



City of Colusa California

STAFF REPORT

DATE: October 1, 2025
TO: Planning Commission – Action Item – Public Hearing
FROM: Jake Morley, Planning Consultant

AGENDA ITEM: Amend the Colusa Municipal Code to create a Home Occupation Permit Regulations – Ordinance

Recommendation: Open the Public Hearing and recommend that Colusa City Council adopt the Ordinance Amendment A – Article 50 and determine the Ordinance amendment is exempt from review under the California Environmental Quality Act pursuant to 15060(c)(2) and 15061(b)(3).

Proposed Motion: I move that the Planning Commission that the Colusa City Council adopt Ordinance No. ___, approving amendments to Appendix A – Article 50 of the Colusa Municipal Code and find the amendment exempt from the California Environmental Quality Act pursuant to 15060(c)(2) and 15061(b)(3)

BACKGROUND AND ANALYSIS:

Currently the Colusa Municipal Code (CMC) permits a Home Occupation Permit (HOP) in any residential zoning district, subject to the issuance of a minor use permit. A minor use permit is a discretionary action that is heard by the Planning Director (City Manager). Such a permit requires a public notice hearing, notice mailed to all properties within 300 feet of the HOP, the submittal of a project description, application, fee, and the creation of a staff report and supporting documents.

Being a discretionary process, the request is also subject to the California Environmental Quality Act (CEQA), which also means approvals could be subject to CEQA lawsuits, a costly and time-consuming process that would be the responsibility of the city to defend.

Staff recommend that the CMC be amended to remove the minor use permit process and include administrative standards that ensure residential zoned district continue to retain their residential integrity.

The proposed amendments to the CMC would remove the public hearing requirement and the subsequent CEQA review. The intent of addition of the HOP code would strive to maintain

neighborhood integrity by limiting the number of vehicles, parking, excessive trips etc. while also encouraging an economic foundation.

The amendment to the CMC will also include the addition of Cottage Food operation, which pursuant to Assembly Bill (AB) 1616, adopted in 2012, created a new category of food enterprises which permit food businesses that can use a home kitchen for processing food for sale to the public. Under the current CMC, cottage food operations are currently not addressed.

GENERAL PLAN

Incorporating the Municipal Code changes advances economic related policies for the City of Colusa as outlined in the Land Use and Community Character Elements portions of the General Plan.

The following General Plan Goals, Policies and Actions are applicable to the project:

Goal LU-8: To provide a variety of high-quality residential developments and neighborhoods for all income groups.

Goal LU-10: To promote an expanding and increasingly diversified local economy that will meet the employment needs of local residents and strengthen the local tax base.

Policy LU-10.1: The City shall make every effort to attract new jobs-producing businesses that will maximize economic benefits to current and new residents and businesses.

Goal CCD-1: To ensure the preservation and enhancement of Colusa's unique community character and vitality within its neighborhoods and business districts.

Policy CCD-4.2: The City shall encourage a combination of uses in the Downtown to include retail, office, and entertainment uses (e.g., movie and performing arts theaters) that serve the daily and occasional needs of residents.

PUBLIC CONTACT AND ENVIRONMENTAL REVIEW

A 20-day public hearing notice was published in the Pioneer Review on August 22, 2025 and a notice was also placed at the planning counter. The Ordinance amendment has been determined exempt pursuant to the California Environmental Quality Act Section 15060(c)(2) and 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. As a Municipal Code text amendment, it can be seen with certainty that the proposed action may result in a significant effect on the environment, and the proposed revisions to the Municipal Code are exempt from further review under CEQA.

BUDGET IMPACT: None Expected

ATTACHMENTS:

1. Ordinance No. - Uncodified