

CITY OF LOYALTON

COUNTY OF SIERRA
605 SCHOOL STREET
P.O. BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
cityofloyalton.org



OFFICE OF THE MAYOR

**AGENDA FOR THE REGULAR MEETING OF THE
LOYALTON CITY COUNCIL
6:00 P.M. – CITY HALL AUDITORIUM
605 SCHOOL STREET
MARCH 18TH, 2025
NEXT ORDINANCE #425
NEXT RESOLUTION NO. 4-2025**

**AGENDA & PACKET AVAILABLE ON CITY WEB SITE
cityofloyalton.org**

Any person with a disability may submit a request for reasonable modification or accommodation to the above-described means for accessing and offering comment at the meeting to Kathy LeBlanc, City Clerk, at [\[ofclerk-cityofloyalton@psln.com\]](mailto:ofclerk-cityofloyalton@psln.com) who will swiftly resolve such request.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **ANNOUNCEMENTS**
6. **APPROVAL OF MINUTES**
Regular Meeting February 18th, 2025 (Attachment)
Special Meeting March 6, 2025 (Attachment)
7. **STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS**
 1. Letter from Sierra Valley Little League for use of ballfields.
 2. 11th Annual Richard Meader Award

8. PUBLIC COMMENT

This is an opportunity for members of the public to address the Council on items which are not on the agenda. Please state your name for the record. Comments are limited to three minutes. Written comments should be submitted to the City Clerk 24 hours prior to the meeting to allow for distribution. Under Government Code Section 54954.2 – Brown Act, the Council cannot take action on any item not on the posted agenda

9. FIRE DEPARTMENT REPORT

10. FINANCIAL COMMITTEE REPORTS

1. Financial Committee Report/Update

- Approval of Reconciled Accounts (Attachment)
- Approval of Bill Sheet February 2025 (Attachment)
- Acknowledgment of Approval of Fund Transfer from General 1956 to Enterprise Loan MM 0559 not to exceed \$20,000. (Attachment)

11. PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

12. OTHER COMMITTEE REPORTS

13. DISCUSSION AND POSSIBLE ACTION ITEMS

1. Discussion and Possible Action regarding Reaffirming our State of Emergency Water Distribution System.
2. Discussion and Possible Action regarding Town Hall Meeting on Water Distribution System.
3. Discussion and Possible Action regarding approval of 2024 Annual Progress Report on Implementation of the General Plan Housing Element.
4. Discussion and Possible Action regarding bid proposals for 107 Taylor Street.
5. Discussion and Possible Action regarding approval of Business License for Rolling Frito-Lay.

15. AGENDA INPUT FOR UPCOMING MEETINGS

16. BOARD MEMBER CLOSING REMARKS

17. ADJOURNMENT

February 18th, 2025

REGULAR MEETING

The Regular meeting of the Loyalton City Council was called to order by Mayor Merton on February 18th, 2025, at 6:00 p.m. Loyalton City Auditorium

COUNCIL MEMBERS' PRESENT: J. Markum, J. Dines, S. McIlravy, J. Gerow, B. Merton

COUNCIL MEMBERS ABSENT:

STAFF PRESENT

City Clerk- Kathy LeBlanc, Gary Price-Price Consulting

GUESTS PRESENT

M. Amodei, S. Dryden, M. Foreman, J. Buck, T. Easley, C. Johnson, J. Powers, M. Allegre, L. Horner, N. Rogers, J. Cameron

APPROVAL OF AGENDA

It was moved by S. McIlravy, seconded by J. Gerow to approve the agenda as presented. Motion unanimously carried.

ANNOUNCEMENTS

1. S. McIlravy reported that the Prop 218 monies have been transferred to Cal-Trust account.
2. J. Markum reported that she has been in contact with T-Mobile regarding receiver on the Verizon Tower.

APPROVAL OF MINUTES

1. It was moved by S. McIlravy, seconded by J. Markum to approve the minutes of the Regular Meeting of 1-21-25. Motion unanimously carried.

TIMED ITEM 6:30 REGARDING HOUSING 2024-2029 LOYALTON HOUSING ELEMENT (7TH CYCLE) UPDATE:

Gary Price addressed the council regarding update for 2024-2029 Housing Element recommending the following: (1) Conduct public hearing and consider public comments. (2) Determine that this action is exempt from environmental review per CEQA. (3) Adopt Resolution 2-2025 adopting the City of Loyalton 2024-2029 Housing Element. After a brief discussion with the council members Mayor Merton opened the Public Hearing for Public Comments. J. Cameron inquired about adding an ADU unit to her property. Hearing no more public comments Mayor Merton closed the Public Hearing. It was moved by J. Markum, seconded by J. Dines to adopt Resolution 2-2025 City of Loyalton 2024-2029 Housing Element. Roll Call: J. Markum-Aye, J. Dines-Aye, J. Gerow-Aye, S. McIlravy-Aye, Mayor Merton-Aye. Motion unanimously carried.

STAFF REPORTS/WRITTEN COMMUNICATIONS/UNFINISHED BUSINESS

1. City Clerk informed the Council on a site visit with Alliant Insurance for March 23, 2025. After a discussion Mayor Mertton, Councilmember McIlravy and City Clerk LeBlanc will be available to meet with them.
2. S. McIlravy reported that the solar light that was installed is working fine.
3. S. McIlravy gave a brief report on working with Sierra County regarding working with Plumas Sierra Rural Electric for potential power company change for the City of Loyalton.

PUBLIC COMMENT

None

FIRE DEPARTMENT REPORT

None

FINANCIAL COMMITTEE REPORT/UPDATE

1. J. Markum reported that K. Champion has taken a job with Sierra County but will be available if needed. K. Whitley is working out great so the city is covered.
2. It was moved by J. Markum, seconded by S. McIlravy to approve the reconciled accounts. Motion unanimously carried.
3. It was moved by S. McIlravy, seconded by J. Markum to approve the bill sheet for January 2025 not to exceed \$111,913.88. Motion unanimously carried.

ACKNOWLEDGEMENT OF APPROVAL OF FUNDS TRANSFERS.

1. It was moved by J. Markum, seconded by S. McIlravy to approve fund transfer from General 1956 to Enterprise Loan MM not to exceed \$20,000. Motion unanimously carried.

PUBLIC WORKS COMMITTEE REPORTS/PARK AND RECREATION

Mayor Mertton reported that Councilmember Dines is working with the WWTP personnel but would like to call a Special Closed Meeting for March 6, 2025, at 9:00 a.m.

OTHER COMMITTEE REPORTS

Councilmember McIlravy reported on the Local Hazzard Mitigation Plan she would like to have help on this.

DISCUSSION AND POSSIBLE ACTION ITEMS

1. After a brief discussion It was moved by J. Markum, seconded by J. Dines to reaffirm our State of Emergency Water Distribution System. Motion unanimously carried. (This item will be added to the next agenda)
2. Mayor Mertton reported that Councilmember Markum and Doug McCoy have accomplished a lot, and we will keep everyone updated.
3. It was moved by S. McIlravy, seconded by J. Markum, to adopt Resolution 3-2025 Local Roadway Safety Plan. Roll Call: J. Markum-Aye, J. Dines-Aye, S. McIlravy-Aye, J. Gerow-Aye, Mayor Mertton-Aye. Motion unanimously carried.

4. It was moved by J. Markum, seconded by S. McIlravy to approve Proclamation for a Day of Prayer. Motion unanimously carried.

5. After a discussion it was moved by J. Markum, seconded by J. Gerow to approve the Clor-Tec system for the WWTP upon clarification of the need for the work to be done. Motion carried with S. McIlravy opposed.

6. S. McIlravy gave a report regarding the agreement with the Humane Society of Truckee for animal sheltering. She would like to work with Sherriff Fisher before the City makes a decision. This will be added to a future agenda.

7. Councilmember McIlravy gave a brief report on the Disaster Council. It was decided by consensus that Councilmember McIlravy will take the lead with Councilmember Markum and City Clerk LeBlanc as backups.

8. The item on the roof repair will be added to the next agenda.

9. It was moved by S. McIlravy, seconded by J. Gerow to approve the Business License for Bryton Power LLC Solar Contractor. Motion unanimously carried.

INPUT FOR UPCOMING MEETING

CLOSING REMARKS

Meeting Adjourned

APPROVED: _____

Mayor Mertton

ATTEST: _____

Kathy LeBlanc, City Clerk

March 6th, 2025

SPECIAL MEETING

The special meeting of the Loyalton City Council was called to order by Mayor Mertton on March 6th, 2025, at 9:00 a.m.

COUNCIL MEMBERS' PRESENT

J. Markum, B. Mertton, J. Dines, J. Gerow, S. McIlravy

COUNCIL MEMBERS ABSENT:

STAFF PRESENT: City Clerk-Kathy LeBlanc

GUESTS PRESENT:

APPROVAL OF AGENDA

It was moved by J. Markum, seconded by S. McIlravy to approve the agenda as presented. Motion unanimously carried.

ANNOUNCEMENTS

None

STAFF REPORTS

None

PUBLIC COMMENT

None

DISCUSSION AND POSSIBLE ACTION

CLOSED SESSION:

1. Mayor Mertton adjourned the meeting to go into closed session. Mayor Mertton reconvened the meeting stating no reportable action was taken.

AGENDA INPUT FOR UPCOMMING MEETING

COUNCIL MEMBER CLOSING REMARKS

MEETING ADJOURNED

APPROVED: _____
Mayor Bill Mertton

ATTEST: _____
Kathy LeBlanc- City Clerk



Sierra Valley Little League

Christina Potter

Little League Board President

PO Box 992

Loyalton, CA 96118

Sierravalley148@gmail.com

Annie Siqueido

Little League Board Vice President

Tax ID 35-2712002

District 48

Charter 80315



2/25/2025

Loyalton City Council,

The Sierra Valley Little League is gearing up for the 2025 season.

Our Little League is requesting the use of the Loyalton City baseball, softball, and T-ball fields for the entire 2025 Little League season.

Sierra Valley Little League is a chartered Little League within District 48. We hold valid insurance and follow Little League charter rules, regulations, and policies. We aim to provide a meaningful Little League experience for all children in our community.

We invite you to come watch our team's play on Opening Day, May 3, 2025, starting at 9:00 a.m. Follow our social media page for updates regarding the Little League season.

Website: <https://clubs.bluesombrero.com/sierravalleyll>

Facebook: <https://www.facebook.com/loyaltonbaseball/>

The Sierra Valley Little League thanks the city for supporting our growing program. Dedication to the increasing population of youth in our community is essential.

Sincerely,

Serena Troupe

Secretary

Sierra Valley Little League

City of Loyalton
Bills Paid
February 1 through March 18, 2025

Type	Date	Num	Name	Memo	Amount
General Funds					
General Checking 1956- NEW					
Paycheck	02/03/2025	9279	LeBlanc, Katherine L		-138.52
Paycheck	02/03/2025	9281	McIlravy, Susan L		-138.53
Paycheck	02/03/2025	9282	Merrton, William J		-138.53
Paycheck	02/03/2025	9277	Dines, Joseph D		-138.53
Paycheck	02/03/2025	9278	Gerow, Jerry C		-138.53
Paycheck	02/03/2025	9280	Markum, Joy L		-138.53
Liability Check	02/03/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1542444418	-660.00
Liability Check	02/03/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1542474418	-64.58
Liability Check	02/03/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1974029926	-172.00
Liability Check	02/03/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1974054926	-439.00
Liability Check	02/03/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1982196926	-372.23
Liability Check	02/03/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1982217926	-1,081.00
Liability Check	02/03/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1995189926	-97.66
Liability Check	02/05/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1995211926	-202.00
Liability Check	02/05/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1785961418	-2,399.51
Liability Check	02/05/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1786002418	-75.49
Liability Check	02/05/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1793430418	-165.00
Liability Check	02/05/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 1793452418	-95.74
Liability Check	02/10/2025	E-pay	Employment Development Department	69817369 QB Tracking # 1796887418	-242.00
Liability Check	02/10/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 2024375418	-33.28
Bill Pmt -Check	02/10/2025	9293	AT&T Fire Landline BAN 9343	BAN 9391059343	-31.53
Bill Pmt -Check	02/10/2025	9294	AT&T Fire Pager BAN 54523	BAN 9391054523	-61.52
Bill Pmt -Check	02/10/2025	9295	AT&T Sewer BAN 54522	BAN 9391054522	-70.00
Bill Pmt -Check	02/10/2025	9296	CALPERS	1389-70001	-4,716.00
Bill Pmt -Check	02/10/2025	9297	Gary Price	Housing Element Update Program	-5,209.53
Bill Pmt -Check	02/10/2025	9298	High Sierra Gas LLC		-1,074.59
Bill Pmt -Check	02/10/2025	9299	High Sierra Gas LLC - Fire Dept		-311.83
Bill Pmt -Check	02/10/2025	9300	Intermountain Disposal, Inc.		-1,885.00
Bill Pmt -Check	02/10/2025	9301	Kelly Champion	January Accounting	-100.00
Bill Pmt -Check	02/10/2025	9302	Ken Morgan	2025 Splashtop Subscription	-2,082.59
Bill Pmt -Check	02/10/2025	9303	L. N. Curtis & Sons	Annual Service for Eagle Breathing Air Compressor	-526.00
Bill Pmt -Check	02/10/2025	9304	League of California Cities	Membership Dues For Sacramento Valley Division	-520.12
Bill Pmt -Check	02/10/2025	9305	League of California Cities	Membership Dues for 2025	-314.97
Bill Pmt -Check	02/10/2025	9306	Liberty Utilities- 2050 (206 Front)	206 Front St.	-606.56
Bill Pmt -Check	02/10/2025	9307	Liberty Utilities- 2120 (Park Well)	105 Beckwith Park Well	-90.48
Bill Pmt -Check	02/10/2025	9308	Liberty Utilities- 2737 (Main St Lights)	511 Main St Lights	-11.35
Bill Pmt -Check	02/10/2025	9309	Liberty Utilities-4602 (3rd St Well)	701 3rd St. Unit PMP	-4,229.79
Bill Pmt -Check	02/10/2025	9310	Liberty Utilities-4750 (School St)	605 School St.	-210.03
Bill Pmt -Check	02/10/2025	9311	Liberty Utilities-5350 (Railroad)	70 Railroad Ave.	-7,148.56
Bill Pmt -Check	02/10/2025	9312	Liberty Utilities-6673 (Pavillion)	105 Beckwith Rd. Pavillion	-185.62
Bill Pmt -Check	02/10/2025	9313	Liberty Utilities-7521 (Street Lights)	ST. Lights Unit BC 37	-228.00
Bill Pmt -Check	02/10/2025	9314	Liberty Utilities-9425 (Fire SB)	512 Longhorn Dr.	-11,733.82
Bill Pmt -Check	02/10/2025	9315	Plumas-Sierra Rural Electric-17386	403 Poole Ln.	-7,776.91
Bill Pmt -Check	02/10/2025	9316	Plumas-Sierra Rural Electric-2941		-1,511.00
Bill Pmt -Check	02/10/2025	9317	S C O R E	Annual Insurance Premium	-306.95
Bill Pmt -Check	02/10/2025	9318	S C O R E	3QTR Workers Comp	-239.72
Bill Pmt -Check	02/10/2025	9319	Silver State Analytical Laboratories, Inc	Billing Period 07/01/24-06/30/25	-611.96
Bill Pmt -Check	02/10/2025	9320	State Water Resources Control Board	1100	
Bill Pmt -Check	02/10/2025	9321	SVHC	951429299	
Bill Pmt -Check	02/10/2025	9322	Xerox Corporation	5472063577958784(SH) 05.05.2019-06.04.2019	
Check	02/11/2025	9323	Bank of America		

City of Loyaltan
Bills Paid

February 1 through March 18, 2025

Type	Date	Num	Name	Memo	Amount
Paycheck	02/13/2025	9291	Lundy, Justus		-1,848.49
Paycheck	02/13/2025	9288	Bennett, Kenneth E		-2,169.55
Paycheck	02/13/2025	9289	Lane, Daniel J		-1,589.04
Paycheck	02/13/2025	9290	LeBlanc, Katherine L		-713.32
Paycheck	02/13/2025	9292	Whitley, Kirsten A		-289.52
Liability Check	02/13/2025	E-pay	Employment Development Department	69817369 QB Tracking # 2021705418	
Liability Check	02/13/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # 2021736418	
Liability Check	02/13/2025	E-pay	Employment Development Department	69817369 QB Tracking # 2021820418	
Bill Prnt -Check	02/13/2025	123125	Sierra Backflow	403 Poole Ln Wastewater Inspection	-2,029.86
Check	02/13/2025	9340	Sierra Backflow	403 Poole Ln, Waste Plant	-79.00
Check	02/24/2025	9339	Chris Robles	Technical Support and Computer Work	-178.00
Paycheck	02/27/2025	9327	Lundy, Justus		-465.00
Paycheck	02/27/2025	9324	Bennett, Kenneth E		-1,553.49
Paycheck	02/27/2025	9325	Lane, Daniel J		-2,152.51
Paycheck	02/27/2025	9326	LeBlanc, Katherine L		-1,577.06
Paycheck	02/27/2025	9328	Whitley, Kirsten A		-708.91
Paycheck	02/27/2025	9332	Lundy, Justus		-346.54
Paycheck	02/27/2025	9329	Bennett, Kenneth E		-1,553.49
Paycheck	02/27/2025	9330	Lane, Daniel J		-2,152.49
Paycheck	02/27/2025	9331	LeBlanc, Katherine L		-1,577.06
Paycheck	02/27/2025	9333	Whitley, Kirsten A		-708.90
Liability Check	02/27/2025	E-pay	Employment Development Department	69817369 QB Tracking # -1543025370	-346.55
Liability Check	02/27/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # -1542970370	-377.62
Liability Check	02/27/2025	E-pay	Employment Development Department	69817369 QB Tracking # -1542929370	-3,836.76
Liability Check	02/27/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # -1541198370	-75.19
Liability Check	02/27/2025	E-pay	Employment Development Department	69817369 QB Tracking # -1541169370	-137.74
Paycheck	03/01/2025	9329	Dines, Joseph D		-6.75
Paycheck	03/01/2025	9331	LeBlanc, Katherine L		-138.52
Paycheck	03/01/2025	9333	McIlraw, Susan L		-138.53
Paycheck	03/01/2025	9334	Merriton, William J		-138.52
Paycheck	03/01/2025	9330	Gerow, Jerry C		-138.52
Paycheck	03/01/2025	9332	Markum, Joy L		-138.52
Check	03/01/2025	9335	Patsy Jardin Retiree	March 2025 Pension	-138.52
Check	03/01/2025	9336	John Cussins Retiree	March 2025 Pension	-2,249.88
Check	03/01/2025	9337	Donald Yegge Retiree	March 2025 Pension	-1,379.57
Check	03/01/2025	9338	Orville McGarity Retiree	March 2025 Pension	-604.64
Check	03/03/2025	9341	Postmaster	Postage	-315.95
Bill Prnt -Check	03/06/2025	9342	Pumas-Sierra Rural Electric-17386	403 Poole Ln.	-183.12
Paycheck	03/13/2025	9346	Lundy, Justus		-6,833.38
Paycheck	03/13/2025	9343	Bennett, Kenneth E		-1,848.49
Paycheck	03/13/2025	9344	Lane, Daniel J		-2,266.19
Paycheck	03/13/2025	9345	LeBlanc, Katherine L		-1,535.41
Paycheck	03/13/2025	9347	Whitley, Kirsten A		-685.87
Liability Check	03/13/2025	E-pay	Employment Development Department	69817369 QB Tracking # -1686887878	-434.27
Liability Check	03/13/2025	E-pay	US Treasury-941	94-6000364 QB Tracking # -1686855878	-227.49
Liability Check	03/13/2025	E-pay	Employment Development Department	69817369 QB Tracking # -1686799878	-2,065.06
Liability Check	03/13/2025	E-pay	Employment Development Department		-36.38
Total General Checking 1956- NEW					-119,464.26
Total General Funds					-119,464.26
TOTAL					-119,464.26

Acknowledgement of Approval, City of Loyalton

The City of Loyalton acknowledges approval of the below listed reconciled Plumas Bank Accounts

General Account (1956)	\$72,746.14	Reconciled as of 02/27/2025
Enterprise Loan Savings (0559)	\$81,490.67	Reconciled as of 02/13/2025
WWTP Settlement (4387)	\$13,701.57	Reconciled as of 03/13/2025
Fire Department Savings (7243)	\$44,988.52	Reconciled as of 03/13/2025
FEMA Flood Savings (0059)	\$45,654.85	Reconciled as of 03/13/2025
CalTRUST Enterprise	\$168,866.25	Reconciled as of 02/13/2025
CalTRUST Fire Dept Reserve	\$153,748.02	Reconciled as of 03/13/2025
LAIF WWTP Settlement (496)	\$1,673,848.64	Reconciled as of 03/13/2025
Wildland Fire Checking (4162)	\$353,256.65	Reconciled as of 02/13/2025

This authorization took place at the council meeting held on 03/18/2025 and will be further reflected in the council minutes of this meeting.

Authorized Signature

Printed Name

Mayor, Dated 03/18/2025

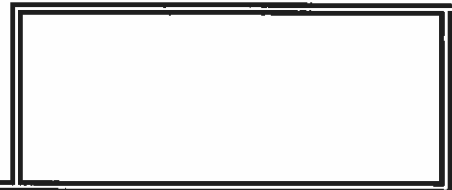
CITY OF LOYALTON

CITY COUNCIL STAFF REPORT

MEETING OF: March 18, 2025

Subject: Annual Housing Progress Report for 2024

From: Kathy LeBlanc, City Clerk
Gary Price, Planner Director



Recommended Action: Conduct public review, consider any public comments, and approve 2024 Annual Progress Report on Implementation of the General Plan Housing Element.

BACKGROUND:

California Government Code Section 65400 ("Section 65400") requires cities and counties to submit an Annual Progress Report (APR) to the State by April 1 of each year. The Code requires the City Council to conduct public review of the report, consider public comments, and approve the report prior to submittal. APRs must be submitted to two State agencies: the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD). The APRs describe each jurisdiction's progress in implementing the housing elements of their General Plans and shows the City's accomplishments toward meeting its Regional Housing Needs Allocation (RHNA)¹. Filing these reports also qualifies the City for various State grants, such as the Housing Related Parks (HRP) program and Building Homes and Jobs Act funds.

The RHNA is a State guideline/objective directed to local governments to help improve housing production to accommodate various family income levels based on local housing needs/characteristics. However, since the City is not a housing developer, the City is not obligated to produce these units. Table 1 presents the City of Loyalton's RHNA for the 6th Cycle, 2019-24 period. During this cycle, the City experienced only one house built in 2019, and that house was considered for use by a moderate-income family. Therefore, the City did not experience development of any lower income units that were identified in the RHNA.

¹ RHNA (Regional Housing Needs Allocation) The Regional Housing Needs Assessment (RHNA) is mandated by State Housing Law as part of the periodic process of updating local housing elements of the General Plan. It includes housing production objectives according to income level for each jurisdiction.

Table 1. Loyalton – RHNA (2019-2024)	
Income Category (family of 4) for 2024	RHNA New Construction Need
Very Low- (\$0 to \$44,999 per year)	1
Low- (\$45,000 to \$71,999 per year)	1
Moderate- (\$72,000 to \$90,000 per year)	0
Above Moderate- (over \$90,000 per year)	0
Total Units	2
<i>For a family of 4, Median Income is \$90,000.</i>	
<i>Source(s): Income Levels – HCD, State Income Limits for 2024; RHNA; and HCD, Regional Housing Need Determination for 6th Housing Element Planning Cycle.</i>	

The APR, which is electronically formatted for filing on-line with HCD, provides an update on the City's progress in implementing the Housing Element during 2024 based on the current 2019-24 Housing Element. All APRs have a variety of tables with required information regarding whether dwelling unit production resulted in income levels of housing, such as very-low, low, moderate, or above moderate income housing units (in an Excel Format that is difficult to print out and read). The most important part of the reports is Table D which lists all programs and accomplishments from the Housing Element. To simplify this review Table D is attached for Council and public review. The electronic version of the report with various tables can be transmitted via email upon request of staff.

Although the City has experienced very limited housing production over the years, with only one housing unit constructed in 2019, there have been some programs implemented from the current housing element to improve housing conditions in 2024, such as:

- Update of the City’s Website with a Planning Resources Page that includes information on addressing housing discrimination, sites inventory of vacant land, inventory of City land, and reference to a housing rehabilitation program that is available to qualifying homeowners.
- Securing grants and moving forward with water system improvements to increase water capacity.

7th Cycle Housing Element Update: The current 6th Housing Cycle for Loyalton expired August 31, 2024, but remains in effect until the 7th Cycle Housing Element Update has been certified by HCD. The City Council, on February 18, 2025, adopted the 7th Cycle Draft Housing Element. It was subsequently submitted to HCD for final certification. Once certified, ongoing APRs will be

based on the newer Housing Element. We anticipate that HCD will be certifying Loyalton's Housing Element Update this April or May (but the statute allows up to 180 days for HCD certification). This Annual Housing Progress Report is based on the current 6th Cycle Housing Element. Future progress reports for 2026-29 will be based on the new housing element.

Questions: During the last meeting of February 18, the Council directed staff to prepare this report for approval at this March 18, meeting (giving time to file it with HCD by April 1). To save resources, the Council asked Gary, not attend the meeting, and things should be adequately covered at staff level by Kathy. If Council Members or the public have any questions regarding the report, they are requested to contact Gary directly either by phone at (530) 272-6434 or by email at gary@plannerprice.com before the meeting. Gary will not charge the City for handling these questions.

Attachments: Table D for 2024 APR

Table D
City of Loyaltan 2024 Housing Element Progress Report

Program	Objective	Timeframe	Status of Program Implementation
1-1-1 Housing Element Outreach	Posting on Website	Ongoing Updates	Completed
1-1-2 Housing Development Collaboration	work closely with the business and development communities toward achieving the City's affordable housing goal	Bi-Annually starting 2021	No outreach was conducted. Due to the water service crisis (no water available to new units) the City did not reach out to developers in 2024.
1-1-3 Public Information Access	Posting on Website	Ongoing Updates	The city created a Planning Page on website that includes all housing postings.
1-2-1 Density Bonus Implementation	Implement the City's density bonus ordinance that offers increased discretionary density and/or additional incentive to affordable housing development	Ongoing	Density bonus regulations updated in October 2021.
1-3-1 Assistance for Emergency Shelters, Low Barrier Navigation Centers and Extremely Low-Income Housing	Provide support in accessing state or federal funds, such as supporting requests on behalf of a nonprofit provider, expedited permit approvals in support of a non-profit application	Ongoing annual outreach	No applications received in 2024. The Zoning code was updated in October 2021 to include these types of housing developments in accordance with State law. No outreach was conducted in 2024.

Program	Objective	Timeframe	Status of Program Implementation
1-3-2 Assistance for Special Needs Housing	Meet periodically with local non-profit service providers at least bi-annually to assess the special housing needs of the community, including farmworkers, extremely low-income housing, and persons experiencing homelessness and work with nonprofit organizations to identify suitable sites for the placement of housing and facilities	Bi-Annually	Due to the water service crisis the City has not reached out to non-profits to develop new special needs housing.
1-3-3 Support Services for Elderly and Disabled Persons	Promotion of elderly and disabled services through the placement of informational materials at City offices and/or assistance in accessing state or federal funding for such services.	On-going	Ongoing.
1-3-4 Annual Housing Element Review	Evaluates progress of housing element programs and General Plan consistency	Bi-Annually	Ongoing

Program	Objective	Timeframe	Status of Program Implementation
1-3-5 ADA Implementation	Ensure that all construction projects requiring building permits comply with the Americans with Disabilities Act (ADA) as provided by the Uniform Building Code.	On-going	The city contracts building permit with a contract building inspector which includes compliance review with ADA. Very limited development occurred during 2024, but ADA compliance was assured.
1-3-6 Monitor Reasonable Accommodation Program	the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	On-going	Zoning code, including reasonable accommodation regulations updated in October 2021. No reasonable accommodation requests were received in 2024.
1-3-7 Water/Sewer Reservation	Assure priority sewer/water capacity is reserved for future low-income housing development per RHNA for the 2019-2024 period; 2 equivalent dwelling unit serves for very low- and low-income households	Immediately through 2024	Reservation policy adopted in Housing Element. No applications for lower-income housing made in 2024.
2-1-1 Piggyback Application Processing	Continue to allow "piggyback" development application process whereby multiple applications are processed	Ongoing standard practice	No applications received in 2024.

Program	Objective	Timeframe	Status of Program Implementation
	concurrently		
3-1-1 Vacant Land Inventory	Maintain a vacant land inventory and associated mapping to market sites for future residential development	Ongoing standard practice	Posted on website via Planning Page.
3-2-1 Extend City Services to Housing Located Outside the City	Support replacement housing projects within adjoining territory outside the City's jurisdiction (on a case-by-case basis) by making available water and/or sewer services for replacement of existing housing.	Immediate and on-going	The City received a development application for a 52-unit manufactured housing park at 206 Hill Street, referred to as Forrest Edge in July 2022. Four of these units are proposed to be located within the City and the remaining 48 units located in Sierra County (former site of the Loyalton Mobile Home Park). Through an agreement with the applicant, City, and County, Sierra County is processing this planning application. It will require the City to provide water and sewer service to all new units once approved. The City is currently updating their water system, but the project has been stalled pending City water system improvements and environmental review requirements. The City continues to provide water and sewer services outside its jurisdiction to Sierra Senior Apartments; a 50-unit residential complex reserved for lower income households.
3-3-1 Housing Element Regulatory Amendments	Amend the Zoning Code and other regulations to comply with State Housing Law.	Within 6 months of adoption of 6th Cycle RHNA Housing Element	Zoning code was updated in October, 2021 to address this program.

Program	Objective	Timeframe	Status of Program Implementation
3-3-2 Affordable Housing Replacement Requirements	In accordance with the California Government Code (§ 65915(c)(3)) the County shall require replacement housing units on sites identified in the site inventory when any new development (residential, mixed-use or non-residential) occurs on a site that has been occupied by or restricted for the use of lower-income households any time during the previous five years.	Establish policy immediately	In accordance with the California Government Code § 65915 (c)(3) the Zoning Code was amended in October 2022, per Section 4-18 to address no net loss of lower income housing.
3-3-3 Publicly-Owned Surplus Land Review	Identify publicly owned surplus land to determine its suitability for low-and very low-income households and to develop procedures for land swaps if sites more suitable for affordable workforce housing are identified	Annually	Completed
3-3-4 Local Hazard Mitigation Plan	Amend General Plan as required per state statutes SB 379, AB 162, SB1241, and Gov't Code §	Upon adoption of 6th Cycle RHNA Housing Element	Pending update of the Local Hazard Mitigation Plan (LHMP). Sierra County is conducting multi-jurisdiction which is anticipated to be adopted by 2026. Pending grant funding availability and when the

Program	Objective	Timeframe	Status of Program Implementation
	65302 (h)		LHMP is adopted, the City will pursue updating their safety element.
3-3-5 Floodplain Mitigation Program	Conduct a study of development constraints to all residentially zoned vacant parcels located in the 100-year floodplain within Loyalton. Coordinate study with property owners and potential housing developers.	Upon adoption of 6th Cycle RHNA Housing Element	The study was completed and adopted by the City Council on November 16, 2021. The Study concluded that primary housing development sites will need additional mitigation for housing development and recommended additional hydraulic modeling based on the particular housing development proposed.
3-3-6 Lot Spilt Program	Encourage the development of Residential Multiple Family R-2 Zoned sites on all parcels listed in Figure 4-4 (Assessor's Parcels 017-050-001 and 017-066-008) of this Housing Element, by waiving subdivision, lot line adjustment and lot merger applications and expediting approval of these applications to create separate parcels of at least 0.5 acres to develop higher density residential development.	Add two housing units by 2024	This program was created when Housing Element was updated in April, 2021. No applications were filed in 2024 to take advantage of this program.

Program	Objective	Timeframe	Status of Program Implementation
3-3-7 Accessory Dwelling Marketing Program	Create a public outreach and information program to increase production of affordable ADUs	Add two housing units by 2024	No ADUs produced in 2024. A new ADU program was posted to the Planning Page of the City website. The Zoning Code was amended in 2022 to comply with more recent Accessory Dwelling Unit (ADU) provisions of State Code. The City is currently in the process of developing a more extensive marketing program that will include fee exemptions, promotion of developing lower income ADUs incentives.
4-1-1 Market Rate Housing Program	Encourage the production of market-rate rental and ownership housing for moderate- and above moderate-income households through its land development policies.	Immediately for production of two units by June, 2024	City continues to encourage the development of market rate housing. None produced in 2024.
4-1-2 Housing Rehabilitation and Homebuyers Assistance	Investigate the possibility of collaborating with other local agencies to secure grant funding and provide a low-income homeowners housing rehabilitation program and homebuyers assistance program for Loyalton.	Provide funding for rehabilitating three houses by 2024	The City did not obtain grants for the Housing Rehabilitation Program during the 6th RHNA cycle or in 2024. The City does not have resources to take a housing rehabilitation program on without a larger partner agency, such as Sierra County or Plumas County Community Development Commission. Neither agency has interest in pursuing a housing rehabilitation program. The City's Planning Page, website includes reference to the United States Department of Agriculture's (USDA) active housing rehabilitation program that City homeowners have access to.

Program	Objective	Timeframe	Status of Program Implementation
4-1-3 Code Enforcement Funding	Continue to seek grant funding to support an enhanced Code Enforcement Program.	Ongoing	Ongoing
4-1-4 Housing Inspection Program	Maintain operation of a housing inspection program through the Plumas County Community Development Commission (PCCDC).	Ongoing	The City does not currently have any Section 8 rentals but will seek systematic / annual housing inspections through Plumas County Community Development Commission at such a time as Section 8 rentals become available within the City.
4-1-5 Energy Conservation	Promote several current ongoing energy conservation programs offered to Loyalton residents, including the Home Energy Assistance Program and the free Home Weatherization Improvement Program (provided by the Plumas County Community Development Commission) and the Energy Rate Reduction Program (provided by PG&E).	Ongoing	HEAP and Home Weatherization Improvement Program information Posted on the website in 2024.
4-1-6 Title 24 Energy Code Administration	Continue to enforce the State of California's	Ongoing	Ongoing-Building Inspector implementation

Program	Objective	Timeframe	Status of Program Implementation
	Title 24 energy requirements.		
4-2-1 Housing Rehabilitation/Code Enforcement Coordination Program	Upon securing grant funding, establish a Housing Rehabilitation program to be coordinated with the City's Code Enforcement program	Upon securing a grant, begin funding in 2023 for three rehabilitated houses	The City did not obtain grants for the Housing Rehabilitation Program during the 6th RHNA cycle or in 2024. The City does not have resources to take a housing rehabilitation program on without a larger partner agency, such as Sierra County or Plumas County Community Development Commission. Neither agency has interest in pursuing a housing rehabilitation program. The City's Planning Page, website includes reference to the United States Department of Agriculture's (USDA) active housing rehabilitation program that City homeowners have access to.
5-1-1 Assistance to public regarding housing and housing discrimination and Affirmatively Furthering Fair Housing	Continue to serve as liaison between the public and appropriate agencies in matters concerning housing discrimination.	Create AFFH plan by September 2021	No housing discrimination complaints received during 6th RHNA Planning Cycle or in 2024. The City's Planning Page, Website includes guidelines/directions for filing a complaint regarding housing discrimination. The City includes a process for addressing housing discrimination complaints. The City is preparing an AFFH Plan as part of 7th RHNA Housing Cycle Housing Element Update.
5-1-2 Reasonable Accommodation Regulations	Regularly monitor the City's ordinances, codes, policies, and procedures to ensure that they comply with the "reasonable accommodation" for disabled provisions.	Ongoing	Zoning code, including reasonable accommodation regulations updated in October 2021. No reasonable accommodation requests were received in 2024.

Program	Objective	Timeframe	Status of Program Implementation
5-1-3 Post EESC Information	Maintain posting of Equal Employment Opportunity Commission (EEOC)-generated brochures and leaflets at City offices, the public library and police stations for discrimination complaints.	Ongoing	Ongoing. The City recently posted this information on the Planning Page Website.
6-1-1 Section 8 Housing Vouchers	Continue to support the Plumas County Community Development Commission to expand Housing Choice Vouchers (Section 8) allocations	Ongoing	Ongoing. The city does not have any authority to expand this program.
6-2-1 Affordable Housing Agency Outreach	Work with Federal, State, nonprofit housing organizations, and/or other entities that target smaller scale residential infill projects, such as Habitat for Humanity, to provide new single-family and multifamily residential workforce housing units for lower income families	Strategy by December 2021; Two new workforce housing units by 2024	Due to the water service crisis the City has not reached out to non-profits to develop new special needs housing.



McGarr Excavation, Inc

✉ info@mcgarrexavation.com
 ☎ 530-832-5959
 📍 P.O. Box 883
 73417 HWY 70
 Portola, Ca 96122
 🌐 mcgarrexavation.com

Estimate

Date	Estimate #
3/6/2025	865

Name / Address
City Of Loyalton P.O. Box 128 Loyalton, CA 96118

Project
Water lateral 107 Taylor Street
Terms
Net 15

ITEM Number	Description	Qty	Rate	Date	Total
01	Water Lateral Replacement -Replace Existing lateral with 1.25" HDPE -From Meter to Street Main Line	70	120.00		8,400.00
02	-Base +/-8" Under Roadway AC Paving If Required General Conditions -If Thumping dose not Work AC Cut and Patch will be Required item Number 02	140	32.00		4,480.00

Thank you for the opportunity to offer our professional services. Please feel free to call.

Total	\$12,880.00
--------------	--------------------

Phone #	Fax #
530-832-5959	530-832-4587

Signature _____



PO BOX 164
 LOYALTON, CA 96118
 (916) 296-2933

PROPOSAL

Date	Estimate #
2/18/2025	218

Name / Address
City Of Loyalton 605 School Street Loyalton, CA 96118

Description	Total
PROJECT SITE: 107 Taylor Street Loyalton, CA 96118	
SCOPE OF WORK: Replace service lateral from water main to meter box's.	
Pot hole location verification of existing utilities	3,054.53
Demo/Saw cut asphalt, concrete	4,196.46
Trench and backfill	9,061.60
Form and pour concrete	2,459.61
Install temporary patch (grindings)	1,927.65
<p>** Asphalt patch back will be done at a later date. Operation manager indicated he has more patching they may want to do.</p> <p>This is an estimate not to be used as an invoice. There may be additional fees and costs for unforeseen materials and adders. The additions will be provided on the final invoice upon completion of the project.</p> <p>** PRICES SUBJECT TO CHANGE AFTER 30 DAYS **</p>	
Deposit due upon signing of contract	
Total	\$20,699.85



McGarr Excavation, Inc.

✉ info@mcgarrexcavation.com
 📞 530-832-5959
 📍 P.O. Box 883
 73417 HWY 70
 Portola, Ca 96122
 🌐 mcgarrexcavation.com

Estimate

Date	Estimate #
3/6/2025	865

Name / Address
City Of Loyalton P.O. Box 128 Loyalton, CA 96118

Project
Water lateral 107 Taylor Street

Terms
Net 15

ITEM Number	Description	Qty	Rate	Date	Total
01	Water Lateral Replacement -Replace Existing lateral with 1.25" HDPE -From Meter to Street Main Line -Base +/-8" Under Roadway	70	120.00		8,400.00
02	AC Paving If Required General Conditions -If Thumping dose not Work AC Cut and Patch will be Required item Number 02	140	32.00		4,480.00

Thank you for the opportunity to offer our professional services. Please feel free to call.

Total	\$12,880.00
--------------	--------------------

Phone #	Fax #
530-832-5959	530-832-4587

Signature _____



PO BOX 164
 LOYALTON, CA 96118
 (916) 296-2933

PROPOSAL

Date	Estimate #
2/18/2025	218

Name / Address
City Of Loyalton 605 School Street Loyalton, CA 96118

Description	Total
<p>PROJECT SITE: 107 Taylor Street Loyalton, CA 96118</p> <p>SCOPE OF WORK: Replace service lateral from water main to meter box's.</p> <p>Pot hole location verification of existing utilities</p> <p>Demo/Saw cut asphalt, concrete</p> <p>Trench and backfill</p> <p>Form and pour concrete</p> <p>Install temporary patch (grindings)</p> <p>** Asphalt patch back will be done at a later date. Operation manager indicated he has more patching they may want to do.</p> <p>This is an estimate not to be used as an invoice. There may be additional fees and costs for unforeseen materials and adders. The additions will be provided on the final invoice upon completion of the project.</p> <p>** PRICES SUBJECT TO CHANGE AFTER 30 DAYS **</p>	<p>3,054.53</p> <p>4,196.46</p> <p>9,061.60</p> <p>2,459.61</p> <p>1,927.65</p>
<p>Deposit due upon signing of contract</p>	<p>Total \$20,699.85</p>

CITY OF LOYALTON

COUNTY OF SIERRA
605 SCHOOL STREET
PO BOX 128
LOYALTON, CALIFORNIA 96118
(530) 993-6750
cityofloyalton.org



OFFICE OF THE MAYOR

APPLICATION FOR A BUSINESS LICENSE

Name of Owner of Business: Kaela IRENE JOHNSON
(First) (Middle) (Last)
Address: 27717 Aliso Creek Rd ALISO VIEJO, CA 92656 Telephone: 949-425-4257
Name of Business: ROLLING FRITO-LAY SALES, LP
Nature of Business: WHOLESALE SNACK FOOD DELIVERY AND SALES
State Contractors License No. _____ Resale License No: _____
Permanent Location of Business 27717 Aliso Creek Rd
Aliso Viejo, CA 92656 Telephone: _____
Is Business a Corporation or Partnership? Yes No
If so, please indicate the name(s), address(s), and title(s) of officer(s) or partner(s):
Kaela Johnson -SALES OP SR RESOURCE- 27717 ALISO CREEK RD, ALISO VIEJO, CA 92656

Annual Gross Receipts from Business \$ \$52,136.72
(The City needs this information to determine the tax due per quarter. See schedule below.)

2/24/2025 Kaela Johnson Sales OP SR Resource
Date Signature Title

Sales or use tax may apply to your business activities. You may seek, written advice regarding the application of tax for your particular business by writing to the nearest State Board of Equalization office.

TAXES (Section 5.04.220 of Loyalton Municipal Code)

All businesses having gross receipts of:

- A. Less than \$10,000 annually – Fee of \$ 70.40* per year
- B. Between \$10,000 and 50,000 annually – Fee of \$114.40* per year
- C. Between \$ 50,000 and \$100,000 annually – Fee of \$158.40* per year
- D. Between \$100,000 and \$150,000 annually – Fee of \$202.40* per year
- E. More than \$150,000 annually – Fee of \$268.40* per year

* Please note the \$4.00 fee has been included with the annual fee for the State ADA Fees

For official use only

Date Received: _____

Fee Received: _____

City Clerk: _____ Date approved: _____