



City of Colusa California

STAFF REPORT

DATE: April 1, 2025
TO: City Council
FROM: Jesse Cain, City Manager
Jake Morley, Planning Consultant

AGENDA ITEM: Consideration of a Resolution authorizing the City Manager to enter into a contract and execute necessary documents and contracts with RRM Design Group to secure four pre-approved building plans for Accessory Dwelling Units (ADUs).

Recommendation: City Council to adopt a resolution authorizing the City Manager to execute and sign necessary documents and contacts with RRM Design Group.

SUMMARY

In October of 2024, the City of Colusa was awarded the Local Early Action Planning (LEAP) grant (Contract 24-LEAP18507) from the Department of Housing and Community Development (HUD). The LEAP award, in the amount of \$65,000, reflects the state's commitment to work with local governments to prepare and adopt planning documents, process improvements that accelerate housing production and to facilitate compliance in implementing the sixth cycle of regional housing needs assessments.

In this instance, the City of Colusa has utilized the LEAP award to update the Colusa Municipal Code to address development standards to Accessory Dwelling Units (ADUs). The LEAP award is also being utilized to secure four pre-approved building plans for ADUs. These ADU plans will be made available for utilization by the citizens of the city at no cost. Pre-approved in this case means that such plans would have been reviewed and approved by the Colusa Building Official to ensure conformance with the California Building Code. Further ADUs would still be subject to local development code standards, some building fees, and some impact fees.

City staff have obtained proposals from three architectural and design firms that have previously provided ADU plans for other jurisdictions in the state. The proposals are:

Firm	Proposed Amount
CMC Architecture	\$30,500
Jackson & Sands Engineering	\$54,000
RRM Design Group	\$43,400

In this instance, Staff recommends going with the proposal from RRM Design Group as their scope not only includes the four designs for ADUs (approximately 450, 550, 749 and 1,000 square feet), but also include that each ADU will have two optional elevations. RRM Design Group proposal also includes colored marketing and publication material as well as a turn around time of 4 weeks.

GENERAL PLAN

The following General Plan Goals and Policies are applicable to the development of housing products such as ADUs for the City of Colusa:

Goal HSG-1: To provide a continuing supply of affordable housing to meet the needs of existing and future Colusa residents in all income categories.

Policy HSG 1.1: The City shall enforce its land use policies that allow residential growth to be accommodated with a variety of housing types within a range of densities.

Policy HSG 1.5: The City shall encourage the production of for-sale and rental housing units that will provide a variety of housing type, tenure and density—at all levels of affordability.

Policy HSG 1.6: The City shall promote more intensive residential development of vacant and underutilized land contiguous to existing development, particularly within walking distance of downtown Colusa, in order to reduce the cost of off-site improvements and create a compact City form.

Policy HSG 7.2: The City shall encourage existing multi-family housing and second dwelling units to remain viable within the downtown and historic residential districts.

Policy HSG 7.4: The City shall continue to encourage innovative housing types, site planning and mixed-use developments.

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

Goal LU-5: To ensure growth occurs in an orderly, compact, and efficient manner, so that municipal services and infrastructure can be extended at the least possible cost.

Policy LU-6.1: Growth shall provide a strong diversified economic base and a reasonable balance between employment and housing for all income groups.

Policy LU-6.3: Growth shall be managed to ensure that adequate public facilities and services are planned for and provided in a manner that protects the public's health, safety and welfare.

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

Goal LU-9: To encourage infill development that will achieve a more livable, sustainable community.

BUDGET IMPACT: None expected, as LEAP Grant will reimburse city cost.

ATTACHMENTS:

1. Resolution 25-____
Exhibit A - RRM Design Group Proposed Scope of Service