

City of Colusa

LEAP Grant Completion Summary

Accessory Dwelling Unit (ADU) Implementation Project

Project Scope (Funded by LEAP Grant)

The Local Early Action Planning (LEAP) Grant was awarded to the City of Colusa to support actions that facilitate the production of housing and streamline the development of Accessory Dwelling Units (ADUs). The City committed to the following deliverables:

Adopt Local Zoning Ordinance

Draft, review, and formally adopt to the Colusa Municipal Code (Article 49) to allow ADUs and Ju

Implement Fees for Annual Fee Schedule

Develop and integrate a standardized fee structure for ADU-related permits and review into the City's Annual Fee Schedule, ensuring cost transparency and predictability for applicants.

Create Dedicated ADU Webpage

Design and launch a public-facing webpage on the City of Colusa website providing residents with centralized access to ADU regulations, permitting processes, pre-approved plan options, and contact information.

Develop ADU Handbook/Toolkit

Produce a user-friendly, printable ADU Handbook/Toolkit that educates residents on ADU options, standards, design guidelines, permitting steps, and State compliance requirements.

The Handbook will include FAQs, case examples, eligibility scenarios, and outlines pre-approved plan options.

Junior ADUs (JADUs) in compliance with State housing laws.

Task	Subtask	Primary Owner	2nd Owner	Completed	Status	Notes & Comments
Create ADU & JADU Ordinance						
	Create New Zone Article Draft	Sadie	Jake	TRUE	Completed	3 rounds of edits completed
	Zone Article 49 Final Draft to CM & CA	Sadie	Jake	TRUE	Completed	SA sent to JC for quick review. Will follow up 3/3 and send to CA
	Return of A49 from CA	Sadie	Jake	TRUE	Completed	
	Notice Public Hearing for PC	Sadie	Jake	TRUE	Completed	2/21 Pioneer Review
	Agenda Item Planning Commission	Jake	Sadie	TRUE	Completed	Will be on 3/19 Agenda
	Planning Commission Approval	Jake	Sadie	TRUE	Approved	Approved by PC with small adjustments. Amendments captured
	Notice Public Hearing for CC	Sadie	Sadie	TRUE	Completed	
	Agenda Item City Council	Jake	Sadie	FALSE	Ready for CC	
	City Council Approval and Adoption	Jesse Cain	Jake	FALSE	Ready for CC	
	Codification	Shelly	Jake/Sadie	FALSE		
	<i>Sup. Amendments in ZA 4,5 and 29 Draft</i>	<i>Sadie</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	<i>1 round of edits completed</i>
	<i>Sup Amendments Final Draft to CM & CA</i>	<i>Sadie</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	<i>SA sent to JC for quick review. Will follow up 3/3 and send to CA</i>
	<i>Return of Sup Amendments from CA</i>	<i>Sadie</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	
	<i>Sup Amendment Public Hearing Notice</i>	<i>Sadie</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	<i>2/21 Pioneer Review</i>
	<i>Sup Amendment Agenda Item PC</i>	<i>Sadie</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	<i>3/19 Agenda</i>
	<i>Sup Amendment Approval PC</i>	<i>Jake</i>	<i>Sadie</i>	<i>TRUE</i>	<i>Completed</i>	<i>Did not pass</i>
	<i>Sup Amendment Public Hearing Notice CC</i>	<i>Sadie</i>	<i>Jake/Sadie</i>	<i>TRUE</i>	<i>Completed</i>	<i>No further action</i>
	<i>Sup Amendment Agenda Item CC</i>	<i>Jake</i>	<i>Sadie</i>	<i>TRUE</i>	<i>Completed</i>	<i>No further action</i>
	<i>Sup Amendment Approval and Adoption CC</i>	<i>Jesse Cain</i>	<i>Jake</i>	<i>TRUE</i>	<i>Completed</i>	<i>No further action</i>
Pre-Approved ADU Plan Purchase & Process						
	Quotes for Purchase of ADU Plans	Jake	Sadie	FALSE	In Progress	RMM Design has begun
	Add approved plans and information to website	Sadie	Jake	FALSE		To be updated once received, anticipated June 2025
Streamline ADU Process						
	Develop and build out city web page	Sadie	Jake	FALSE	In Progress	In Progress
Fee Schedule						
	ADU Fee Draft	Sadie/Jake	Jesse	TRUE	Completed	3/7 team review and final costs set for approval in April
	Add into FY Fee Schedule	Jake	Jesse	FALSE	In Progress	To be adopted at Annual Fee Schedule Review in May 2025
Document Creation						
	Text for Website	Jake	Sadie	TRUE	Completed	Ready to place on webpage
	FAQ	Jake	Sadie	TRUE	Completed	Jake Completed, ready to place on webpage
	Submittal Guidelines	Sadie	Jake	FALSE	In Progress	Pending edit for final review
	Standards & Requirements	Sadie	Jake	FALSE	In Progress	Pending edit for final review
	ADU Handbook	Sadie	Jake	FALSE	In Progress	Pending edit for final review