



## City of Colusa California

### STAFF REPORT

**DATE:** January 20, 2026  
**TO:** Mayor and Members of the Council  
**FROM:** Jesse Cain, City Manager

**AGENDA ITEM:** Approve Resolution 26- Authorizing the City Manager to waive the request for proposal process and sign the consulting services agreement with Element Land Solutions.

**Recommendation:** Council approves Resolution 26- Authorizing the City Manager to waive the request for proposal process and sign the consulting services agreement with Element Land Solutions for Planning.

**BACKGROUND ANALYSIS:** The City of Colusa has contracted with Element Land Solutions to provide professional planning consulting services to support current and long-range planning, housing compliance, entitlement processing, ordinance updates, CEQA review, and special planning initiatives. Due to limited in-house staffing capacity and the increasing complexity of state-mandated planning requirements, the City has relied on Element Land Solutions to ensure timely compliance with state law and to advance key community development priorities while also managing day-to-day inquiries from the public and permit review.

Throughout 2025, Element Land Solutions has provided substantial planning support resulting in completed and ongoing projects critical to housing, economic development, infrastructure planning, and regulatory compliance.

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### 2025 COMPLETED OR PENDING TASKS

#### 1. Re-Certification of the Housing Element

##### a. Adoption of the By-Right Housing Ordinance

Assisted the City in adopting a By-Right Housing Ordinance, consistent with recent state housing law. This ordinance allows qualifying housing projects identified in the Housing Element to proceed ministerially when state affordability minimums are met, reducing discretionary review and ensuring Housing Element compliance.

## **2. Animal Processing Facility and Subsequent Appeal**

Processing of a Use Permit for an animal processing facility, including preparation of staff reports and support during a subsequent appeal to the City Council.

## **3. Home Occupation Permit Ordinance**

Development and adoption of a revised Home Occupation Permit Ordinance that removes discretionary public hearing requirements, establishes clear operational standards, and reduces associated fees to support small home-based businesses.

## **4. Sidewalk Vending Ordinance**

Creation and adoption of a new Sidewalk Vending Ordinance in compliance with state law, establishing permitting standards and enforcement provisions.

## **5. Accessory Dwelling Unit (ADU) Ordinance**

Preparation and adoption of an updated ADU Ordinance consistent with current state law to streamline ADU approvals and expand housing opportunities.

## **6. Pre-Approved ADU Plans**

Secured four pre-approved ADU plan sets for public use, reducing design costs and approval timelines for residents seeking to construct ADUs.

## **7. Rancho Colus Phase II**

Processing and approval of a Use Permit for the Rancho Colus Phase II an 48 unit affordable housing project along Highway 20

## **8. NextGrid Solar Project**

Processing of a Use Permit and Airport Land Use Commission (ALUC) review for a 27-acre photovoltaic solar facility at the Colusa Industrial Park.

## **9. D-PRAT Grant Award**

Planning support for the Department of Parks and Recreation Assistance (D-PRAT) grant, including preparation of a Future Riverfront District vision document with actionable items that City Council may direct staff to pursue to enhance the economic vitality of the district.

## **10. Affirmatively Furthering Fair Housing (AFFH)**

The California Department of Housing and Community Development has requested a status update on the City's AFFH plan, which has not yet been initiated. This plan identifies strategies to support and inform marginalized and underserved housing populations. An AFFH plan was

developed based upon Housing Element police and action items have been initiated, including public outreach and future presentations.

## **11. Wastewater Treatment Plant (WWTP) Annexation – *Pending***

Ongoing work related to the City’s desire to annex approximately 600 acres, including the Colusa Triple Crown cannabis facility. The project remains in draft form, with Greenhouse Gas/Air Quality, Traffic, and biological studies completed to support the Initial Study (IS). The IS has been vetted and is anticipated to be released for public comment. The project has also been reviewed by ALUC and found to be consistent with the Airport Land Use Compatibility Plan.

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## **2026 FORECASTED TASKS**

Through discussions with the City Manager and in conjunction with policies in the General plan a 2026 Forecasted Tasks have been developed. These projects are projected to start in the 2026. While no specific order is implied, priority is given to Items 1 and 3 below, one of which is time sensitive with the state and the other would allow the city to be able to secure grant funding if the opportunity presents itself.

### **1. Police Project**

General Plan Amendment, Rezone, and Site Permit processing (including potential electronic billboard). The project would entitle land currently designated for residential use, complete CEQA compliance, and position the City to pursue funding opportunities.

### **2. Capital Improvement Plan (CIP)**

Development of a comprehensive Capital Improvement Plan based on adopted planning documents, including the General Plan, the Street and Roadway Master Plan and the Bicycle Master Plan. The CIP would identify actionable projects and support grant funding pursuits.

### **3. 2007 General Plan Review**

State law requires annual reporting to the Office of Land Use and Climate Innovation (formerly the Office of Planning Research) by April 1 of each year. This task includes review of General Plan action items, tracking progress, and preparing required annual reports.

### **4. Use Permit Ordinance Update**

Review and update of the Colusa Municipal Code to address existing non-conforming land uses and structures, including expansion and re-establishment provisions.

## **5. Island Annexations**

Initiation of up to four identified island annexations these annexations would support orderly growth and could facilitate future commercial development, including potential Highway 20 frontage improvements for Hoblit Motors.

## **6. Vacant Downtown Storefront Ordinance**

Research of comparable ordinances, including the City of Fort Bragg's vacant storefront regulations, and preparation of applicable amendments to the Colusa Municipal Code to address long-term vacancies in the downtown core.

**BUDGET IMPACT:** Not to exceed One hundred and Twenty Thousand Dollars (\$120,000) Annually

**STAFF RECOMMENDATION:** Council to approve Resolutions 26-

### **ATTACHMENT:**

Resolution 26-  
Consulting Services Agreement