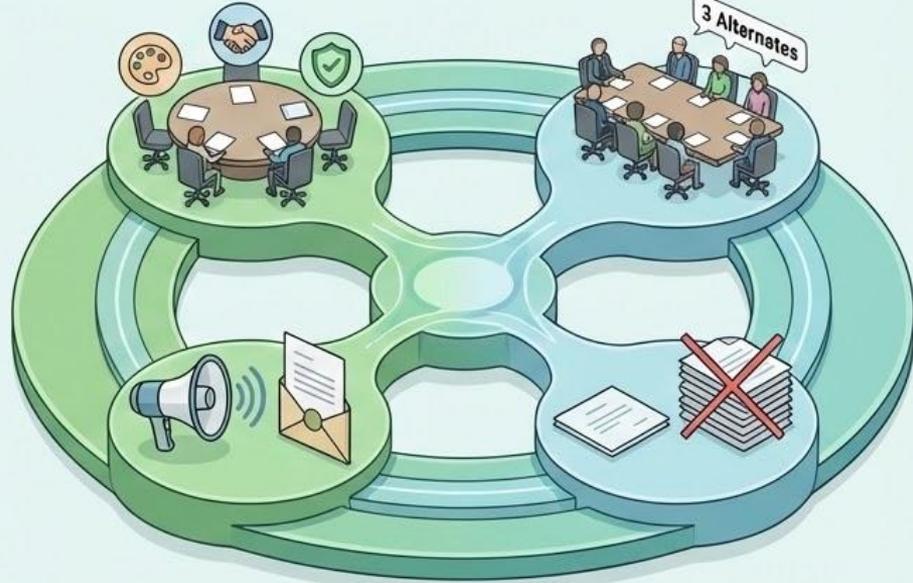


Focus
Meetings can deep-dive into niche topics for hours without being rushed by other agenda items.

NEW SYSTEM STRENGTHS

Holistic Decision Making

Brings all experts (business, safety, arts) into one room, preventing "siloed" decisions.



Unified Voice
Council receives one coordinated recommendation rather than conflicting advice from different bodies.

Reliable Quorum

The use of 3 alternates ensures meetings actually happen, solving the cancellation crisis.

Administrative Efficiency
Reduces staff workload by ~75-80% (one monthly packet vs. five).

Solving Structural Inefficiency: Benefits of Commission Consolidation

Current Multi-Commission System: Problems & Fragmentation



The "Quorum Crisis" & Cancellations

Frequent meeting cancellations due to lack of quorum; difficult to maintain attendance across 5 bodies.



Excessive Administrative Burden

High administrative overhead; multiple agenda packets/minutes monthly; staff time inefficient.



Operational Silos & Redundancy

Commissions work in silos; duplicating efforts (e.g., separate event planning).



Fragmented Recommendations to Council

Conflicting, separate recommendations; disjointed advice to Council.



Lack of "Clean & Safe" Coordination

Disconnect between economic goals and safety reality.

Proposed Consolidated Commission: Solutions & Efficiency



Civic Bench Strength & Consistent Meetings

Pool of 3 alternate members ensures quorum; meetings proceed reliably.



Streamlined Administration & Reduced Workload

One agenda/minutes per month; significantly reduces staff administrative time.



Joint Planning & Coordinated Efforts

Eliminates overlap; enables joint planning for events, grants, projects in one room.



Coordinated Advice Package

One coordinated advice package balancing all needs; clear recommendations.



"Clean & Safe" Aligned Planning

Business plans immediately vetted for safety/traffic; integrated approach.

CONSOLIDATION →

Revised Structure: Community Advisory Commission (7 Members)

Members appointed solely for subject matter expertise to advise the Council directly on specific domains. No 'Liaison' roles.



Composition: 7 Voting Members + 2 Alternates.



Economic Vitality & Business Strategy (2 Members)

Role Definition:

- Analyze and advise on the city's economic health.
- Strategies for business retention, commercial land use optimization, and revenue generation.

Key Competencies:

- Business management, finance, real estate, or economic planning.

Function: They ensure that every commission recommendation—whether for a festival or a new trail—is vetted for its economic impact and potential to generate city revenue.



Arts, Culture & Heritage (2 Members)

Role Definition:

- Integrate cultural identity and historical preservation into city policy.
- Public art curating, historical asset protection, and the cultural framing of civic programs.

Key Competencies:

- Arts administration, history, cultural anthropology, or creative design.

Function: They ensure that city decisions reflect the community's unique identity and history, preventing "generic" development.



Parks, Recreation & Facilities (2 Members)

Role Definition:

- Strategic oversight of the city's physical recreational assets and programming.
- Park maintenance priorities, trail connectivity, and the logistical execution of community use of public space.

Key Competencies:

- Facility management, landscape architecture, recreation planning, or event logistics.

Function: They focus on the operational viability of projects—ensuring that if the commission proposes an idea, it is physically and logistically possible to implement within the city's facilities.



Wild Card Position (1 Member)

Role Definition:

- Adaptable member with diverse expertise to address emerging city needs or special projects as identified by Council or Commission.

Key Competencies:

- Generalist with broad public sector, project management, or specialized domain knowledge relevant to current priorities.

Function: Provides flexibility and fills specific knowledge gaps as they arise.

Revised Structure: Community Advisory Commission (9 Members)

Members appointed solely for subject matter expertise to advise the Council directly on specific domains. No 'Liaison' roles.



Composition: 9 Voting Members.



Economic Vitality & Business Strategy (3 Members)

Role Definition:

- Analyze and advise on the city's economic health.
- Strategies for business retention, commercial land use optimization, and revenue generation.

Key Competencies:

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Function: They focus on the operational viability of projects—ensuring that if the commission proposes an idea, it is physically and logistically possible to implement within the city's facilities.

Community Growth Ecosystem: Departmental Roles & Synergy

Arts & Heritage

Core Focus: Expansion & Initiation

Key Strengths/Activities: Driving the vision and initiating new ideas. They provide the "creative spark" and technical expertise.

Parks & Recreation

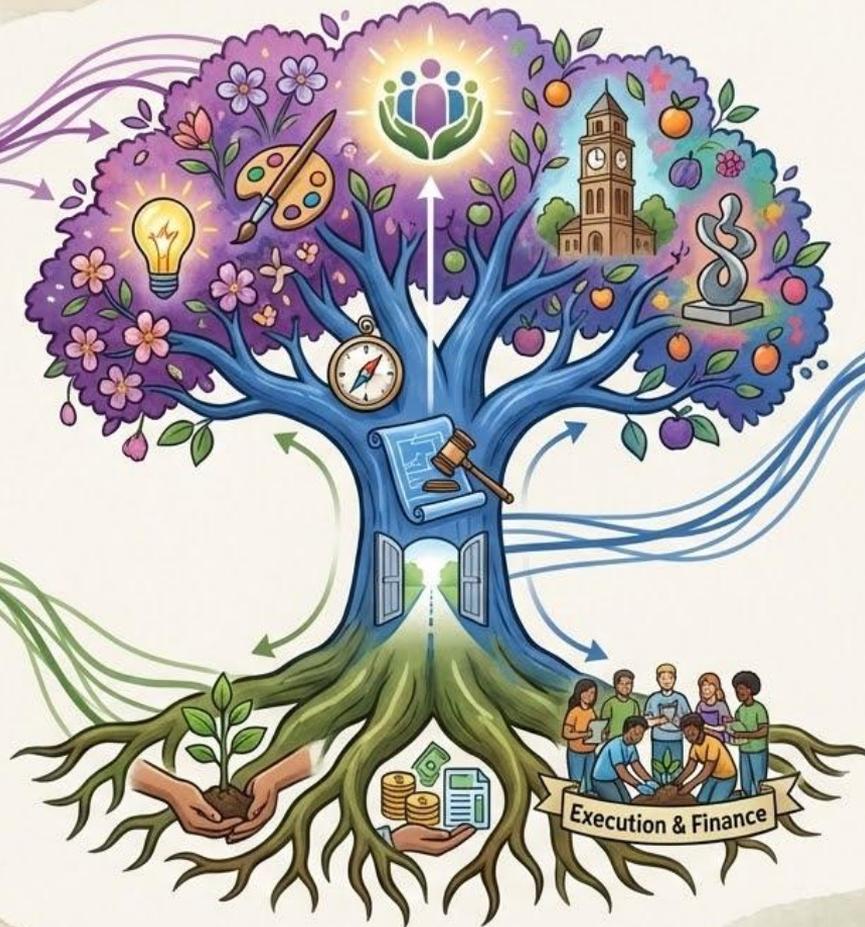
Core Focus: Execution & Finance

Key Strengths/Activities: Fundraising, volunteer coordination, and active operational management. They bring the "manpower" and budget.

Economic Development

Core Focus: Legislation & Strategy

Key Strengths/Activities: Navigating zoning and ordinances. They provide the "legal path" to unblock projects.



RETHINKING CITY COMMISSIONS: FROM SILOS TO SYNERGY

THE CURRENT MODEL: MULTIPLE COMMISSIONS

Fragmented and Redundant

Separate commissions often work in silos, duplicating efforts on overlapping topics like tourism and community events.



High Administrative Burden

Requires 4-5 separate agendas, minutes, and staff haise each month, consuming significant staff time.



Prone to Quorum Failure

Small memberships lead to frequent meeting cancellations, stalling progress and discouraging public participation.



PERFORMANCE SCORECARD (STAFF ANALYSIS)

Efficiency & Admin Cost



Quorum Reliability



Cross-Topic Coordination



Expertise Depth



THE PROPOSED MODEL: A UNIFIED COMMISSION

Streamlined and Efficient

Consolidating into one monthly meeting could reduce administrative staff time by up to 80%.



Reduced Admin Time (up to 80%)

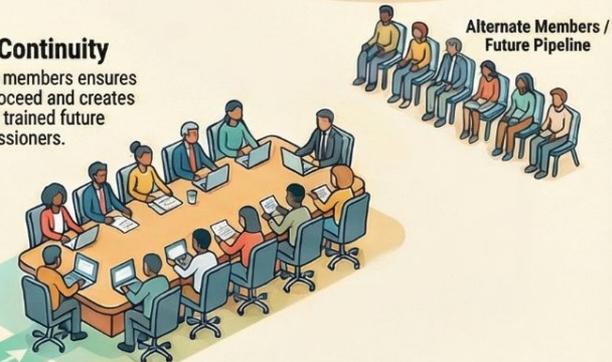
Integrated and Coordinated

A single body encourages holistic decisions that balance economic, cultural, and recreational needs.



Built for Continuity

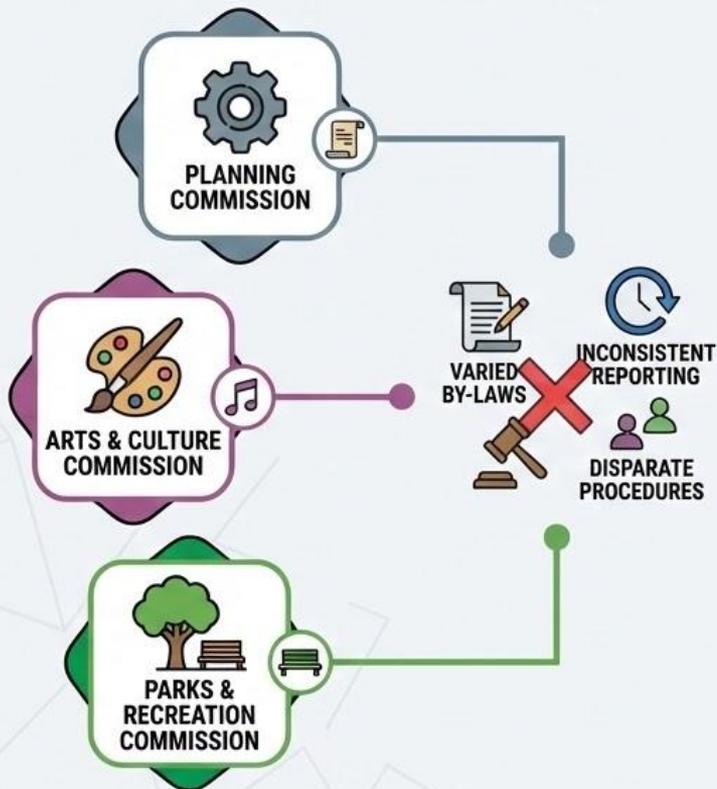
Adding alternate members ensures meetings can proceed and creates a pipeline of trained future commissioners.



EVOLUTION OF CITY COMMISSIONS: STANDARDIZING THE FRAMEWORK

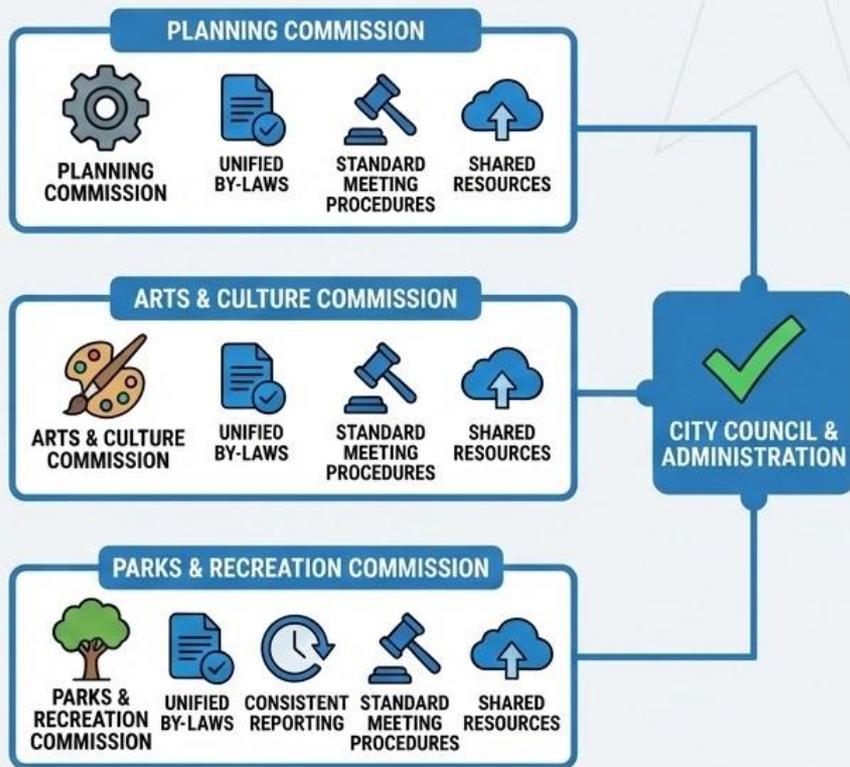
OLD COMMISSIONS (CURRENT STATE)

Diverse & Independent Structures



STANDARDIZED FRAMEWORK (PROPOSED STATE)

Unified & Consistent Operations



BLUE LAKE CITY COMMISSIONS: A UNIFIED FRAMEWORK FOR STANDARDIZATION

Enhancing Efficiency, Clarity, and Community Engagement Through Policy Integration.

1. Standardized Structure & Membership



- **Size:** All commissions (including Public Safety, excluding Planning) consist of **3-5 Voting Members**.
- **Alternates:** Each commission includes **1 Non-Voting Alternate** to serve as a quorum backup.
- **Residency:** A uniform **"1-mile radius"** rule is applied for greater Blue Lake community participation. Members must be **Registered Voters**.
- **Terms:** Appointments are standardized to **2-year terms**, expiring on a consistent date (e.g., Jan 30th of even years) to streamline the process.

2. Independent Advisory Role



- **Core Function:** Commissions act in an **independent advisory role**. They provide in-depth research, receive and refine public input, and make policy recommendations.
- **Operational Scope:** All work must be conducted through an **approved annual work plan**.
- **Restrictions:** Commissions are **Advisory Only** to the City Council. They have no independent spending authority, cannot enter into contracts, and cannot issue directives to staff.
- **Oversight:** All activities are reviewed and guided by a designated **Council Liaison**.

3. Unified Reporting & Accountability



- **Consistent Feedback Loop:** Ensures ongoing communication with the City Council.
- **Quarterly Reports:** Standard updates are provided to the City Council **every three months**.
- **Annual Work Plans:** Submitted **every January**, these documents outline goals for the year that must align with the City's strategic vision and budget.
- **Public Engagement:** The advisory body provides research and refines input received from the **Public**.

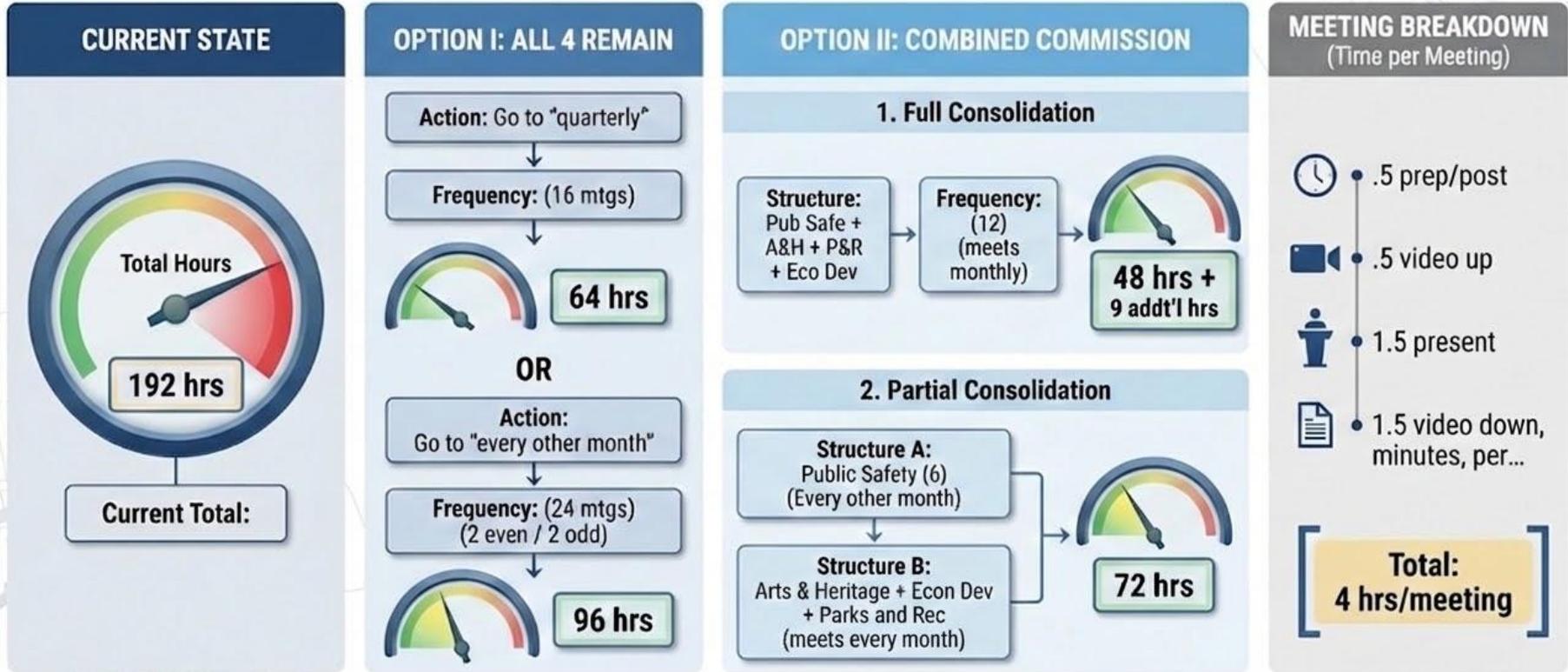
4. Standardized Meeting Procedures



- **Objective:** To reduce administrative burden and prevent **"meeting fatigue"**.
- **Rules of Order:** Adoption of **Rosenberg's Rules of Order** for all commission meetings.
- **Agenda Setting:** Agendas are drafted by the **Chair and Staff Liaison** three weeks in advance and reviewed by the **Council Liaison**.
- **Meeting Cap:** Commissions must adhere to standard templates and time management practices to **prevent overtime**.

ITS AN ESTIMATE AND THE TIME COULD BE EVEN HIGHER

Analysis of current time expenditure and proposed cost-saving alternatives.



NOW THE CHOICE IS UP TO YOU! TO BLUE LAKE AND BEYOND!

Happy Citizens overjoyed with the vibrant City of Blue Lake

THE JOURNEY BEGINS!

THE VIBRANT CITY



HAPPY CITIZENS OVERJOYED



RESOLUTION NO. 1202

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE ESTABLISHING THE CITY OF BLUE LAKE ARTS AND HERITAGE COMMISSION

The City Council of the City of Blue Lake, California, does resolve as follows:

Section 1. Findings. The City Council hereby makes the following findings:

1. In order to preserve, promote and develop artistic and cultural expression in the City of Blue Lake, the City Council seeks to establish an Arts and Heritage Commission to serve in an advisory capacity to the City Council, Commissions, or City staff as directed by the City Council, and as appropriate in matters pertaining to artistic and cultural preservation, development and expression.
2. The Arts and Heritage Commission shall serve as policy advisors and proponents as appropriate and will actively participate in the furtherance of the City's artistic, cultural and historical development. The Commission will serve as an advocate and as a community partner in the design and development of the City's cultural life and environment, as well as liaison with the City government to achieve these goals.

Section 2. Membership.

The Arts and Heritage Commission shall consist of Seven (7) members who shall be selected for their interest, knowledge or expertise in one or more of the interest areas listed below. The commission may add advisory members, up to Ten (10); advisory members will not serve as voting members and their participation will not affect the establishment of a quorum. Advisory members shall serve in a technical advisory capacity, based upon specific areas of expertise and interest.

The Commission may develop Ad-Hoc committees of less than a majority of voting members to assist with specific projects; Ad-Hoc committees will be established for a specific purpose, with a defined timeframe for dissolution. No fewer than Five (5) members of the Commission shall be residents of the City of Blue Lake, and the remaining members must either live, work or conduct business in the geographical area encompassed within a three (3) mile radius of Blue Lake City Hall.

Commissioners will be appointed by the City Council; Commission members shall receive no compensation. Advisory members will be appointed and removed by majority vote of the Arts and Heritage Commission; Advisory members will not be bound by the resident requirements

established for the Commissioners; Advisory members will be appointed based upon their knowledge and skill sets and their ability to provide technical assistance to the Commission.

Interest Areas:

- Wiyot Cultural Representatives, and/or Practitioners
- Artisans/Craftspeople
- Writers
- Linguists
- Performers
- Historians
- Hobbyists/Handiworkers
- Performing Artists
- Musicians
- Architects
- Designers

Section 3. Appointments and Vacancies

When a vacancy occurs or is anticipated, for whatever reason, the Chair of the Commission shall so certify to the City Council through the City Clerk. The City Council shall declare such vacancy at its next regular meeting and publish notice of the vacancy for at least 30 days. Commission members whose terms have expired or who had previously served on the Arts and Heritage Commission and who desire reappointment shall be considered with other nominees.

Section 4. Term of Office

Commissioners appointed by the City Council will serve a term of two (2) years. Terms of office for each commissioner will be for two years except those initially appointed for one (1) year terms. Appointments will expire on January 30 of the particular year. All Commissioners appointed after January 30 will continue with terms expiring on January 30 of the year closest to the end of their term. When a Commissioner's normal term of office is to expire, the City Council shall declare the vacancy in December at a City Council meeting. The City Council will have the City Clerk notice the vacancy(s) for at least 30 days and will fill the vacancy(s) as soon as possible.

Section 5. Removal

A Commissioner's term of office will terminate if a member fails to meet the established membership criteria, or if the member misses, without cause, three consecutive meetings. Arts

and Heritage Commission members may be removed from office by a simple vote of three or more City Council members.

Section 6. Officers

At its first meeting for the purpose of this year, and thereafter at the first meeting of each calendar year, the Arts and Heritage Commission shall appoint among its members a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall set meeting agendas and provide agenda for public posting 72 hours prior to the meeting; the Chairperson will preside at meetings and call special meetings when necessary. The Vice-Chair shall, in the Chairperson's absence, perform the duties of the Chairperson. The Secretary shall record the minutes of the meetings. The Commission shall designate a Commissioner to represent the Commission at City Council meetings if the Commission wishes to make a presentation to the City Council or if the City Council is considering an item that is under the purview of the Arts and Heritage Commission.

Section 7. Records

Records of the Arts and Heritage Commission proceedings, including such things as agendas and meeting minutes shall be kept as public records and filed with the City Clerk.

Section 8. Meetings

The Arts and Heritage Commission shall hold regular meetings once monthly or as necessary on call of the Commission Chair. Meetings will be held in the City Hall Chamber (Skinner Store), unless adjourned to or scheduled for another place of meeting and written notice has been given. Meetings will normally be held every month at an established time. All meetings and matters of business of the Commission will be conducted in accordance with provisions of the Ralph M. Brown Act, Government Code Section 54950 through 54926, currently enacted and amended by the State of California. The Arts and Heritage Commission will provide regular updates to the City Council either through formal presentation or written reports on a quarterly basis or upon request by the City Council.

The following shall be the order of business at regular meetings of the Arts and Heritage Commission:

1. Roll Call and Establishment of a Quorum
2. Approval of Minutes of Previous Meetings
3. Public Input
4. Action Items
5. Adjournment

Section 8. Duties

The Arts and Heritage Commission shall serve at the direction of the Blue Lake City Council; the Commission shall have the following duties:

1. To serve in an advisory capacity to the City Council, and as appropriate or directed, the City Manager, designated City staff and Commissions, in all matters pertaining to the preservation, promotion and/or development of arts and heritage in the City of Blue Lake;
2. To review all policy issues as requested by the City Council, and as appropriate or directed, the City Manager and designated City staff, regarding arts and heritage and to provide recommendations as appropriate;
3. Recommend to the City Council, the City Manager and as appropriate or directed, designated City staff the creation or amendment of rules, regulations, and ordinances relating to arts and heritage activities in the City of Blue Lake;
4. To advise the City Council, as appropriate or directed, the City Manager and designated City staff on the acquisition and/or use of property for the use and enhancement of arts and cultural activities;
5. To foster relationships with other entities in order to promote and develop programs and projects of mutual benefit;
6. To work with the City Council, as appropriate or directed, the City Manager and designated City staff on implementation of the City's strategic plan and the strategic vision for the City and to provide recommendations on strategic plan updates;
7. Perform other duties relating to arts and culture as may be prescribed by the City Council.

Section 9. Conflict of Interest Code

The provisions of the City of Blue Lake's Conflict of Interest Code shall apply to all members of

the Blue Lake Arts and Heritage Commission.

PASSED AND ADOPTED ON THIS 27th DAY OF SEPTEMBER, 2022, BY THE FOLLOWING ROLL CALL VOTE:

Ayes: Jones, Hogan, Cuzzan, Finen

Noes: \emptyset

Abstain:

Approved:



Adelene Jones, Mayor

City of Blue Lake

ATTEST:



Amanda Mager, City Clerk
City of Blue Lake

PARKS AND RECREATION COMMISSION

AN ORDINANCE REESTABLISHING THE PARKS AND RECREATION COMMISSION AND REPEALING ORDINANCE 308.

WHEREAS, the City Council adopted its Ordinance 308 which established a Park and Recreation Commission and defined its powers and responsibilities; and

WHEREAS, the City Council has recently studied the need to amend Ordinance to incorporate the relationship of the Commission with the delegated responsibilities of the City Manager and City staff; and

WHEREAS, the City Council has determined the need to completely amend and nullify Ordinance 308 concerning the Park and Recreation Commission and replace it with this ordinance;

NOW, THEREFORE, the City Council of the City of Blue Lake, California, does ordain as follows:

A Parks and Recreation Commission is hereby reestablished.

Section 1. Membership

The Commission shall consist of five (5) members. All members will be residents of the City or reside within the sphere of influence of the City; and are appointed by the City Council.

Section 2. Appointments and Vacancies

When a vacancy occurs or is anticipated, for whatever reason, the Chair of the Commission shall so certify to the City Council through the City Clerk. The City Council shall declare such vacancy at its next regular meeting and direct public notice of the vacancy for at least 30 days. Commission members whose terms have expired or who had previously served on the Commission and who desire reappointment shall be considered with other nominees.

Section 3. Term of Office

Members appointed by the City Council will serve for a term of two (2) years. Terms of office for each commissioner will be for two (2) years, (except that half of the terms will expire the first year, and thereafter on alternate years for the remaining commissioners). Appointments will expire on January 30. When a Commissioner's normal term of office is to expire, the City Council shall declare the vacancy in December at a City Council meeting. The City Council will have the City Clerk notice the vacancy(ies) for at least 30 days and fill the vacancy as soon as possible.

Section 4. Removal

A Commissioner's term of office will terminate if a member moves their primary residence outside the City limits or outside the sphere of influence of the City or if the member misses, without cause, three consecutive meetings. Commission members may be removed from office by a simple majority vote of the City Council.

Section 5. Officers

At its first meeting each calendar year, the Commission shall appoint from among its members a Chair, Vice-Chair, and Secretary. The Chair shall set meeting agendas, preside at meetings, and call special meetings when necessary. The Vice-Chair shall, in the Chair's absence, perform the duties of the Chairperson. The Secretary shall record the minutes of the meetings. The Commission shall designate a Commissioner to represent the Commission at City Council meetings if the Commission wishes to make a presentation to the Council or if the Council is considering an item that is under the purview of the Commission.

Section 6. Records

Records of the Commissions proceedings, including such things as agendas and meeting minutes shall be kept as public records and filed with the City Clerk.

Section 7. Meetings

All meetings of the Commission shall be held at City Hall, unless adjourned to or scheduled for another place of meeting and written notice has been given. Meetings will normally be held every other month at an established time. All meetings and matters of business of the Commission will be conducted in accordance with provisions of the Ralph M. Brown Act, Government Code Sections 54950 through 54926, currently enacted and amended by the State of California.

Section 8. Duties

The Park and Recreation Commission shall have the following duties:

1. To serve in an advisory capacity to the City Council, the City Manager, and designated City recreation staff in all matters pertaining to public recreation, the City's parks and recreation facilities;
2. To review all park and recreation policy issues as requested by the City Council, the City Manager, and designated City recreation staff and to provide recommendations;
3. Recommend to the City Council, the City Manager, and designated City recreation staff, the creation or amendment of rules, regulations and ordinances for the use of parks and recreation facilities;
4. To advise the City Council, the City Manager, and designated City recreation staff on the acquisition of equipment or property and the seeking of grants;
5. To foster relationships with other entities in order to promote and develop programs of mutual benefit;
6. Work with the City Manager and designated City recreation staff to establish an active public relations program.
7. Perform such other duties relating to recreation and recreation facilities as may be prescribed by the City Council.

Section 9. Powers

The Park and Recreation Commission shall have the following advisory powers:

1. In accordance with adopted policies and procedures of the City, the Commission, under the guidance of City staff, may solicit and organize volunteers and/or establish working committees for raising funds to support the City's parks and recreation facilities and recreational activities;
2. In accordance with adopted policies and procedures of the City, the Commission may solicit and organize volunteers and/or establish working committees to assist in the upkeep of the City's parks and recreation facilities, however all proposed work plans require the approval of the City Manager or designated City staff and all work performed will be under the supervision of City staff;

3. In accordance with adopted policies and procedures of the City, Commission may solicit and organize volunteers and/or establish working committees to assist recreational and educational programming however all proposals for assistance requires the approval of the City Manager or designated City staff and all assistance performed will be under the supervision of City staff;
4. To provide oversight on behalf of the City Council for established City recreation programs;
5. Advise and assist the City Manager and designated City staff in the development of new City recreation programs.

Section 10. Severability

The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause or phase thereof, irrespective of the fact that any one or more of the sections, subsection, sentences, clauses, or phrases be declared invalid.

Section 11. Repeal

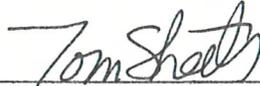
Ordinance 308 and any and all provisions of previously adopted ordinances and resolutions of City of Blue Lake, which are inconsistent with this Ordinance, are repealed and superseded.

APPROVED, AND ADOPTED by the City Council of the City of Blue Lake at a regular meeting held on April 14., 1998 by the following roll call vote:

AYES: Nakamura, Jones, Gardiner, Schapiro, Sheets

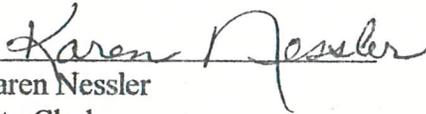
NOES: None

ABSENT: None



Tom Sheets
Mayor

ATTESTED:



Karen Nessler
City Clerk

ORDINANCE NO. 522

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE ESTABLISHING THE CITY OF BLUE LAKE ECONOMIC DEVELOPMENT COMMISSION

The City Council of the City of Blue Lake, California, does ordain as follows:

Section 1. Findings. The City Council hereby makes the following findings:

1. In order to increase the City's revenue base, increase job opportunities and to enhance the livability of our City, the City Council seeks to establish an Economic Development Commission to serve in an advisory capacity to the City Council, Commissions, or City staff as directed by City Council, and as appropriate in matters pertaining to economic development, including but not limited to manufacturing, marketing, retail, tourism, business expansion, revitalization and agriculture.
2. The Economic Development Commission will make recommendations to the Blue Lake City Council and Planning Commission with respect to plans, projects, zoning regulations and proposals affecting the Blue Lake Business Park and other areas within the City limits identified for business development.
3. The Economic Development Commission will review economic trends and make recommendations to strengthen the economic well-being of the City.

Section 2. Membership.

The Economic Development Commission shall consist of five (5) members who shall be selected for their interest, knowledge or experience in one (1) or more of the following areas: banking, real estate, the arts, agriculture, small business, tourism, industry, commerce, construction, housing, science and technology, or employee relations. No fewer than two (2) members shall be residents of the City of Blue Lake, and the remaining members must either live, work or conduct business in the geographical area encompassed within a three (3) mile radius of Blue Lake City Hall. Members will be appointed by the City Council; Commission members shall receive no compensation.

Section 3. Appointments and Vacancies

When a vacancy occurs or is anticipated, for whatever reason, the Chair of the Commission shall so certify to the City Council through the City Clerk. The City Council shall declare such vacancy at its next regular meeting and publish notice of the vacancy for at least 30 days. Commission members whose terms have expired or who had previously served on the Economic Development Commission and who desire reappointment shall be considered with other nominees.

Section 4. Term of Office.

Commissioners appointed by the City Council will serve a term of two (2) years. Terms of office for each commissioner will be for two years except those initially appointed for one (1) year terms. Appointments will expire on January 30. All Commissioners appointed after January 30 will continue with terms expiring on January 30 of the year closest to the end of their term. When a Commissioner's normal term of office is to expire, the City Council shall declare the vacancy in December at a City Council Meeting. The City Council will have the City Clerk notice the vacancy(ies) for at least 30 days and will fill the vacancy(ies) as soon as possible.

Section 5. Removal.

A Commissioner's term of office will terminate if a member fails to meet the established membership criteria, or if the member misses, without cause, three consecutive meetings. Economic Development Commission members may be removed from office by a simple majority vote of three or more City Council members.

Section 6. Officers.

At its first meeting for the purpose of the first year after adoption of this Ordinance, and thereafter at the first meeting of each calendar year, the Economic Development Commission shall appoint among its members a Chairperson, Vice-Chairperson and Secretary. The Chairperson shall set meeting agendas and provide agenda for public posting 72 hours prior to the meeting; the Chairperson will preside at meetings and call special meetings when necessary. The Vice-Chair shall, in the Chairperson's absence, perform the duties of the Chairperson. The Secretary shall record the minutes of the meetings. The Commission shall designate a Commissioner to represent the Commission at City Council meetings if the Commission wishes to make a presentation to the City Council or if the City Council is considering an item that is under the purview of the Economic Development Commission.

Section 7. Records.

Records of the Economic Development Commission proceedings, including such things as agendas and meeting minutes shall be kept as public records and filed with the City Clerk.

Section 8. Meetings.

The Economic Development Commission shall hold regular meetings once monthly or as necessary on call of the Commission Chair. Meetings will be held in the City Hall Chamber (Skinner Store), unless adjourned to or scheduled for another place of meeting and written notice has been given. Meetings will normally be held every month at an established time. All meetings and matters of business of the Commission will be conducted in accordance with provisions of the Ralph M. Brown Act, Government Code

Section 54950 through 54926, currently enacted and amended by the State of California.
The Economic Development

Commission will provide regular updates to the City Council either through formal presentation or written reports on a quarterly basis or upon request by the City Council.

The following shall be the order of business at regular meetings of the Economic Development Commission:

1. Roll Call and Establishment of a Quorum
2. Approval of Minutes of Previous Meetings
3. Public Input
4. Action Items
5. Adjournment

Section 9. Duties

The Economic Development Commission shall serve at the direction of the Blue Lake City Council; the Commission shall have the following duties:

1. To serve in an advisory capacity to the City Council and as appropriate or directed, the City Manager, designated City staff and Commissions, in all matters pertaining to economic development in the City of Blue Lake;
2. To review all policy issues as requested by the City Council, and as appropriate or directed, the City Manager and designated City staff, regarding economic development activities and to provide recommendations;
3. Recommend to the City Council, the City Manager and as appropriate or directed, designated City staff, the creation or amendment of rules, regulations, and ordinances relating to economic development activities in the City of Blue Lake;
4. To advise the City Council, as appropriate or directed, the City Manager and designated City staff, on the acquisition and/or use of property for economic development purposes;
5. To foster relationships with other entities in order to promote and develop programs and projects of mutual benefit;
6. To work with the City Council, as appropriate or directed, the City Manager and designated City staff, on implementation of the City's strategic plan and the strategic vision for the City and to provide recommendations on strategic plan updates;
7. Perform other duties relating to economic development as may be prescribed by the City Council.

Section 10. Conflict of Interest Code.

The provisions of the City of Blue Lake’s Conflict of Interest Code shall apply to all members of the Blue Lake Economic Development Commission.

Section 11. Severability.

If any section, subsection, sentence, phrase, portion or part of the Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions be declared invalid or unconstitutional.

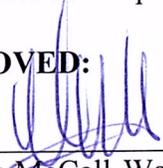
Section 12. CEQA Compliance.

This Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15061(b)(3) of the CEQA guidelines.

Section 13. Effective Date.

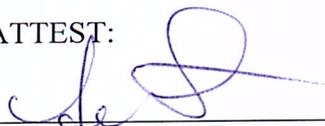
This ordinance shall be in force and effect thirty (30) days after its adoption.

APPROVED:



Michele McCall-Wallace, Mayor
City of Blue Lake

ATTEST:



City Clerk – City of Blue Lake

CLERK'S CERTIFICATE

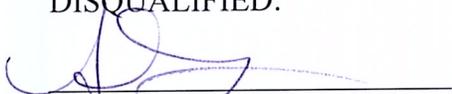
THIS IS TO CERTIFY that Ordinance No. 522 of the City Council of the City of Blue Lake was introduced and read at the regular meeting of the City Council of the City of Blue Lake, California, held on Oct. 25, 2016. This Ordinance, again read at the regular meeting of the Blue Lake City Council, held on Nov. 22, 2014 and at the time, passed by roll call vote, the vote on the adoption of the Ordinance being as follows:

AYES: *McCall-Wallace, Kullmann, Sawatzky, Lynch, Jones*

NOES: *none*

ABSENT: *none*

DISQUALIFIED:



City Clerk, City of Blue Lake

ORDINANCE NO. 524

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE LAKE
REESTABLISHING THE PUBLIC SAFETY COMMISSION AND
REPEALING ORDINANCES NO. 494 AND 505**

NOW, THEREFORE, the City Council of the City of Blue Lake, California, does ordain as follows:

Section 1. Findings. The City Council hereby makes the following findings:

- a. On May 23, 2010, the City Council adopted Ordinance No. 494, to create a Public Safety Commission based on the following findings:
 - 1) The City Council seeks to establish a Public Safety Commission to reflect the concerns of the community at large; to help improve law enforcement services offered by the Humboldt County Sheriff's Office; to serve as a forum to represent citizens of the Community on Sheriff's activities and functions; and to advise the City Council on such services provided by the County; and
 - 2) The City Council has determined that the focus of this Commission shall not be one of internal oversight such as investigating citizen's complaints of misconduct or conducting hearings into allegations of misconduct. The Commission is required to consult with the City Council, City Attorney, and, if directed, with PARSAC, should it be necessary to discuss any matter that involves potential litigation.
- b. On February 26, 2013, the City Council adopted Ordinance No. 505, amending Ordinance No. 494 to revise the membership, term of office and removal provisions.
- c. The City Council has determined the need to completely revise Ordinances 494 and 505, and desires to accomplish this by repealing and replacing the prior Ordinances.

Section 2. Repeal of Prior Ordinances.

- a. Ordinance No. 494, adopted by the City Council on May 23, 2010, is hereby repealed in its entirety.
- b. Ordinance No. 505, adopted by the City Council on February 26, 2013, is hereby repealed in its entirety.

Section 3. Reestablishment and Continuation of Public Safety Commission.

The Public Safety Commission is hereby reestablished and shall continue with the authority as set forth herein.

Section 4. Purposes. The purpose of the Public Safety Commission is as follows:

The Public Safety Commission shall act as a liaison to the community and the Council in matters relating to public safety; these issues include traffic & pedestrian safety, emergency preparedness & response activities and neighborhood safety. The Commission will study, report to, and advise the City Council upon any matter regarding public safety and the City's efforts to control and reduce criminal activities of all types.

Section 5. Membership.

The Public Safety Commission shall consist of five (5) members. No fewer than three (3) members shall be residents of the City of Blue Lake, and the remaining members must either live, work or conduct business in the geographical area encompassed within a three (3) mile radius of Blue Lake City Hall. Preference will be given to those living within the City Limits.

Section 6. Appointments and Vacancies.

- a. Members will be appointed by the City Council; Commission members shall receive no compensation.
- b. A maximum of two (2) alternate Commissioners may be appointed. Alternate Commissioners will take on the role as Commissioner only in the absence of a regularly appointed Commissioner; however, alternates may attend regular meetings when the full quorum is present as non-voting members.
- c. When a vacancy occurs or is anticipated, for whatever reason, the Chair of the Commission shall so certify to the City Council through the City Clerk. The City Council shall declare such vacancy at its next regular meeting and direct public notice of the vacancy for at least 30 days. Commission members whose terms have expired or who had previously served on the commission and who desire reappointment shall be considered with other nominees.

Section 7. Term of Office.

Members appointed by the City Council will serve for a term of two (2) years. Terms of office for each Commissioner will be for two (2) years (except that two of the terms will expire the first year, and thereafter on alternate years for the remaining Commissioners). Appointments will expire on January 30. When a Commissioner's normal term of office is to expire, the City Council shall declare the vacancy in December at a City Council meeting. The City Council will have the City Clerk notice the vacancy(ies) for at least 30 days and fill the vacancy(ies) as soon as possible.

Section 8. Removal.

A Commissioner's term of office will terminate if a member whose eligibility was based on residency moves their primary residence outside of the City. The two (2) non-resident

Commissioners will terminate his or her seat if (1) he/she fails to work within the City Limits or a three mile radius; or, (2) he/she no longer resides within a three mile radius of the City.

Section 9. Officers.

At its first meeting each calendar year, the Commission shall appoint from among its members a Chair, Vice-Chair, and Secretary. The Chair shall set meeting agendas, preside at meetings, and call special meetings when necessary. The Vice-Chair shall, in the Chair's absence, perform the duties of the Chair. The Secretary shall record the minutes of the meeting. The Commission shall designate a Commissioner to represent the Commission at City Council meetings if the Commission wishes to make a presentation to the Council or if the Council is considering an item that is under the purview of the Commission.

Section 10. Records.

Records of the Commission's proceedings, including such things as agendas and meeting minutes shall be kept as public records and filed with the City Clerk.

Section 11. Meetings.

All meetings of the Commission shall be held at City Hall, unless adjourned to or scheduled for another place of meeting and written notice has been given. Meetings will normally be held every month at an established time. All meetings and matters of business of the Commission will be conducted in accordance with provisions of the Ralph M. Brown Act, Government Code Section 54950 through 54926, as currently enacted and periodically amended by the State of California.

The following shall be the order of business at regular meetings of the Public Safety Commission:

1. Roll Call and Establishment of a Quorum
2. Approval of Minutes of Previous Meetings
3. Public Input
4. Action Items
5. Adjournment

Section 12. Scope and Duties.

The scope of the Commission's role with respect to public safety includes, but is not limited to, traffic and pedestrian safety, emergency response and preparedness and other crises, as well as the City's efforts to control and reduce criminal activities of all types.

The Public Safety Commission shall have the following duties:

1. Study and report to the City Council upon any matter referred to it by the City Council.
2. Advise the Council in matters pertaining to traffic issues and public safety.
3. Serve as liaison between the public and the City Council.

4. Conduct analysis and provide recommendations to the City Manager and the City Council on matters related to the circulation of motorized vehicles, pedestrians, and bicycles, and on matters related to public safety.
5. Conduct informational and educational meetings, prepare reports and analyses, and work with Blue Lake Volunteer Fire District, Neighborhood Watch, CERT, special districts, volunteer patrols, sheriff personnel and other neighborhood, local and regional groups dedicated to public safety and emergency preparedness and response activities as appropriate.

Section 13. Severability.

If any section, subsection, sentence, phrase, portion or part of this Ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, clause, phrase, part or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases, parts or portions be declared invalid or unconstitutional.

Section 14. Adoption of the Ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 14 Cal. Code Regs. Section 15061(b)(3) of the CEQA Guidelines.

Section 14. This Ordinance shall be in force and effect thirty days after its adoption.

Passed, Approved and Adopted by the City Council of the City of Blue Lake, at a regular meeting held on May 9, 2017 by the following vote:

AYES: Jones, Daugherty, Lynch, Ricca

NAYS: none

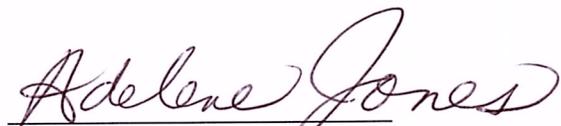
ABSENT: none

ABSTAIN: none

Attest:



City Clerk, City of Blue Lake



Mayor, City of Blue Lake