



City of Colusa California

STAFF REPORT

DATE: June 3, 2025
TO: Mayor and Members of the City Council
FROM: Jesse Cain, City Manager

AGENDA ITEM:

Fiscal Year 2025-26 Comprehensive Fee Schedule Public Hearing

Recommendation: Council to adopt the Resolution approving Fiscal Year 2024-25 Comprehensive Fee Schedule changes and additions

BACKGROUND ANALYSIS:

In 2009, a study was completed by Maximus to determine and set user fees to recover costs for City services and regulatory activities. The city department heads and staff review the fee schedule each year to ensure that we recover the city costs. The city is required to hold a public hearing prior to the implementation of any changes or additions made to the fee schedule. If approved, all changes will go into effect July 1st, 2025, unless otherwise stipulated. All changes are highlighted in yellow.

There are two big changes in the fee schedule the first one is that we added a tab with fees for ADUs. The proposed fees are in line with what the Planning and City council just passed a couple months ago.

The other major change was in how we use and collect use permit fees; it was brought to my attention that the city has been miss using the use permits and that we needed to create a new fee for home occupancy permits. The city's goal in collecting fees is to cover the city's cost to process permits. I am trying to get the planning department to be self-sustaining and reduce the impact to the general fund.

Use Permits are the most common application a local agency receives. Use permits cover a range of land uses, such as residential uses in commercial zones, increasing the intensity of a non-conforming use, drive throughs, or land uses that require additional scrutiny in zoning districts (i.e. concrete batch plant, blacksmith shops).

The Colusa Municipal Code (CMC) has two versions of Use Permits, Major and Minor. Major Use Permits are heard by the Planning Commission while Minor Use Permits are heard by the City Manager. Both versions of the permit require review of the application against CMC, which typically results in an incomplete letter from staff to the applicant. These can go back and forth a few times before the application is deemed complete. Both applications require internal

circulation for comments from support departments (Public Works, Fire, Police etc.). Both permits require notices placed in the newspaper and mailed notices to be sent to all property owners within 300 feet. Both permits require staff report, resolution, finding and a California Environmental Quality Act (CEQA) determination. Depending on the scope of CEQA, the project may be exempt, require an initial study or in the worst case an Environmental Impact Report (EIR). Documents are “touched” by several departments including Planning, the City Clerk, City Managers office. All Use Permits require follow up after public hearings, including the creation and recordation either a Notice of Exemption or Notice of Determination with the County Recorder’s office, sending copies of approved documents to the applicant and project close out. All Use Permits can be appealed to the City Council, which would require additional notices and reports to be created. All Use Permits require project management, coordination and corresponding that takes place with all applications typically through emails, phone calls, in person and at times fielding questions from neighbors. Because Major Use Permits are heard by the Planning Commission, those public hearings are done after hours in the Council Chamber, typically with additional staff present as well. While Minor Use Permits can be done in a conference room at a notice time.

Currently in order to establish a home-based occupation, a Use Permit is required. Often Home Occupancy Permits (HOP) are issued when a small office, or dedicated craft space, is necessary for an individual to conduct a business out of their residence. Planning staff wishes to remove the Use Permit requirement for an HOP, which would also remove the CEQA requirement. Staff would create new Colusa Municipal Code regulations and standards for any future HOP. Such CMC regulations would be reviewed by the Planning Commission for a recommendation to the City Council for adoption. By introducing such standards, fees associated with HOP would drop significantly, as minimal time is necessary to review them.

BUDGET IMPACT:

Cost recovery for provided services.

STAFF RECOMMENDATION:

Approve Resolution 25-

Adopt Preliminary Comprehensive Fee Schedule