



PLANNING COMMISSION MEETING

Wednesday, January 11, 2023
Regular Meeting - 7:00 PM
City Hall – City Council Chambers
425 Webster Street, Colusa, CA 95932

AGENDA

The public may address the Commission on any agenda item during the Commission's discussion of that item, not to exceed three (3) minutes. We ask that the speaker kindly be recognized by the Planning Commission Chair before speaking and be limited to one comment, per item.

CALL TO ORDER / ROLL CALL

WELCOME NEW COMMISSIONER - Jean-Pierre Cativiela

APPOINT CHAIR AND VICE-CHAIR

PUBLIC COMMENTS *The Planning Commission may read / address comments on any item concerning subject matter that is within the Planning Commission's jurisdiction. No action may be taken on items not posted on the agenda, other than to briefly respond, refer to staff, or to direct that an item be placed on a future agenda.*

PUBLIC HEARINGS

1. **Public Hearing** - A Resolution of the City of Colusa Planning Commission finding that the design review of the proposed Butcher Shop, Deli, and future Kitchen and Bar are aligned and consistent with the intended zoning uses and approving public necessities permit therewith.
2. **Public Hearing** - A Resolution of the City of Colusa Planning Commission approving a variance and conditional use permit to allow a Pallet Remanufacturing Business in an R-1 Zoning located at 1880 5th Street Colusa CA or some variation thereof.
3. **Continued Public Hearing** - A Resolution of the City of Colusa Planning Commission recommending City Council review and potential approval of a changes to the out dated Articles of the Muni code Article 32.11, 12D, 12F, Ordinance 551 Article 21.5, 21.5.01,21.5.06,21.05.07,21.5.09,21.5.13.

PUBLIC COMMISSION MATTERS *Discussion of current Planning Department projects.*

ADJOURNMENT

SHELLY KITTLE, CITY CLERK

In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk at least 48 hours prior to the meeting at (530) 458-4740 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.

"This institution is an equal opportunity employer and provider"



City of Colusa California

STAFF REPORT

DATE: January 11th, 2023
TO: Planning Commission – Public Hearing
FROM: David Swartz, City Engineer, Planning Dept. Support

AGENDA ITEM: Design Review - in the C-G zoning district of a remodel and repurposing of an existing building located at 115 5th Street which proposes to change the building use from Auto Parts to a Butchery, Deli/Market, and Eventually addition of a kitchen and bar.

Recommendation: Commission to consider testimony from the applicant and any public based on the public notice. Commission to consider the information provided thus far for consistency with the city code and may provide feedback to the applicant on any suggestions for maintaining consistency with the zoning code. Commission may consider the project in phases, as the addition of a kitchen and bar could required further permitting depending on liquor licensing.

If planning Commission finds this project to be consistent with the zoning code and planned uses, then adopt the attached resolution.

BACKGROUND ANALYSIS: The business would be located within the current building on 5th Street known as the Baxter Building. This building has become vacant, and the current owners desire to repurpose the building in three stages. The first stage is a butcher, with the second stage adding a deli/market, and the third stage is the addition of a kitchen and bar. The application and attached information provides additional details and background on the project plans.

Article 10 of the City Ordinance provides for the following permitted uses:

Sec. 10.02. - Uses permitted.

(a) Uses permitted in C-N districts, except that those dwellings, as defined herein, may be permitted only upon the securing of a major use permit.

(b) The following and other uses, which, in the opinion of the planning commission, are of a similar character:

- 1. Advertising signs, structures and billboards as in C-N districts.*
- 2. Amusement enterprises, including a billiard or pool hall, bowling alley, boxing arena, dance hall, theater and other similar uses, if conducted wholly within a completely enclosed building.*
- 3. Antique shop, if conducted entirely within a building.*
- 4. Automobile agencies, repair garages, body and fender shops, and auto painting shops, service stations, provided any steam cleaning and storage of merchandise and sundries are conducted wholly within a building.*
- 5. Automobiles and taxicabs for hire.*
- 6. Automobiles, truck and trailer, used car and farm equipment sales area.*
- 7. Bakery.*
- 8. Blueprinting and photostatting.*
- 9. Brokers-bail bond, crop, feed, fruit, grain, insurance, moneylender, pawnbroker, real estate, stocks and bonds.*
- 10. Retail building material store including accessory retail and resale lumber storage yard.*
- 11. Butcher, retail or wholesale but excluding slaughterhouses.*
- 12. Carpenter or cabinet shop, if conducted wholly within an enclosed building, but excluding furniture manufacture and heavy millwork.*
- 13. Carnival or amusement enterprise of a similar temporary type, provided a use permit shall have been obtained from the planning commission.*
- 14. Clothes cleaning and dyeing work.*
- 15. Feed or fuel store.*
- 16. Funeral parlor.*
- 17. Hotel.*
- 18. Laundry.*
- 19. Liquor store, cocktail bar or warehouse.*
- 20. Manufacturer's agent, office, sample room and storage.*
- 21. Moving, household storage and baggage transfer.*

22. *Nursery, flower or plant.*
23. *Offices - real estate and insurance, professional and miscellaneous.*
24. *Parking lots.*
25. *Pet shops and taxidermist.*
26. *Plumbing or sheet metal shop, if conducted wholly within a building.*
27. *Poultry or rabbit cleaning or dressing, provided that it is incidental to the sale of such products at retail on the premises and further provided that a use permit shall have been obtained from the planning commission.*
28. *Printing, publishing and lithographing.*
29. *Public garage, including storage, repairing, body and fender work, painting, etc., providing that all operations shall be conducted entirely within a building.*
30. *Public services, including electric substations, fire and police stations, telephone exchange, bus or railroad station, water works and the like.*
31. *Restaurant, cafe, or nightclub.*
32. *Retail stores, of all types.*
33. *Second-hand clothing or furniture store, if conducted entirely within a building.*
34. *Sign painting shop.*
35. *Skating rink.*
36. *Stone monument works, if stone cutting is conducted entirely within a building or shed enclosed on three sides.*
37. *Mobilehome parks and travel trailer parks, subject to planning commission approval of a use permit in each particular case.*
38. *Upholstery shop.*
39. *Veterinarian, including dog or cat hospital or dog kennels, provided that a use permit shall have been obtained from the planning commission.*
40. *Wedding chapel, rescue mission or temporary revival church or tent, provided that a use permit shall have been obtained from the planning commission.*
41. *Wholesale business, including storage warehouses.*

42. Other uses similar to those above, which are not obnoxious or offensive by reason of the emission of odor, dust, gas, noise or vibration, and further those uses which do not store or use inflammable liquids or gases which are generally considered a fire hazard.

BUDGET IMPACT: None

ATTACHMENT: See Attachments for additional information.



CITY OF COLUSA
MASTER PLANNING APPLICATION FORM 1

RECEIVED

OCT 19 2022

PLANNING DEPARTMENT
P.O. BOX 1063
COLUSA, CA 95932
(530) 458-4740

CITY OF COLUSA

Item 1.

STAFF USE ONLY

Date application received: 10/19/22 Received by (Name) KC
Total Fee Deposit Paid \$ 750 Cash ☐ Check ☒
Date Application Deemed Complete: _____ By: KC Receipt No 02830 Check # 2187

ALL FEES ARE NON-REFUNDABLE MINIMUM DEPOSITS.
EXCESS COSTS ARE BILLED TO THE APPLICANT AT THE CONSULTANTS HOURLY RATES
AN ADVANCE OF FUNDS AGREEMENT MAY BE REQUIRED

Applicant's Name: THOMAS CHRISTIAN CONSENT / THOMAS BRENT NOBLES
Mailing Address: 115 5TH ST. COLUSA CA 95932
Daytime phone #: 925-766-0308 Fax # _____ E-mail: christianconsent@yahoo.com
Property Owner's Name: THOMAS BRENT NOBLES
Mailing Address: 104 8TH ST COLUSA CA 95932
Daytime phone #: 530 632 2417 Fax # _____ E-mail: _____
Project Street Address: 115 5TH ST. COLUSA CA 95932
Assessor's Parcel Number(s): _____
Parcel Size: Square Feet 5400 AND Acres: _____ Zoning District _____

Application Requested - check appropriate box(es)

- | | | |
|---|--|--|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Reversion to Acreage | <input type="checkbox"/> General Development Plan |
| <input checked="" type="checkbox"/> Design Review | <input type="checkbox"/> Minor Use/Sign Permit | <input type="checkbox"/> Tentative Subdivision /Parcel Map |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Pre-Zone (for annexation) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Lot Line Adjustment | <input checked="" type="checkbox"/> Specific Plan/Planned Unit Development | <input type="checkbox"/> Zoning Amendment |

Property Owner/Applicant's Statement

I, THOMAS CHRISTIAN CONSENT (PROPERTY OWNER/APPLICANT) hereby certify that the statements and information contained in this application, including the attached drawings and facts, are true and correct. I understand all property lines must be shown/dimensioned on the drawings and visible upon site inspection. In the event that the lines and monuments are not shown or their location found to be incorrect, the owner/applicant assumes full responsibility.

I further understand that if this request is subsequently contested, the burden will be on me to establish that I produced sufficient factual evidence to support this request; that the materials and evidence adequately justify the granting of the request; that the facts furnished by me are true and correct; and that all structures or improvements are properly located and indicated on the plans. Failure in this regard will result, most likely, in not only the request being set aside, but also possibly in any structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

The PROPERTY OWNER/ APPLICANT agrees to and shall hold the CITY OF COLUSA, its officers, agents, employees, and representatives (consultant)contractors) harmless from liability for damage or claims for property damage, for personal injury including death, and claims for property damage which may arise from the direct or indirect operations of the PROPERTY OWNER/APPLICANT or those of his contractor, subcontractor, agent, employee, or other person acting on my behalf which relates to this project regardless of whether or not the CITY prepared, supplied, or approved plans, specifications, or both for the

RECEIVED

Item 1.



CITY OF COLUSA PROJECT DESCRIPTION FORM 2

OCT 17 2022

PLANNING DEPARTMENT
P.O. BOX 1063
COLUSA, CA 95932
(530) 458-4740

CITY OF COLUSA

STAFF USE ONLY

Date project description received: 10/17/22 Received by (Name) RC

Project Name: _____ Applicant: _____

Applicant's Name: THOMAS CHRISTIAN COWSENT

Property Owner's Name: THOMAS BRENT NOBLES

Project Street Address: 115 5TH ST. COLUSA, CA, 95932

Assessor's Parcel Number(s): 001-045-002-000

INSTRUCTIONS:

The first step to ensure timely project review is providing a detailed and accurate project description. **On a separate sheet of paper** (typed or in ink), describe the proposed project in detail, and include applicable items from the following list. **Attach the project description to this form**, and submit it to a planner with your application materials. (Note: This list is a guide. It is important to include all relevant project features in your description to ensure a timely project review.)

- ☒ Project address.
- ☒ Proposed use(s).
- ☒ Proposed building square footage.
- ☒ Number of proposed units.
- ☒ Number of floors.
- ☒ Proposed site improvements and landscaping.
- ☒ Existing and proposed site square foot/acreage.
- ☒ Construction phasing and estimated construction schedule.
- ☒ Range of sale/rent prices.
- ☒ Project vicinity including adjacent land uses, cross streets, and location in region.
- ☒ Existing and proposed Zoning and General Plan Designations for site.
- ☒ Emergency site access.

If project is office, commercial or industrial provide the following:

- ☒ Estimated daily vehicle visits to site, include number of employees, patrons, and delivery trucks.
- ☒ Proposed parking areas for patrons and employees
- ☒ Describe proposed loading docks/delivery parking areas.
- ☒ Number of employees/shifts.
- ☒ Estimated building occupancy.
- ☒ Hours of operation.
- ☒ Community benefits of project
- ☒ Description of all proposed sign(s).

Submitted by:

[Signature]
Applicant's Signature

THOMAS C COWSENT
Printed Name of Applicant

10-14-22
Date:

City of Colusa – Business Project Description

“The Salty Pig”

- A. **Company Name (DBA):** The Salty Pig
- B. **Owners:** Brent Nobles & Christian Cowsert
- C. **Address:** 115 5th Street Colusa, Ca. 95932
- D. **SQFT:** 5400
- E. **No. of Floors:** 1
- F. **Project Vicinity:** 5th Street (East side of road), North of Market Street adjacent to alley. Nearest intersection 5th and Main Street. Next to McNary Moore.
- G. **Zoning:** Commercial
- H. **Emergency Site Access:** Alley & Fifth Street
- I. **No. of Units:** 1
- J. **Sale/Rent Prices:** None
- K. **Proposed Uses:** Butchery, Deli/Butcher Department/Bar & Pub
- L. **Proposed Site Improvements/Landscaping:** Exterior of building to be repaired and resurfaced, Handicap access added at 1 doorway, paint, new windows & doors, new sign & new awning. No landscaping to be added or kept.
- M. **Construction Phasing:** Project will be done in 3 stages. Stage 1 (Butchery) will be construction of walls, refrigeration, drain piping, meat trolley & scale, FRP, new electrical, heat/air and upgrade to existing restroom. This will take place in the rear and north side of building. Butchery will have access into kitchen and Deli/Meat Market. Stage 2 (deli/Meat Market), north west corner of structure, will be construction of new ceiling framing on east side of room to match west side, FRP placement, Deli cases and Refrigeration, plumbing will be rerouted from existing bathroom under raised/ crawlspace flooring adjacent to deli. Refrigeration for this area will be adjacent to new freezer for Butchery. Storage closet and Janitorial closet to be adjacent to deli with new plumbing added to accommodate mopping supplies/ sink and mop sink. Stage 3, south west end of building, will be construction of ceiling, lighting, walls, restrooms, kitchen, bar, new windows, electrical for televisions, lighting, power outlets & entertainment system, flooring, and central heat & air. Estimates to be completed and submitted at later date.
- N. **Daily Vehicles Visits to site:** 50 Including patrons, employees, and deliveries
- O. **Proposed parking:** City Street parking on 5th & Main streets
- P. **Proposed Loading/Delivery Areas:** Alley @ roll up door & front of building on 5th street
- Q. **No. of employees/shifts:** Day shift 7am-330pm Will consist of 3-7 employees in butchery and deli. Afternoon shift – Will consist of 5 employees in kitchen, bar, and pub 330-2am.
- R. **Est. Building capacity:** 140 seated, 180 seat/standing
- S. **Hours of Operation:** Butchery 6am-5pm, Deli 10am-4pm, Bar & Pub 4pm-2am

T. **Proposed Signs:** One on front of building near top half of wall. To be placed near corner of alley & 5th St. visible from main and market streets. Will possibly be neon sign. Possible additional sign on middle top of wall facing 5th street. Placed against wall.

U. **Community Benefits:**

1. Butchery will allow for the butchering of local farm animals, USDA approved animals due to overbooked butcheries now in operation in Linda, Oroville, Willows, and Chico. This will operate mon-fri and possibly Saturdays. Minimal odor due to meat harvested to be skinned and gutted before delivery.
2. Employment of 10-15 people with profit sharing and benefits.
3. Local food service which includes lunch and dinner services. Bar/grill be open Wednesday through Sunday, deli Monday through Saturday.
4. Live entertainment to be held two or more Saturdays a month.
5. Local taxes
6. Community participation in city events.
7. Restoration and upgrade of local vacant building.
8. Adds additional retail service to downtown

INFORMATION AND INSTRUCTIONS -**SECTION 23958.4 B&P**

Instructions This form is to be used for all applications for original issuance or premises to premises transfer of licenses.

- Part 1 is to be completed by an ABC employee, given to applicant with pre-application package, with copy retained in holding file or applicant's district file.
- Part 2 is to be completed by the applicant, and returned to ABC.
- Part 3 is to be completed by the local governing body or its designated subordinate officer or body, and returned to ABC.

PART 1 - TO BE COMPLETED BY ABC

1. APPLICANT'S NAME

THOMAS CHRISTEN COWSERT, THOMAS BRENT NOBLES (GEO CODE 0601)

2. PREMISES ADDRESS (Street number and name, city, zip code)

115 5TH ST COLUSA CA 95932

3. LICENSE TYPE

47

4. TYPE OF BUSINESS

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Full Service Restaurant | <input type="checkbox"/> Hofbrau/Cafeteria | <input type="checkbox"/> Cocktail Lounge | <input type="checkbox"/> Private Club |
| <input type="checkbox"/> Deli or Specialty Restaurant | <input type="checkbox"/> Comedy Club | <input type="checkbox"/> Night Club | <input type="checkbox"/> Veterans Club |
| <input type="checkbox"/> Cafe/Coffee Shop | <input type="checkbox"/> Brew Pub | <input type="checkbox"/> Tavern: Beer | <input type="checkbox"/> Fraternal Club |
| <input type="checkbox"/> Bed & Breakfast: | <input type="checkbox"/> Theater | <input type="checkbox"/> Tavern: Beer & Wine | <input type="checkbox"/> Wine Tasting Room |
| <input type="checkbox"/> Wine only <input type="checkbox"/> All | | | |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Membership Store | <input type="checkbox"/> Service Station | <input type="checkbox"/> Swap Meet/Flea Market |
| <input type="checkbox"/> Liquor Store | <input type="checkbox"/> Department Store | <input type="checkbox"/> Convenience Market | <input type="checkbox"/> Drive-in Dairy |
| <input type="checkbox"/> Drug/Variety Store | <input type="checkbox"/> Florist/Gift Shop | <input type="checkbox"/> Convenience Market w/Gasoline | |
| <input type="checkbox"/> Other - describe: | | | |

5. COUNTY POPULATION

22248

6. TOTAL NUMBER OF LICENSES IN COUNTY

N/A

7. RATIO OF LICENSES TO POPULATION IN COUNTY

On-Sale Off-Sale 1-556 X On-Sale Off-Sale

8. CENSUS TRACT NUMBER

5

9. NO. OF LICENSES ALLOWED IN CENSUS TRACT

4

10. NO. OF LICENSES EXISTING IN CENSUS TRACT

11

X On-Sale Off-Sale

11. IS THE ABOVE CENSUS TRACT OVERCONCENTRATED WITH LICENSES? (i.e., does the ratio of licenses to population in the census tract exceed the ratio of licenses to population for the entire county?)

☒ Yes, the number of existing licenses exceeds the number allowed☐ No, the number of existing licenses is lower than the number allowed

12. DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

☐ Yes (Go to Item #13)☐ No (Go to Item #20)

13. CRIME REPORTING DISTRICT NUMBER

14. TOTAL NUMBER OF REPORTING DISTRICTS

15. TOTAL NUMBER OF OFFENSES IN ALL REPORTING DISTRICTS

16. AVERAGE NO. OF OFFENSES PER DISTRICT

17. 120% OF AVERAGE NUMBER OF OFFENSES

18. TOTAL NUMBER OF OFFENSES IN REPORTING DISTRICT

19. IS THE PREMISES LOCATED IN A HIGH CRIME REPORTING DISTRICT? (i.e., has a 20% greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency)

☒ Yes, the total number of offenses in the reporting district equals or exceeds the total number in item #17☐ No, the total number of offenses in the reporting district is lower than the total number in item #17

20. CHECK THE BOX THAT APPLIES (check only one box)

- a. If "No" is checked in both item #11 and item #19, Section 23958.4 B&P does not apply to this application, and no additional information will be needed on this issue. Advise the applicant to bring this completed form to ABC when filing the application.
- ☒ b. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for a non-retail license, a retail bona fide public eating place license, a retail license issued for a hotel, motel or other lodging establishment as defined in Section 25503.16(b) B&P, or a retail license issued in conjunction with a beer manufacturer's license, or winegrower's license, advise the applicant to complete Section 2 and bring the completed form to ABC when filing the application or as soon as possible thereafter.
- c. If "Yes" is checked in either item #11 or item #19, and the applicant is applying for an off-sale beer and wine license, an off-sale general license, an on-sale beer license, an on-sale beer and wine (public premises) license, or an on-sale general (public premises) license, advise the applicant to take this form to the local governing body, or its designated subordinate officer or body to have them complete Section 3. The completed form will need to be provided to ABC in order to process the application.

Governing Body/Designated Subordinate Name:

FOR DEPARTMENT USE ONLY

PREPARED BY (Name of Department Employee)

PART 2 - TO BE COMPLETED BY THE APPLICANT (If box #20b is checked)

Item 1.

21. Based on the information on the reverse, the Department may approve your application if you can show that public convenience or necessity would be served by the issuance of the license. Please describe below the reasons why issuance of another license is justified in this area. You may attach a separate sheet or additional documentation, if desired. Do not proceed to Part 3.

- EMPLOYMENT GAIN
- ADDITIONAL TAX REVENUE
- UNIQUE BUSINESS / ENTERTAINMENT
- RESTORES UNUSED LOCAL BUILDING
- LONG TERM ECONOMIC DEVELOPMENT
- POSITIVE ENTERTAINMENT
- ENHANCES ADDITIONAL RETAIL AREA WITHIN BUSINESS
- PROVIDES ADDITIONAL EATING PLACE (DEN / BARI GRILL) WITH EXTENDED EATING HOURS

22. APPLICANT SIGNATURE

23. DATE SIGNED

9-16-72

PART 3 - TO BE COMPLETED BY LOCAL OFFICIALS (If box #20c is checked)

The applicant named on the reverse is applying for a license to sell alcoholic beverages at a premises where undue concentration exists (i.e., an over-concentration of licenses and/or a higher than average crime rate as defined in Section 23958.4 of the Business and Professions Code). Sections 23958 and 23958.4 of the Business and Professions Code requires the Department to deny the application unless the local governing body of the area in which the applicant premises are located, or its designated subordinate officer or body, determines within 90 days of notification of a completed application that public convenience or necessity would be served by the issuance. Please complete items #24 to #30 below and certify or affix an official seal, or attach a copy of the Council or Board resolution or a signed letter on official letterhead stating whether or not the issuance of the applied for license would serve as a public convenience or necessity.

24. WILL PUBLIC CONVENIENCE OR NECESSITY BE SERVED BY ISSUANCE OF THIS ALCOHOLIC BEVERAGE LICENSE?

Yes No See Attached (i.e., letter, resolution, etc.)

25. ADDITIONAL COMMENTS, IF DESIRED (may include reasons for approval or denial of public convenience or necessity):

26. CITY/COUNTY OFFICIAL NAME

27. CITY/COUNTY OFFICIAL TITLE

28. CITY/COUNTY OFFICIAL PHONE NUMBER

29. CITY/COUNTY OFFICIAL SIGNATURE

30. DATE SIGNED

project. The PROPERTY OWNER/APPLICANT further agrees to indemnify, hold harmless, and pay all costs of defense for the CITY OF COLUSA in any action challenging the validity of PROPERTY OWNER/APPLICANT'S project permit approval. As PROPERTY OWNER/APPLICANT of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

The PROPERTY OWNER/APPLICANT agrees to comply with all terms of conditions of any entitlement issued or permitted by the City pursuant to the requested application. **PROOF OF PROPERTY OWNERSHIP AND AUTHORIZATION IS REQUIRED IN THE FORM OF A TITLE REPORT DATED WITHIN 90 DAYS OF APPLICATION SUBMITTAL.** I hereby authorize the listed applicant/representative to file application (s) for project approvals by the City of Colusa, to act as my representative regarding the herein described project, and to receive all notices and correspondence from the City regarding this project.

Thomas Brent Nobles
Signature of Owner (s)

THOMAS BRENT NOBLES
Printed Name of Owner (s)

10-13-22
Date

[Signature]
Applicant's Signature

THOMAS CHRISTIAN CONSENT
Printed Name of Applicant

10-13-22
Date

Additional Information: Read Carefully

This project may be subject to fees and/or permits imposed by the Department of Fish and Game (Fish and Game Code, section 711.4 et. seq.; Public Resources Code, Section 1005). Unless a project is denied, no action requiring payment of fees shall be deemed final until such fees are paid (Section 21089 (6) of the Public Resources Code). State of California Department of Fish and Game Code section 711.4 and Title 14, California Code of Regulations, section 753.5 requires payment of a \$1,800 fee at the time of filing of California Environmental Quality Act (CEQA) Notice of Determination (NOD) for review of a Negative Declaration, or Mitigated Negative Declaration, and \$2,500 for an Environmental Impact Report (EIR). Checks made payable to State Department of Fish & Game, and a \$50 recording fee made payable to the Colusa County Clerk's office must be delivered to Colusa City Hall within 5 business days of application approval. Pursuant to CEQA Guidelines Section 15075, recording of the NOD at the County Clerk's office is required within 5 business days; or the statute of limitations is extended from 30 days to 180 days. The City fee for recording environmental documents is \$50.00. Checks must be made payable to the City of Colusa and must be delivered to Colusa City Hall, along with documents to be recorded and appropriate fees **within 3 business days** of application approval to ensure recording at the County within 5 business days as required by the Public Resources Code.

Any construction activity within a channel, waterway, or creekbed requires approval of a Streambed Alteration Permit from the California Department of Fish & Game, Regional Headquarters 1701 Nimbus Road, Rancho Cordova 95670, Environmental Services (916) 358-2929. For Department of Fish & Game forms, visit the agency's web site at www.DFG.CA.GOV.

The City of Colusa Municipal Code prohibits building occupancy prior to the issuance of a Certificate of Occupancy/Final Inspection by the Building Official.

Lot Line Adjustment (boundary line) or lot merger requires signature of both transferring and acquiring property owners. Lot Line Adjustments shall not create new parcels. A legal deed description is required for both parcels and map recordation.

Signature of Transferring Property Owner

Printed Name

Date

Signature of Acquiring Property Owner

Printed Name

Date

Mark box(s) below for other approvals, permits, or entitlements required by other district/agency/governmental entities.

- ☐ Colusa County Air Pollution Control District
☐ Colusa Unified School District
☒ PG & E
☒ Colusa County Environ Health Services
☐ City of Colusa Fire Department

- ☒ City of Colusa Engineering Department
☐ CALTRANS District 3
☐ Regional Water Quality Control Board
☐ Army Corp of Engineers (Corps)
☒ City of Colusa Building Department

- ☒ City of Colusa Public Works Department
☐ Frontier Communications
☐ CA Dept. of Fish & Game
☐ City of Colusa Police Department
☐ Other _____

Project Description

Provided by applicant

The **"Salty Pig"** at 115 5th Street will be a multi business operation which includes a deli, butchery and pub & grill within the 5335sqft building. We plan to employ 10-20 people between the three operations. The Salty Pig will have a full liquor license which includes wine, beer and spirits. Parking for the building will be street parking. The building is owned by Brent Nobles.

Phase 1 will be the butchery which will process cattle, swine, goat, lamb and poultry (full animals). The butchery will be designed and built to be USDA ready. As per the drawing on sheet 4 of the submittal, the animal carcass will be delivered in the alley at the exterior roll up door in the southeast corner of the building. In this area, receiving area, the carcass will be quartered and rinsed. The carcass will then be hung and placed in the refrigeration unit. The meat will hang for the desired number of days per the customer. When the time is reached it will be moved, via a rail system, to the butcher department for processing. Once processed the butchered meat will be vacuum sealed and boxed before being placed into the freezer. At this time the only waste from the carcasses will be bones but we are looking into how to use those as well to have near zero waste from this department. Additional freezer storage is currently being discussed at another property in city limits. This will allow for the on-site freezer to possibly be smaller and an additional refrigeration unit to be placed within the building. (5-8 employees planned)

Phase 2 will be the deli/ meat market. In the deli we will have a freezer unit with a variety of vacuum sealed meats for sale. We will also have a meat counter to sell fresh meats such as steaks, pork, chicken and lunch meats. The deli will also supply hot and cold sandwiches, sides and beverages. we will have seasonings, sauces and rubs also available. The packaged meat will be kept in a glass door front case with walk in access to employees for stalking. Meat packages will also be available to customers. If we opt to go USDA, we will be focused on serving local ranch raised meats to our clients. (2-4 employees planned)

Phase 3 will be the pub & grill. The pub will include a kitchen area, bar, dining tables, axe throwing area and stage (possibly removable). The menu will consist of pub food like select hamburgers, build your own burger, chicken wings/ bites, nachos and additional appetizers. The bar will serve beer and spirits. WE also will have the option of Sunday dinner specials. Attached is our first draft food items. (6-8 employees planned)

Hours of Operation (tentative):

Pub & Grill – Tues thru Thursday (3pm-10pm)

Friday & Saturday (11am-2am) Last call @ 1:30am.

Sunday (11am-10pm)

Deli & Meat Market– Monday thru Sunday (11am – 7pm)

Butchery – (6am – 3pm) Open later if needed to finish carcass if needed.

Signage

One Neon Sign will be placed at the northwest end of the building at the elevation between 12-20' (pending sign size) an additional sign will be located where the current Baxter building sign is located. We would also like to have a local artist or student paint a mural on the alley side of the building.

Grease Trap

The restaurant will need a grease trap. We need to investigate the depth of the sewer line adjacent to the building to determine the depth and feasibility to place one.

The Salty Pig Bar & Grill Menu

Appetizers

1. Cast Iron Nachos
2. Chips w/ Salsa(s)
3. Bacon Wrapped Jalapeno Poppers
4. Double Fried Chicken Wings
5. Boneless Chicken Nuggets
6. Baked Zucchini Chips.

Dinners

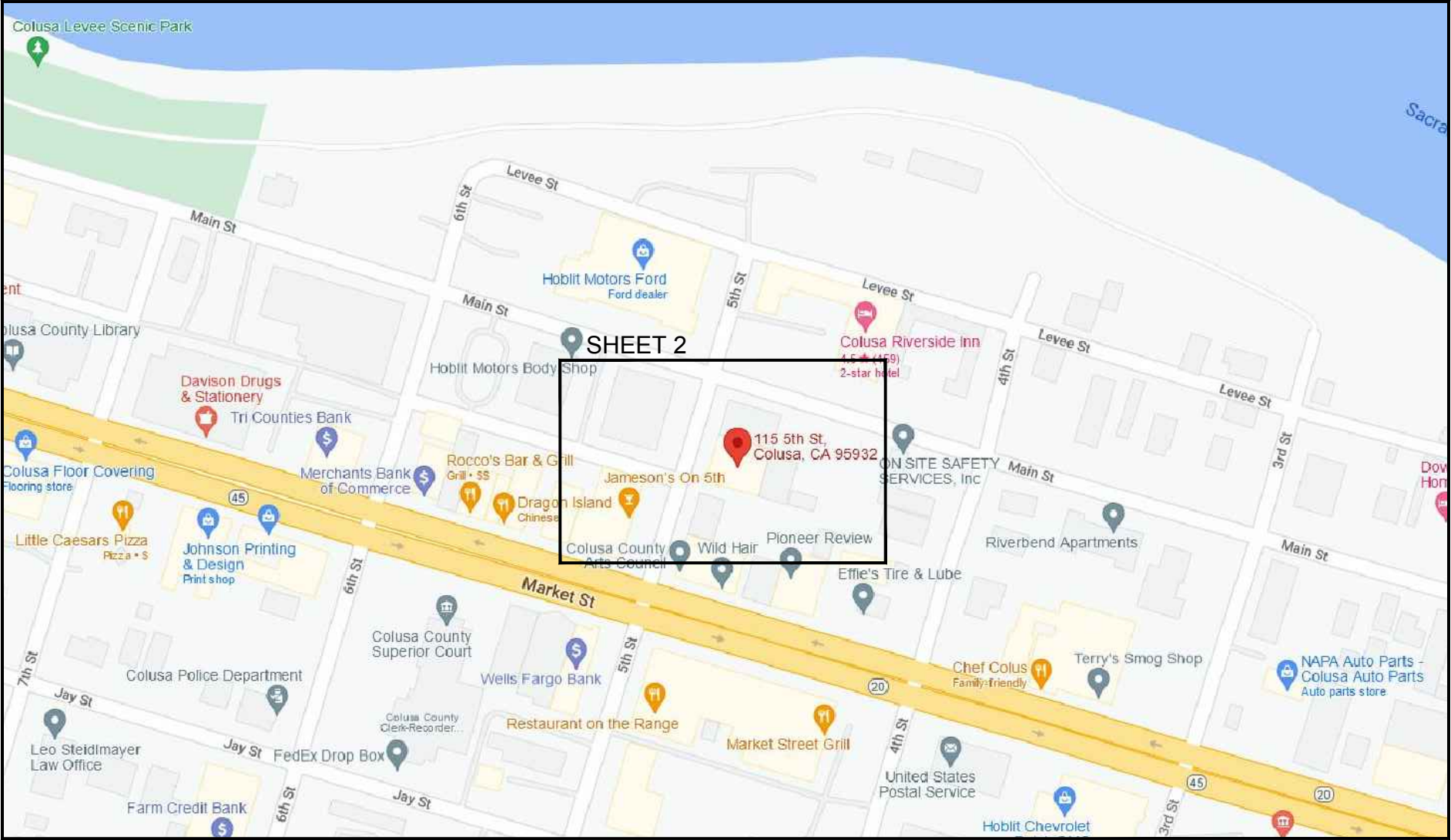
1. Pork Sliders
2. Build a Burger
3. Pastrami Burger
4. Chorizo Burger
5. Turkey Burger
6. Veggie burger
7. Peanut Butter Burger
8. Ginger-Sesame Pork Burger w/ Slaw
9. Loaded Quesadilla
10. Double Fried Chicken wings w/ criss cut fries
 - a. Honey Sriracha
 - b. BBQ
 - c. Teriyaki
 - d. Garlic Parmesan
 - e. Chipotle-Lime
 - f. Honey-BBQ
 - g. Mongolian Glaze
 - h. Basic Salt N Pepper

Chefs Choice Sunday Dinners – Will be either a chicken, pork or beef-based dinner with sides offered only on Sundays.

Desserts

1. Cheesecake
2. Salted Caramel Cookie Skillet
3. Chocolate Brownie Stack

ADDRESS: 115 5TH STREET, COLUSA, CA. 95932
PROJECT NAME: THE SALTY PIG



SITE LOCATION

CONTACTS

CONTACT INFO
OWNER(S)
BRENT NOBLES
(530) 632-2417
nobles.brent@yahoo.com
CHRISTIAN COWSERT
(925) 766-0308
christiancowsert@yahoo.com

SITE INDEX

- 1 - COVER SHEET/SITE LOCATION
- 2 - GENERAL FLOOR PLAN SHEET
- 3 - FRONT ELEVATION SHEET

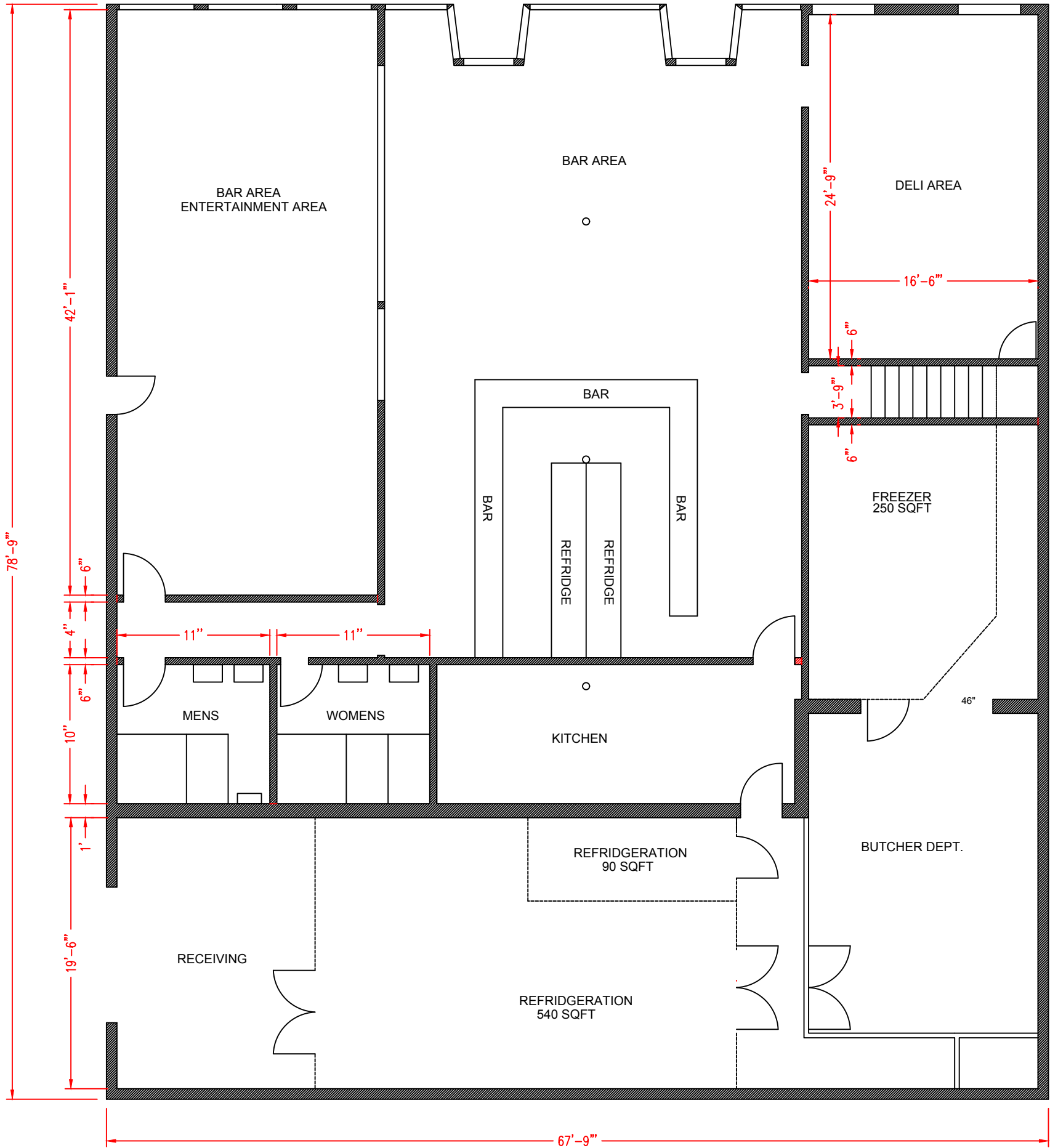
SCOPE OF WORK:

Project description:
1.



3				AS-BUILT
2				REVISION # REV
1	12/31/22			ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT
ENGINEER: CC				
ENGINEERING FIRM: _				
PROJECT NUMBER: _				
LOCATION: 115 5TH STREET COLUSA CA 95932				
DRAWING NAME: 115 5th Street_Baxter building_COC Planning.dwg				
CONFIDENTIAL/PROPRIETARY				
SHEET: 1 OF				

0 NOTES:



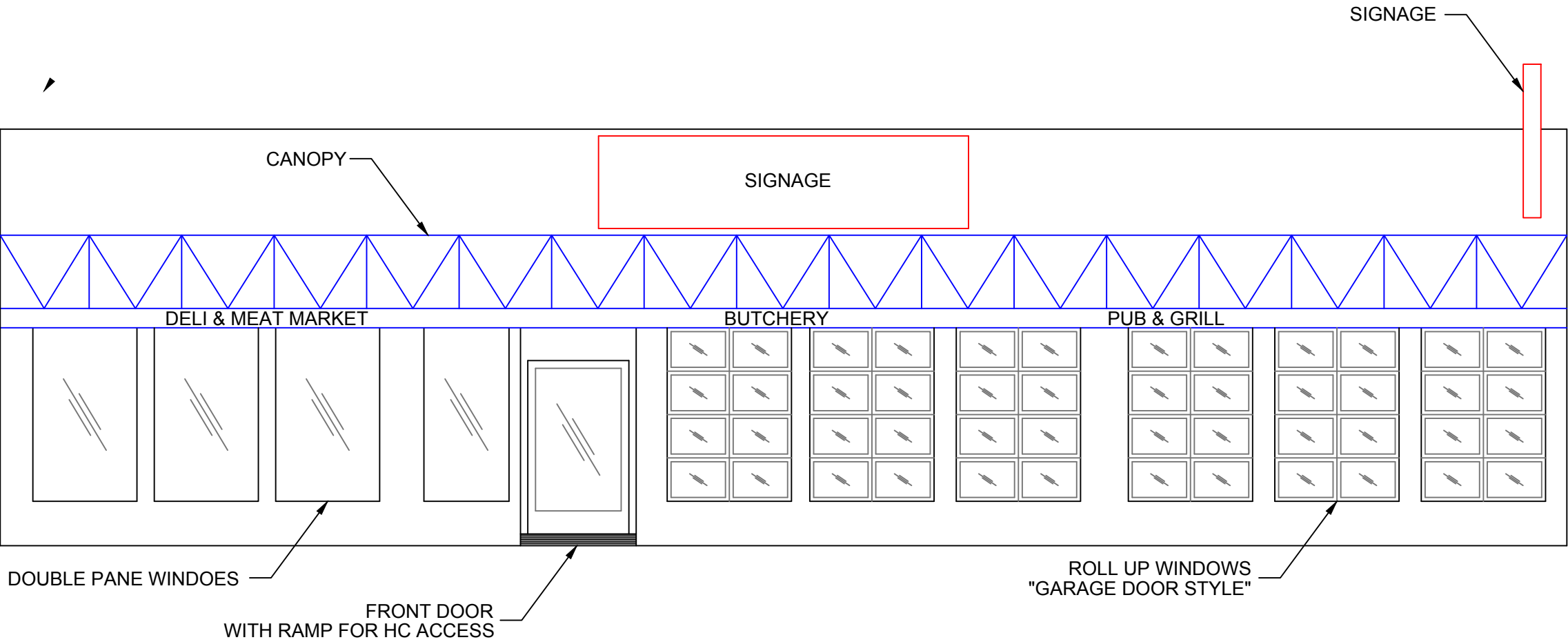
3				AS-BUILT
2				REVISION # REV
1	12/31/22			ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT

ENGINEER: CC
ENGINEERING FIRM: _
PROJECT NUMBER: _
LOCATION: 115 5TH STREET COLUSA CA 95932

DRAWING NAME: 115 5th Street_Baxter building_COC Planning.dwg

CONFIDENTIAL/PROPRIETARY SHEET: 2 OF

0 NOTES:

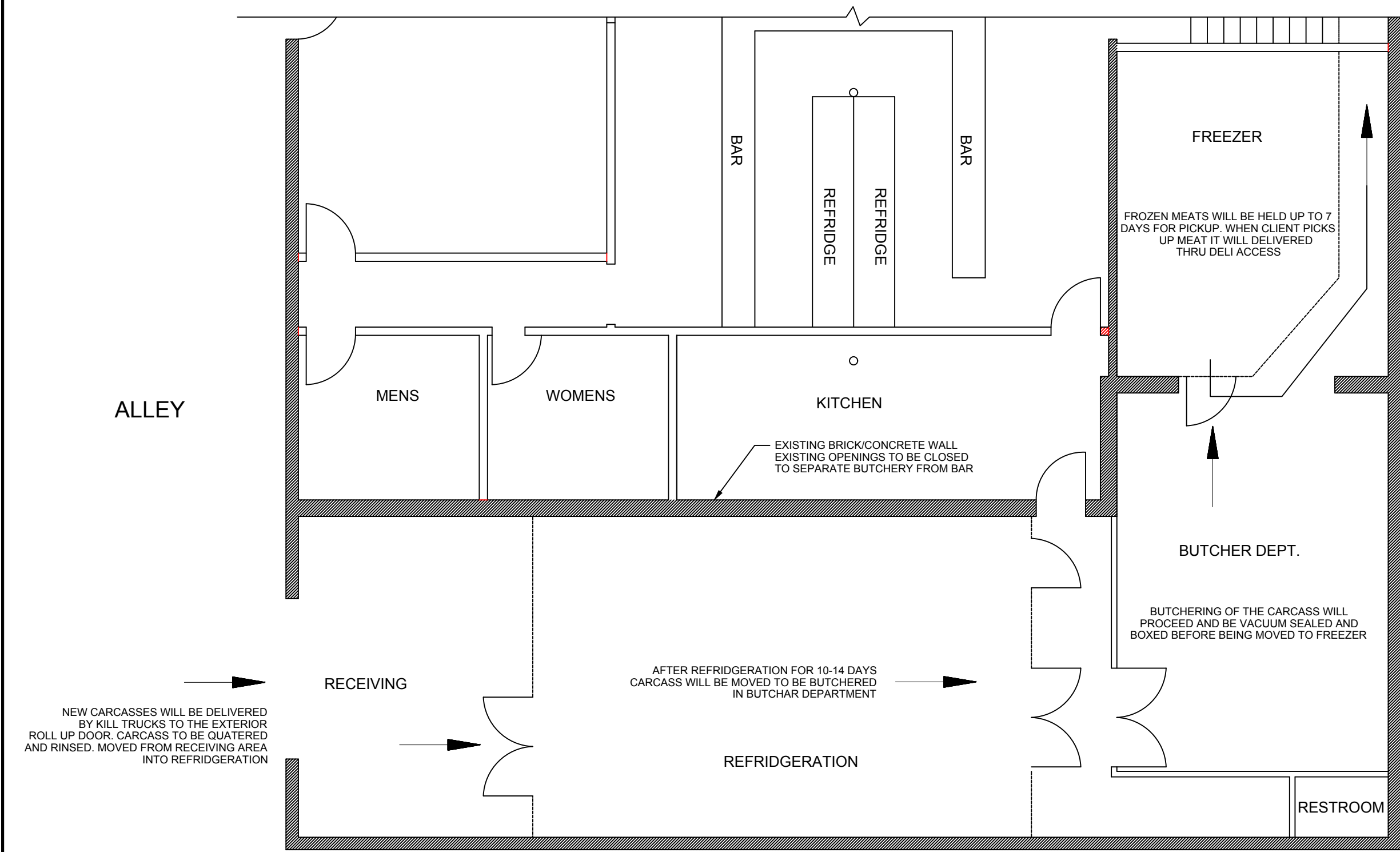


- NOTE:
- 1. BUILDING EXTERIOR WILL BE WHITE AFTER RESURFACING TO A SMOOTH TEXTURE
 - 2. CANOPY WILL HAVE LIGHTING FOR SAFE ACCESS FOR PEDESTRIANS ON SIDEWALK
 - 3. ADDITIONAL SIGNAGE MAY BE PROPOSED AT A LATER DATE ABOVE CANOPY

3				AS-BUILT
2				REVISION # REV
1	12/31/22			ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT

ENGINEER: CC
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CONFIDENTIAL/PROPRIETARY

0 NOTES:



3				AS-BUILT
2				REVISION # REV
1	12/31/22			ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT

ENGINEER: CC
ENGINEERING FIRM: _____
PROJECT NUMBER: _____
LOCATION: 115 5TH STREET COLUSA CA 95932
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NOTICE OF PUBLIC HEARING CITY OF COLUSA PLANNING COMMISSION

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Applicant: Thomas Christian Cowsert and Thomas Brent Nobles
Owners: Thomas Brent Nobles
Location: 115 5th Street
APN: 001-045-002-000
Zoning: Commercial
Project: Butchery, Deli/Butcher, Bar & Pub

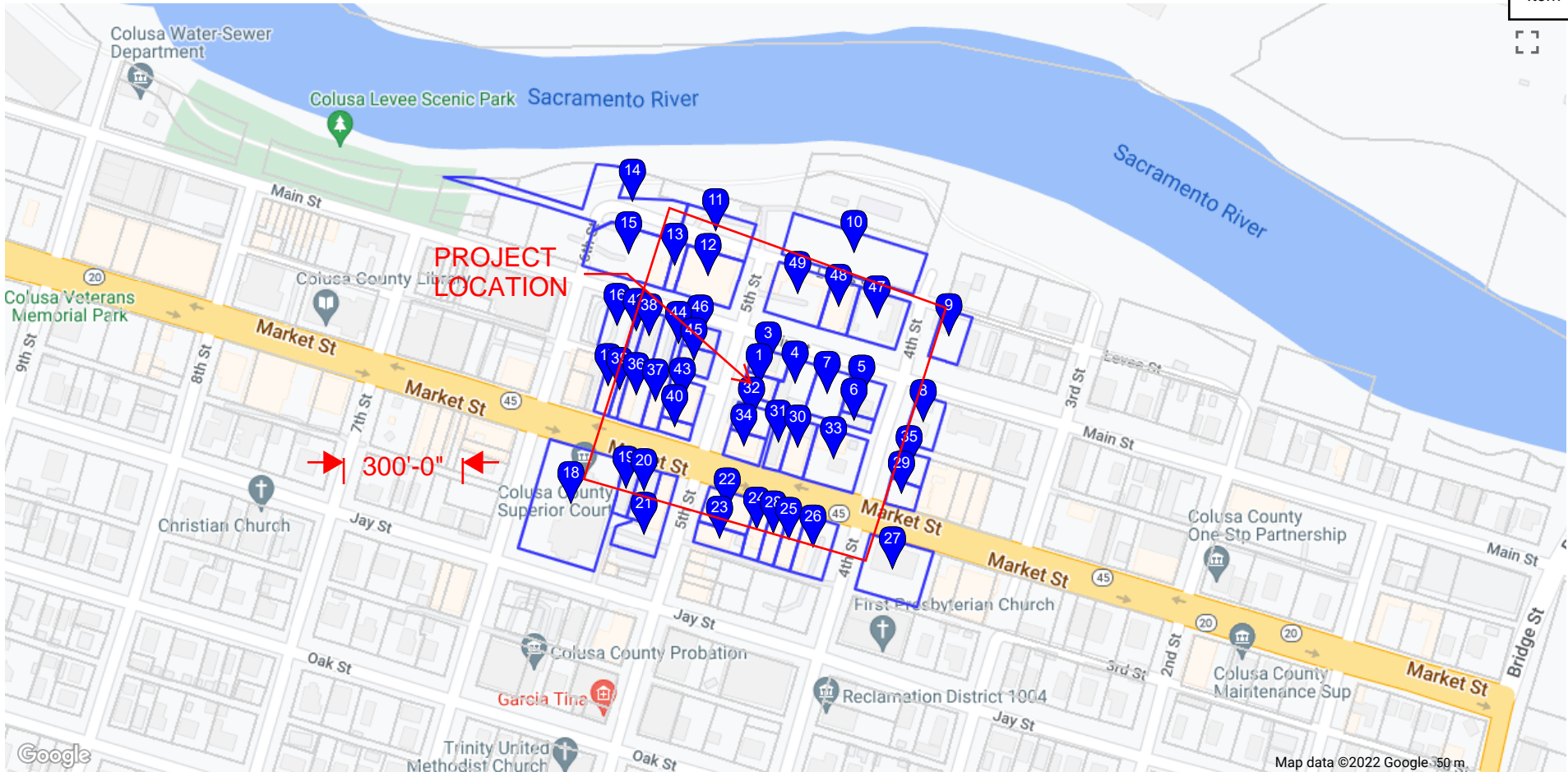
The Planning Commission will consider an application for a conditional use permit including a license to serve alcoholic beverages, in the Commercial Zoning district to allow a Butchery, Deli/Butcher, Bar & Pub to occupy the former Napa Auto Parts Store long 5th Street in Downtown District. The application and project description are on file in the office of the City of Colusa City Hall.


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Environmental Review:	Categorically Exempt under CEQA
City Contact:	David Swartz, City Engineer, or Jesse Cain, City Manager
Phone:	(530) 682-9832 or 530-682-2933

All interested parties are invited to attend and express their opinions or provide written comments before the hearing. Written comments can be submitted to the Planning Department at the above address, until 5:00 p.m. on Wednesday, January 11th, 2022. Oral comments can be made at the Public Hearing.

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<input checked="" type="checkbox"/>		APN 	Owner	S Street Address	Lot Acres	Use Type
<input checked="" type="checkbox"/>	<u>1</u>	001-045-002-000	NOBLES THOMAS BRENT	115 FIFTH ST	0.120	RETAIL SALES
<input type="checkbox"/>	<u>2</u>	001-085-004-000	MEYER CURTIS & DAVIS-MEYER JAMIE JT	703 JAY ST	0.220	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>3</u>	001-045-001-000	FOUR BY FOUR INVESTMENTS, LLC	107 FIFTH ST	0.110	COMMERCIAL
<input checked="" type="checkbox"/>	<u>4</u>	001-045-003-000	FOUR BY FOUR INVESTMENTS, LLC		0.210	COMMERCIAL
<input checked="" type="checkbox"/>	<u>9</u>	001-043-008-000	WESTON GAY MARIE AND DOUGLAS JAY TRUSTEES	29 FOURTH ST	0.220	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>10</u>	001-042-002-000	HOBLIT RENTAL PARTNERS A CA GEN PTRNSHIP	15 FIFTH ST	0.730	COMMERCIAL
<input checked="" type="checkbox"/>	<u>11</u>	001-041-005-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.440	VACANT
<input checked="" type="checkbox"/>	<u>12</u>	001-041-006-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.400	AUTOMOTIVE USES
<input checked="" type="checkbox"/>	<u>14</u>	001-041-002-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.290	VACANT
<input checked="" type="checkbox"/>	<u>15</u>	001-041-008-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.440	VACANT
<input checked="" type="checkbox"/>	<u>16</u>	001-044-002-000	MERCHANTS BANK OF COMMERCE		0.200	VACANT
<input checked="" type="checkbox"/>	<u>17</u>	001-044-022-000	ORNBAUN CAROLEE ET AL TC	546 MARKET ST	0.110	RESTAURANT
<input checked="" type="checkbox"/>	<u>18</u>	001-091-001-000	COLUSA COUNTY OF	547 MARKET ST	1.140	GOVERNMENT
<input checked="" type="checkbox"/>	<u>19</u>	001-091-002-000	NELSON DAVID R & LAURIE A LIVING TR ET AL TC	521 MARKET ST	0.110	OFFICE
<input checked="" type="checkbox"/>	<u>22</u>	001-092-001-000	BEDUHN GAIL	201 FIFTH ST	0.210	COMMERCIAL
<input checked="" type="checkbox"/>	<u>24</u>	001-092-003-000	STEIDLMEYER LEO P & CYNTHIA A 2019 TR	439 MARKET ST	0.110	COMMERCIAL
<input checked="" type="checkbox"/>	<u>25</u>	001-092-005-000	HOWE GRETCHEN L FAMILY TR ET AL	421 MARKET ST	0.110	RETAIL SALES
<input checked="" type="checkbox"/>	<u>26</u>	001-092-006-000	SHUMAN LEROY I & PAULA D JT	415 MARKET ST	0.220	RESTAURANT
<input checked="" type="checkbox"/>	<u>27</u>	001-093-001-000	UNITED STATES OF AMERICA	351 MARKET ST		GOVERNMENT
<input checked="" type="checkbox"/>	<u>29</u>	001-046-009-000	3 R INVESTMENTS A CA GENERAL PARTNERSHIP		0.110	VACANT
<input checked="" type="checkbox"/>	<u>30</u>	001-045-007-000	NEWLIN RALPH E & NANCY L	430 MARKET ST	0.160	AUTOMOTIVE USES
<input checked="" type="checkbox"/>	<u>31</u>	001-045-008-000	BEDUHN GAIL	436 MARKET ST	0.110	OFFICE

		APN 	Owner	S Street Address	Lot Acres	Use Type	<div>Item</div>
<input checked="" type="checkbox"/>	<u>32</u>	001-045-010-000	ABEL S WILLIAM & CATHERINE A 1993 FAMILY TR ET AL	131 FIFTH ST	0.120	OFFICE	
<input checked="" type="checkbox"/>	<u>33</u>	001-045-006-000	KELLEY TIMOTHY	414 MARKET ST	0.330	AUTOMOTIVE USES	
<input checked="" type="checkbox"/>	<u>35</u>	001-046-010-000	MENDEZ LORENA	129 FOURTH ST	0.110	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>40</u>	001-044-012-000	ABEL S WILLIAM & CATHERINE A 93 FAMILY TR ET AL	500 MARKET ST	0.060	OFFICE	
<input checked="" type="checkbox"/>	<u>42</u>	001-044-003-000	LITCHFIELD DONALD & ORNBAUN CAROLEE JT	538 MAIN ST	0.070	RESTAURANT	
<input checked="" type="checkbox"/>	<u>43</u>	001-044-011-000	C & D PREFERRED PROPERTIES LLC	130 FIFTH ST	0.160	OFFICE	
<input checked="" type="checkbox"/>	<u>44</u>	001-044-006-000	HOBLIT INVESTMENT PARTNERS A CA GENERAL PTRNSHIP		0.040	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>45</u>	001-044-020-000	HOBLIT INVESTMENT PARTNERS A CA GENERAL PTRNSHIP	110 FIFTH ST	0.130	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>46</u>	001-044-007-000	HOBLIT RENTAL PARTNERS A CA GENERAL PTRNSHIP	104 FIFTH ST	0.090	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>47</u>	001-042-004-000	LETTERKENNY PROPERTIES LLC	400 MAIN ST	0.330	RESID. HOTEL/MOTEL/RESORTS	
<input checked="" type="checkbox"/>	<u>48</u>	001-042-008-000	MARAL FRANK J III & SILK LYNDA	420 MAIN ST	0.190	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>49</u>	001-042-009-000	CHAUHAN THAKOR & HANSU JT	41 FIFTH ST	0.360	RESID. HOTEL/MOTEL/RESORTS	
<input checked="" type="checkbox"/>	<u>5</u>	001-045-011-000	POYNER LAND HOLDINGS LLC A CA LLC	411 MAIN ST	0.150	OFFICE	
<input checked="" type="checkbox"/>	<u>7</u>	001-045-004-000	FOUR BY FOUR INVESTMENTS, LLC		0.220	VACANT	
<input checked="" type="checkbox"/>	<u>8</u>	001-046-001-000	DE LA TORRE RACHEL	103 FOURTH ST	0.220	RESID. MULTIPLE FAMILY	
<input checked="" type="checkbox"/>	<u>23</u>	001-092-002-000	PEREZ JOSE LEONARDO&LOMELI MARIA DE LA LUZ SOTO JT	217 FIFTH ST	0.120	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>36</u>	001-044-021-000	CHEW DANIEL & HUANG TINA Y	534 MARKET ST	0.160	RESTAURANT	
<input checked="" type="checkbox"/>	<u>37</u>	001-044-013-000	COLUSA COUNTY FARM BUREAU A NON-PROFIT CORP	520 MARKET ST	0.110	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>38</u>	001-044-004-000	HOBLIT RENTAL PARTNERS A CA GEN PTRNSHIP	533 MAIN ST	0.120	AUTOMOTIVE USES	
<input checked="" type="checkbox"/>	<u>39</u>	001-044-023-000	C & D PREFERRED PROPERTIES LLC	538 MARKET ST	0.050	RETAIL SALES	
<input type="checkbox"/>	<u>50</u>	001-036-014-000	COLUSA INDIAN COMMUNITY ECONOMIC DEVELOPMENT CORP	110 SIXTH ST	0.440	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>6</u>	001-045-012-000	REEL ACTION LLC	126 FOURTH ST	0.070	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>13</u>	001-041-007-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.060	VACANT	

Item 1.

							Item
	APN 	Owner	S Street Address	Lot Acres	Use Type		
<input checked="" type="checkbox"/>	<u>20</u>	001-091-003-000	SCHAAP CRAIG	513 MARKET ST	0.140	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>21</u>	001-091-009-000	CROCKER CITIZENS NATIONAL BANK	501 MARKET ST	0.260	BANK	
<input checked="" type="checkbox"/>	<u>28</u>	001-092-004-000	HOWE GRETCHEN L FAMILY TR	427 MARKET ST	0.110	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>34</u>	001-045-009-000	ABEL S WILLIAM & CATHERINE A 93 FAMILY TR ET AL	143 FIFTH ST	0.120	OFFICE	
<input type="checkbox"/>	<u>41</u>	001-044-005-000	HOBLIT INVESTMENTS PARTNERS A CA GENERAL PTRNSHIP		0.110	RETAIL SALES	

RESOLUTION NO. 2023-____

A RESOLUTION OF THE CITY OF COLUSA PLANNING COMMISSION
FINDING THAT THE DESIGN REVIEW OF THE PROPOSED
BUTCHER SHOP, DELI AND FUTURE KITCHEN AND BAR
ARE ALIGNED AND CONSISTENT WITH THE INTENDED ZONING USES

WHEREAS, the City has received an application for a design review of a proposed business which is allowed within the C-G zoning district;

WHEREAS, the City has established City Ordinance under Section 10 which allows for these uses;

WHEREAS, all procedures of the California Environmental Quality Act ("CEQA"), California Public Resources Code §21000 et seq., and the CEQA guidelines, title 14 of the California Code of Regulations, chapter 3, §15000 et seq. have been satisfied as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

WHEREAS, the Planning Commission has duly called, advertised and conducted a Public Hearing required by law concerning proposed request; and

WHEREAS, the City of Colusa Planning Commission has considered public and staff input.

NOW, THEREFORE, BE IT RESOLVED by the City of Colusa Planning Commission, that the Planning Commission adopt a resolution making findings that the subject project has been reviewed subject to the city ordinances and zoning, and is consistent with them;

THE FOREGOING RESOLUTION was duly introduced and passed at a regular meeting of the City of Colusa Planning Commission held on the 11th day of January 2023, by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed and approved as to form by me on this 11th day of January 2023

ATTEST: _____
Planning Commission Chair, _____

City Manager, Jesse Cain

RESOLUTION NO. 2023-____

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FINDING THAT THE DESIGN REVIEW OF THE PROPOSED
BUTCHER SHOP, DELI AND FUTURE KITCHEN AND BAR
ARE ALIGNED AND CONSISTENT WITH THE INTENDED ZONING USES AND
APPROVING A PUBLIC NECESSITIES PERMIT THEREWITH

WHEREAS, the City has received an application for a design review of a proposed business which is allowed within the C-G zoning district and a public necessities permit for the sale of alcohol;

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City of Colusa California

STAFF REPORT

DATE: January 11th, 2023
TO: Planning Commission – Public Hearing
FROM: David Swartz, City Engineer, Planning Dept. Support

AGENDA ITEM: Conditional Use Permit - in the R-1 zoning district to allow wood recycling for purposes of building pallets.

Recommendation: Commission to consider testimony from the applicant and the public concerning this proposed activity in the R-1 zoning district. If approved or conditionally approved Planning Commission may adopt Resolution No. 2023-____, or some variation thereof;

BACKGROUND ANALYSIS: The business would be located on a property that is approximately 8.57 acres on south 5th street. Even though it's R-1 zoning this area of town the parcel is surrounded by the Lands that are in the County on the North, East and South sides, and the west is bordered by land in the City that is zoned Public facilities. The applicant provided additional information about the business that is noted below:

1.) What would be the hours of operation?

*Winter/spring:
 8:00am 3:00pm
 Summer/fall:
 5:30am 12:00pm

2.) Where does the recycled wood come from? How is it delivered to the site?

*The recycled wood comes from multiple companies that have unwanted pallets. We have also obtained wood from a fencing contractor. It is picked up and delivered to our location by us with our 2500 dodge ram and 18 ft trailer.

3.) Where is the recycled wood stored on site? Is it covered?

*The recycled wood is stored on pallets, and is covered if weather conditions require it.

4.) What's the process of how the wood is converted from the raw product into pallets? How do the pallets get built?

*The pallets are built by putting three 2" by 4" into a form and place boards on top, then with a nail gun, nail the board to the 2" by 4". After this it is flip it on to another table and more boards are placed on the opposite side and nail down.

5.) How many persons will be on site building the pallets?

*There are 2 people on site building pallets at this time. Aiden Sistrunk (owner) and Shawn Sistrunk.

6.) When the pallets are completed, are the stored on site? If so how and where? Are the covered?

*The rebuilt pallets are stored on site in stacks of 20 high, uncovered.

7.) Does the work take place out in the open or in a building?

*Work takes place in the open and under a carport.

8.) Where do the pallets ship to when completed?

*Once completed, they are deliver to California Family Foods near Arbuckle California, and to Les Schwab located in Colusa Ca.

9.) How are the pallets picked up? Trucks and trailers, semi trucks, pickup trucks etc...?

*The pallets are picked up with a 2500 Dodge Ram with a 18ft bumper pull.

10.) Does the business have a name?

*Sistrunk's Pallet Recycling

11) Is this a year around business?

*Yes.This is a year round business.

12) What about the materials that are not used, say old nails, pieces of wood etc... Where do they go?

*The Nails go to a recycling center, and the unusable wood will either be mulched or burned into ash, then it's cleared of all nails.

Article 34 of the City Ordinance provides for a variance as follows:

a) 1. Application for a variance shall be made to the city planning department in writing on a form prescribed by the city. Such application shall be accompanied by a fee in an amount as established from time to time by resolution of the city council, statements, plans and other evidence showing:

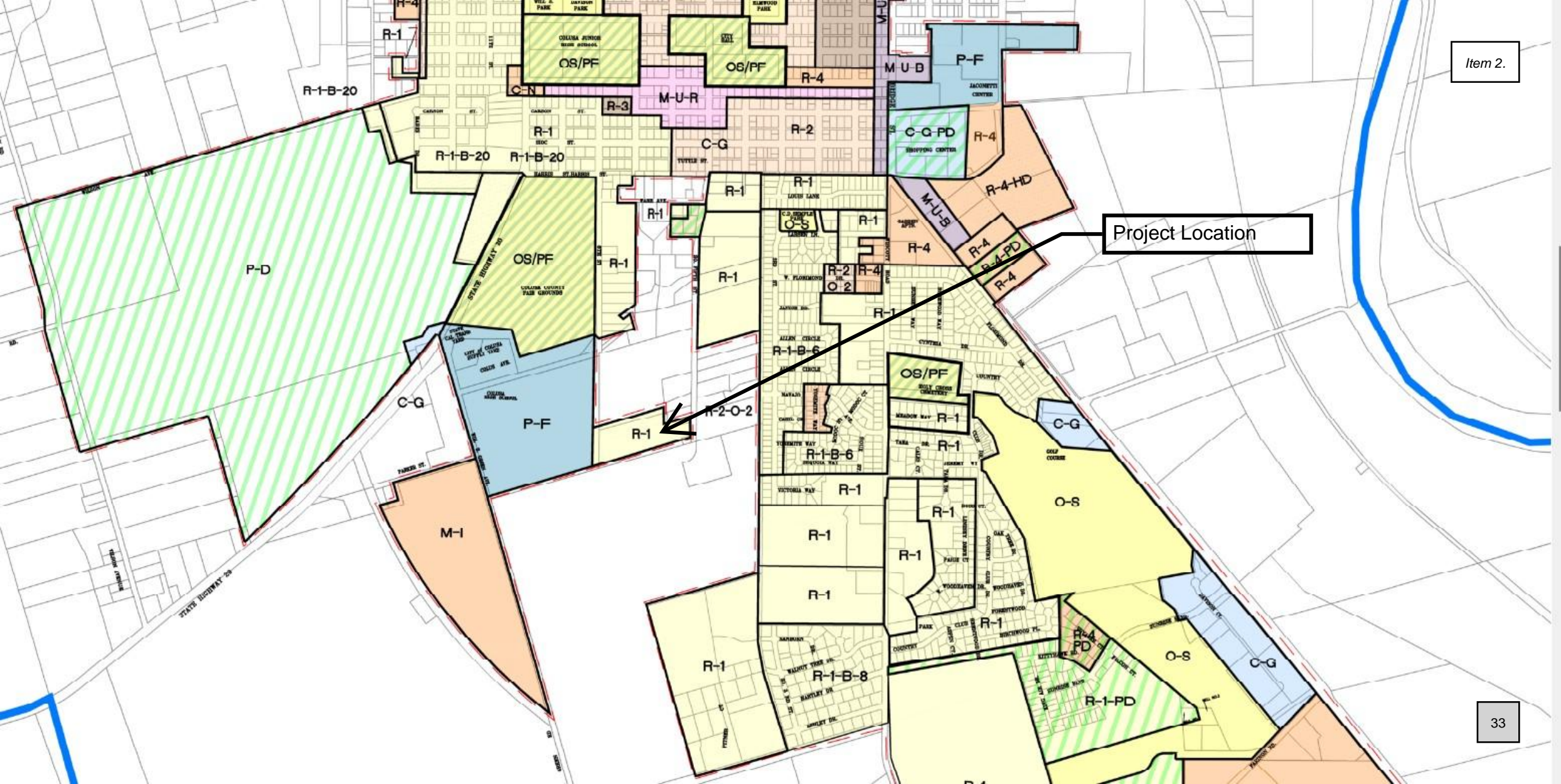
a. That, because of special circumstances applicable to the property, including size, shape, topography, location or surroundings, the strict application of the Zoning Ordinance provisions deprives such property of privileges enjoyed by other property in the vicinity and under identical zoning classification.

b. That granting of the variance requested will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is situated.

c. That the granting of such application will not, under the circumstances of the particular case, materially affect adversely the health, or safety of persons residing or working in the neighborhood of the property of the applicant, and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in said neighborhood.

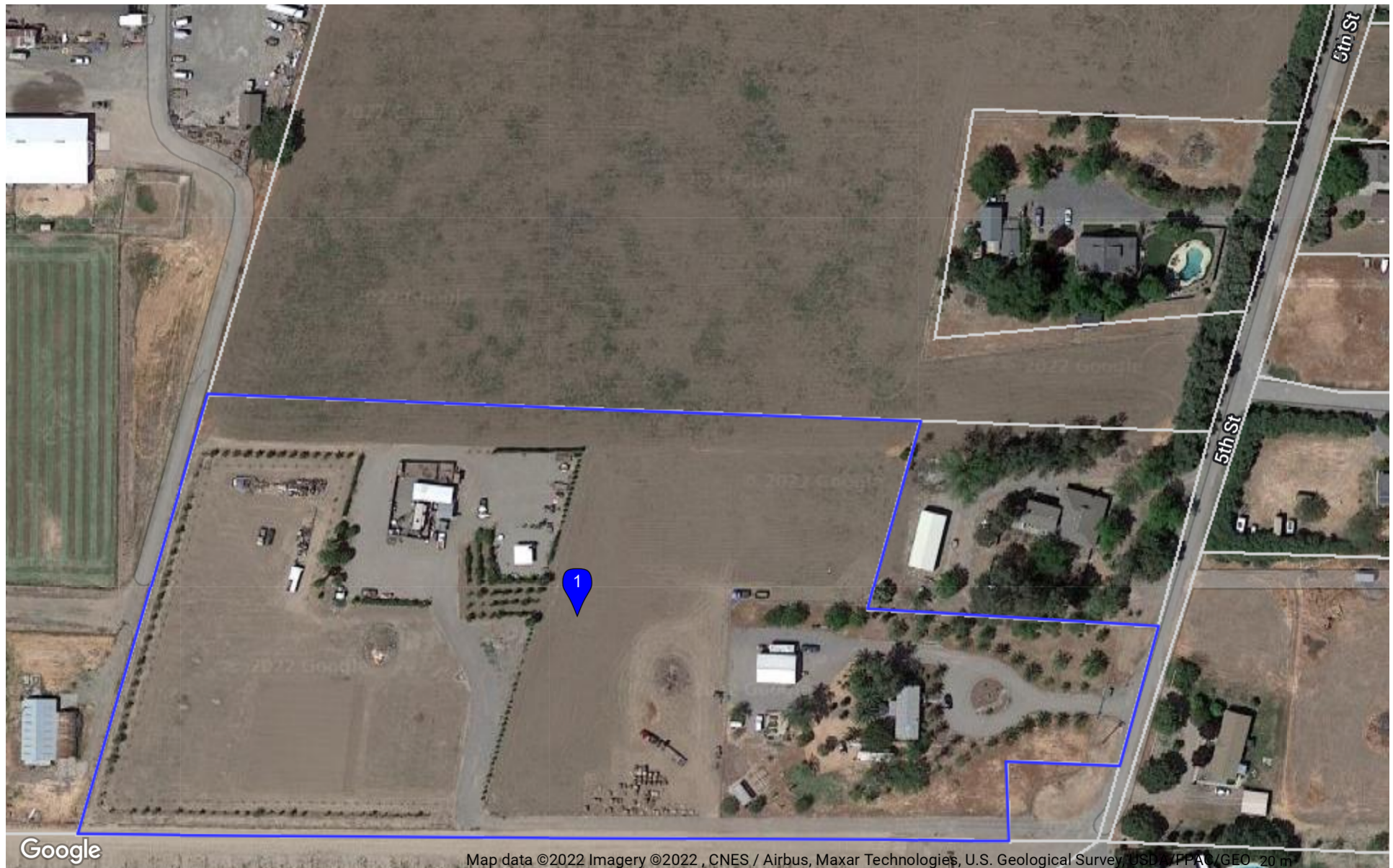
BUDGET IMPACT: None

ATTACHMENT: See Attachments for additional information.

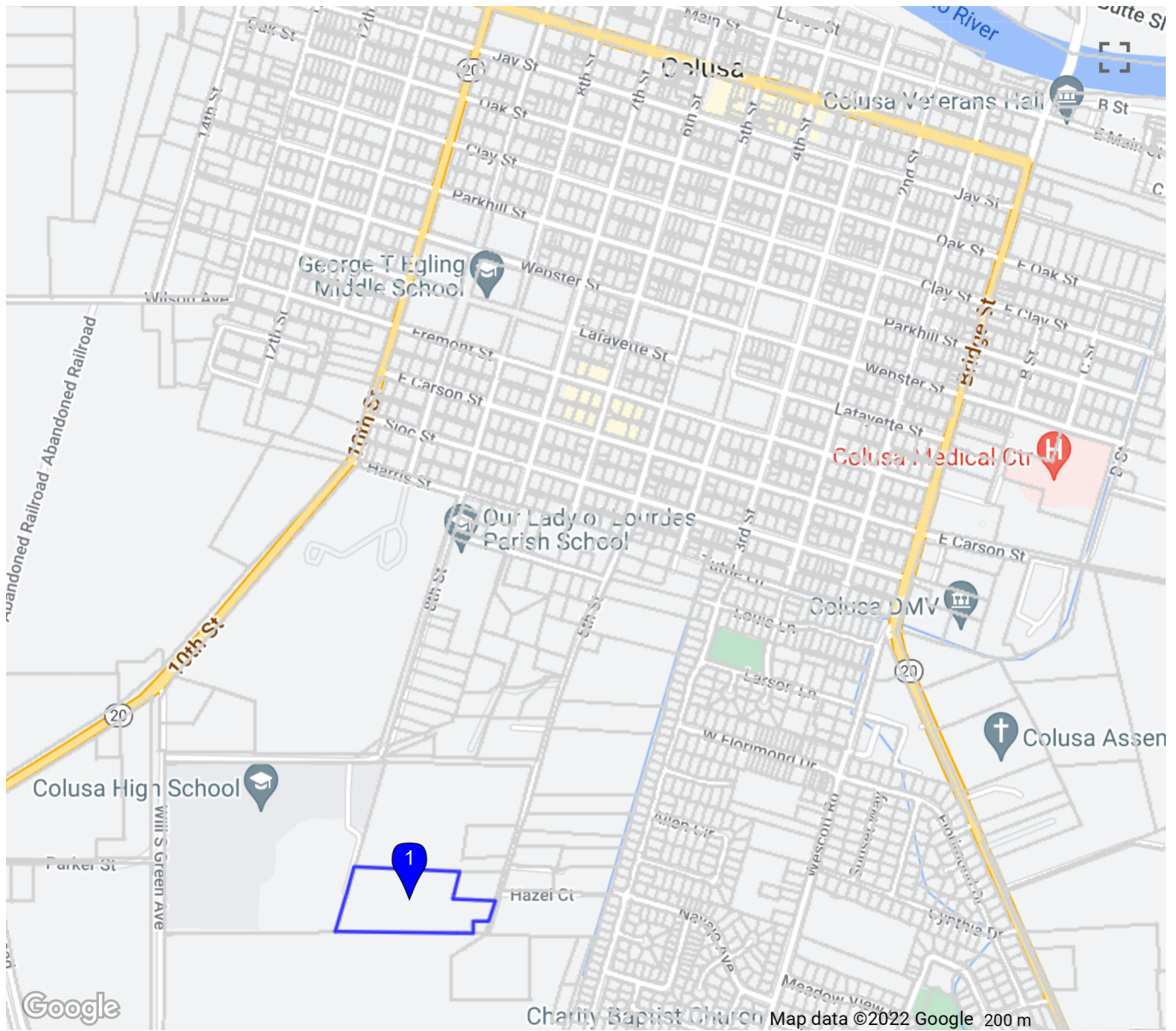




Item 2.



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© 2015 ParcelQuest www.parcelquest.com (888) 217-8999

LIST 1
DETAIL

Item 2.

☒ 1 Property Address: 1880 FIFTH ST COLUSA CA 95932-3009

Ownership

County: **COLUSA, CA**
Assessor: **ARNOLD GROSS, ASSESSOR**
Parcel # (APN): **015-210-029-000**
Parcel Status: **ACTIVE**
Owner Name: **STEGAR Nanci & Eric JT ET AL**
Mailing Address: **229 ALLEN CIRCLE COLUSA CA 95932**
Legal Description: **8.57 AC MOGK SUB NO 4 LOT 25**

Assessment

Total Value: .	Use Code: R1	Use Type: RESID. SINGLE FAMILY
Land Value: .	Tax Rate Area: 001-020	County Zoning Code:
Impr Value:	Year Assd: 2022	Census Tract: 2.00/3
Other Value:	Property Tax: .	Price/SqFt:
% Improved: 33%	Delinquent Yr:	
Exempt Amt: .	HO Exempt: Y	

Property Characteristics

Bedrooms: 3	Fireplace:	Units:
Baths (Full): 2	A/C:	Stories:
Baths (Half):	Heating:	Quality: 6.0
Total Rooms:	Pool:	Building Class: M
Bldg/Liv Area: 1,392	Park Type:	Condition:
Lot Acres: 8.570	Spaces:	Site Influence:
Lot SqFt: 373,309	Garage SqFt:	Timber Preserve:
Year Built: 1999		Ag Preserve:
Effective Year:		



**NOTICE OF PUBLIC HEARING
CITY OF COLUSA PLANNING COMMISSION**

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION will hold a Public Hearing in the City Council chambers in the Colusa City Hall located at 425 Webster Street on Wednesday, January 11th, at 7:00 p.m. or soon thereafter. The meeting is for the purpose of reviewing the following item:

Applicant: Aiden Sistrunk
Owners: Aiden Sistrunk
Location: 1880 5th Street
APN: 015-210-029-000 Approx. 8.57 acres
Zoning: R-1
Project: Wood Recycling for building pallets

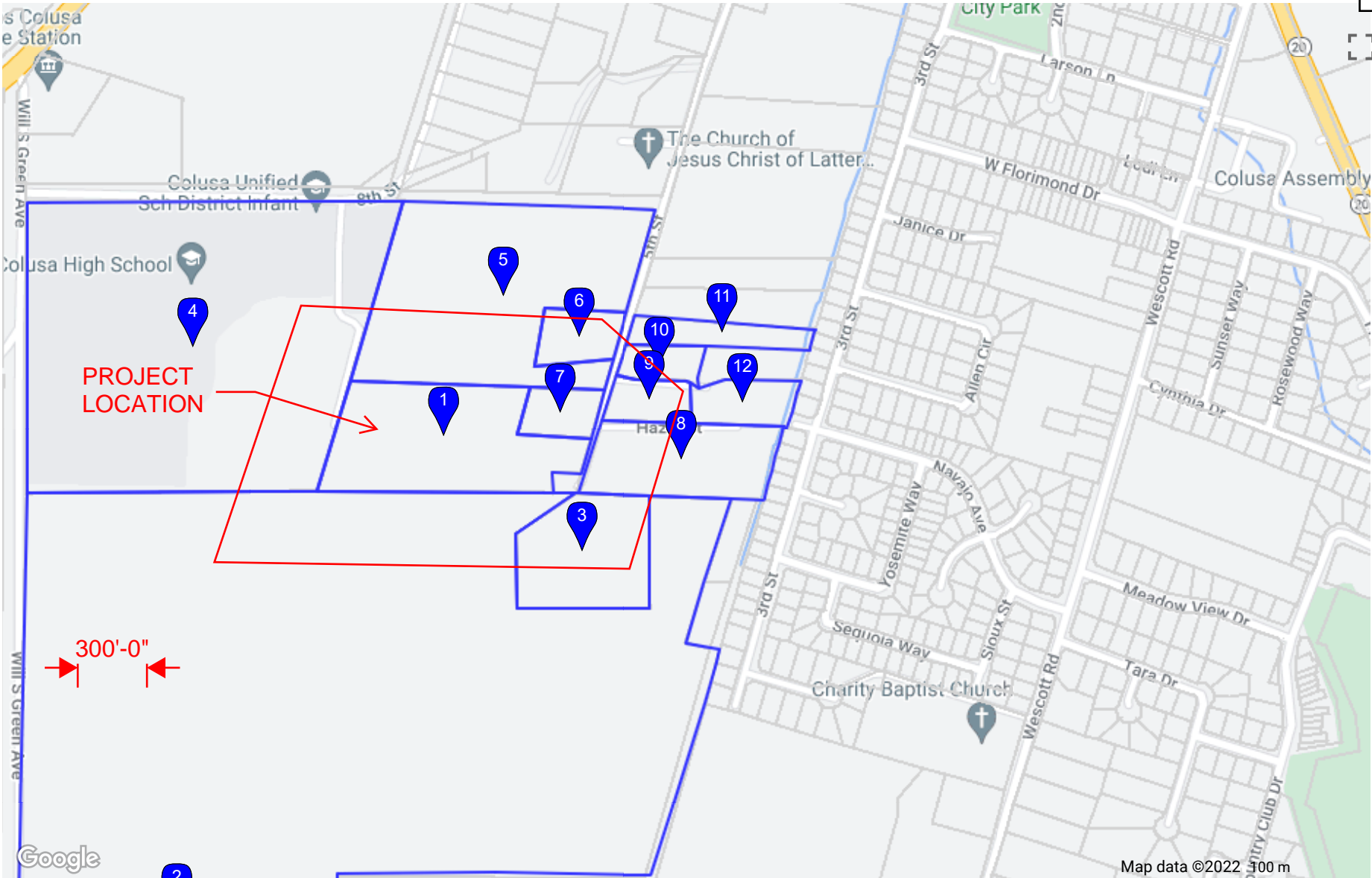
The Planning Commission will consider an application for a conditional use permit in the R-1 zoning district to allow wood recycling for purposes of building pallets.

This current proposal contemplates no infrastructure improvements and proposes no development to be requested at this time, thus no impacts are anticipated to be evaluated.

Environmental Review:	Categorically Exempt under CEQA
City Contact:	David Swartz, City Engineer, or Jesse Cain, City Manager
Phone:	(530) 682-9832 or 530-682-2933

All interested parties are invited to attend and express their opinions or provide written comments before the hearing. Written comments can be submitted to the Planning Department at the above address, until 5:00 p.m. on Wednesday, December 14th, 2022. Oral comments can be made at the Public Hearing.



Subsequent to the Planning Commission hearing, an appeal period of ten (10) calendar days will commence, during which an appeal of the Planning Commission's decision may be made to the Colusa City Council. Appeals must be accompanied by a corresponding fee and may be filed at the Planning Department in City Hall at the address above. Challenges to Planning Commission's decision may be limited only to those issues raised at the public hearing described in this notice or in written correspondence delivered to the City of Colusa at, or prior to, the public hearing.



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Map data ©2022 100 m


PARCELQUEST
 LIST 0
 DETAIL

<input checked="" type="checkbox"/>		APN 	Owner	S Street Address	Lot Acres	Use Type
<input checked="" type="checkbox"/>	<u>1</u>	015-210-029-000	STEGAR Nanci & Eric JT ET AL	1880 FIFTH ST	8.570	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>2</u>	015-130-129-000	THIARA BROTHERS LLC A CA LLC		155.490	AGRICULTURAL
<input checked="" type="checkbox"/>	<u>3</u>	015-130-128-000	SOLIS RAMIRO	1925 FIFTH ST	4.340	AGRICULTURAL
<input checked="" type="checkbox"/>	<u>4</u>	002-080-005-000	COLUSA UNIFIED SCHOOL DIST	901 COLUS AVE	40.000	NO VALUE
<input checked="" type="checkbox"/>	<u>5</u>	015-210-031-000	HIGHMAN LAWRENCE MARSHALL TRUSTEE OF SURVIVORS T	1560 FIFTH ST	18.300	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>6</u>	015-210-032-000	RIBEIRO CAITLIN & RODNEY JR CP WROS	1762 FIFTH ST	1.900	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>7</u>	015-210-027-000	RABLIN MARK REVOCABLE TRUST	1854 FIFTH ST	1.230	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>9</u>	015-210-023-000	GUIZAR JOSE RAFAEL	8 HAZEL CT	1.150	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>12</u>	015-210-026-000	GOODMAN MICHAEL R & DIANA L JT	6 HAZEL CT	1.590	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>8</u>	015-210-022-000	SCHAAP CRAIG A REVOC INTER VIVOS TR ET AL TC	1885 FIFTH ST	5.290	AGRICULTURAL
<input checked="" type="checkbox"/>	<u>10</u>	015-210-024-000	NORWOOD FAMILY TR	2 HAZEL CT	1.310	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>11</u>	015-210-007-000	LEE MILLISON KINYING & ROY JT WROS	1733 FIFTH ST	2.140	AGRICULTURAL



CITY OF COLUSA PLANNING DEPARTMENT Master Planning Application

425 Webster Street * COLUSA, CA 95932 * (530) 458-4740

STAFF USE ONLY

Date application received: 11/1/2022 Received by (Name): ROSIO
Total Fee Deposit Paid \$ 250.00 Cash ☒ Check ☐
Date Application Deemed Complete: _____ By: _____ Receipt No: _____ Check # _____

PROJECT INFORMATION:

Proposed Project Name: _____

Project Address: 1880 5th Street Colusa Ca 95932

Assessor's Parcel Number(s): 015-0210-029

Parcel Size: Square feet: 196020 AND Acres: 4.5 Zoning District: R1

RECEIVED

NOV 01 2022

APPLICANT INFORMATION:

Applicant's Name: Aiden Sistrunk
Mailing Address: 195 Yosemite way Colusa Ca 95932
Daytime phone #: (530) 665-3144 Fax #: _____ E-mail: aidensistrunk@cloud.com
Signature: Aiden Sistrunk

CITY OF COLUSA

OWNER INFORMATION:

Property Owner's Name: Aiden Sistrunk
Mailing Address: 195 Yosemite way Colusa Ca 95932
Daytime phone #: (530) 665-3144 Fax #: _____ E-mail: aidensistrunk@cloud.com
Signature: Aiden Sistrunk

Application Requested - check appropriate box(es)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Conditional (Major) Use Permit | <input type="checkbox"/> Lot Merger | <input type="checkbox"/> General Development Plan |
| <input type="checkbox"/> Development Agreement | <input checked="" type="checkbox"/> Minor Use/Sign Permit | <input type="checkbox"/> Tentative Subdivision /Parcel Map |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Pre-Zone / Annexation) | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Lot Line Adjustment | <input type="checkbox"/> Specific Plan | <input type="checkbox"/> Zoning Change / Amendment |

Property Owner Statement

Processing of this Application will not begin until the following statement has been completed to the satisfaction of the City:

I certify under penalty of perjury that I am the legal owner(s) (all individual owners must sign as they appear on the deed to the land), Corporate Officer(s) empowered to act for the corporation, Owner's legal agent having power of attorney (a notarized Power of Attorney document must accompany this application), or the owner's authorized representative (include a letter of authorization from the owner.)

I also certify, that the statements and information contained in this application, are true and correct. I understand that all property lines must be shown/dimensioned on the drawings and visible upon site inspection. In the event that the lines and monuments are not shown, their location is found to be incorrect, the owner assumes full responsibility.

Owner Signature: Aiden Sistrunk Date: 11/1/2022
Printed Name: Aiden Sistrunk

Owner Signature: Nanci Steger
 Printed Name: Nanci Steger

Date: 10-1-2022

Owner Signature: _____ Date: _____
 Printed Name: _____

Property Owner Authorization

I am (we are) the legal owners of said property, applying for entitlements from the City pursuant to this application; and do here by authorize the person/firm shown below to file and represent my/our interest in the application listed below, or if the person/firm below has a leasehold interest in the Property, I/we authorize the person to apply for entitlements for this Property. **If the Authorized Person has a leasehold interest in the Property, a copy of the lease agreement must be provided for as part of this application.**

Owner Signature: _____ Date: _____
 Printed Name: _____

Authorized Person

Applicant's Name: _____
 Mailing Address: _____
 Daytime phone #: _____ Fax #: _____ E-mail: _____
 Signature: _____

A letter signed by the property owner(s) may be submitted in lieu of this form, but the letter must identify the person being authorized to represent the property owner and the application submitted.

PROJECT INFORMATION:

Describe the Project (attach separate sheet if desired):

Sistrunk's Pallet Recycling: We recycle wood to build pallets

List any other related permits and other public approvals required for this project, including those required by the City, Regional, State and Federal Agencies:

☐ Provide the following information, if applicable:

Amount of off-street parking required, and what is provided:

Proposed phasing plan:

If residential, include the number of units, schedule of unit sizes, and type of household expected:

1 unit - Family home

If the project involves a **variance, conditional use or rezoning application**, state this and describe why the application is required:

Additional Information: Read Carefully

This project may be subject to fees and/or permits imposed by the Department of Fish and Wildlife (Fish and Game Code Section 711.4 et. seq., Public Resources Code, Section 1005). Unless a project is deemed, no action requiring payment of fees shall be deemed final until such fees are paid (Section 21089 (6) of the Public Resources Code). State of California Department of Fish and Game Code section 711.4 and Title 14 California Code of Regulations, section 753.5 requires payment of a \$2,406.75 fee at the time of filing of California Environmental Quality Act (CEQA) Notice of Determination (NOD) for review of a Negative Declaration, or Mitigated Negative Declaration, and \$3,343.25 for an Environmental Impact Report (EIR). Checks made payable to State Department of Fish & Game, and a \$50 recording fee made payable to the Colusa County Clerk's office must be delivered to Colusa City Hall within 5 business days of application approval. Pursuant to CEQA Guidelines Section 15075, recording of the NOD at the County Clerk's office is required within five (5) business days, or the statute of limitations is extended from 30 days to 180 days. The City fee for recording environmental documents is \$50.00. Checks must be made payable to the City of Colusa and must be delivered to Colusa City Hall, along with documents to be recorded and appropriate fees within 3 business days of application approval to ensure recording at the County within 5 business days as required by the Public Resources Code.

Item 2.

Any construction activity within a channel, waterway, or creek bed requires approval of a Streambed Alteration Permit from the California Department of Fish & Game, Regional Headquarters 1701 Nimbus Road, Rancho Cordova 95670, Environmental Services (916) 358-2929. For Department of Fish & Game forms, visit the agency's web site at www.DFG.CA.GOV.

The City of Colusa City Code, and the California Building Code, prohibit occupancy of the buildings prior to the issuance of a Certificate of Occupancy/Final Inspection by the Building Official.

APPLICATION PROCESSING AND REIMBURSEMENT AGREEMENT

This Agreement relates to the Payment of Costs incurred by the City of Colusa for Processing the Applications.

TO BE COMPLETED BY APPLICANT:

This Agreement is entered into this 1 day of November 2022 by and between the City of Colusa, California, a municipal corporation, ("City,"), and Aiden Sistunk ("Applicant") related to the Proposed Project as set forth in more detail below.

1. PROPERTY INFORMATION:

Property Location: 1880 5th St. Colusa Ca 95932
Interest of Applicant: Minor Use Permit

2. APPLICANT CONTACT INFORMATION:

Applicant's Name: Aiden Sistunk
Mailing Address: 195 Yosemite Way Colusa Ca 95932
Daytime phone #: (530) 665-3744 Fax # _____
E-Mail: aiden.sistunk@icloud.com
Signature: Aiden Sistunk

3. OWNER CONTACT INFORMATION (If different from Applicant):

Property Owner's Name: ~~James Sistunk~~
Mailing Address: _____
Daytime phone #: _____ Fax # _____
E-mail: _____
Signature: _____

4. BILLING INFORMATION: Statements, requests for deposits or refunds shall be directed to Applicant identified in Section 2 above unless stated otherwise below:

Company Name: Attn:

Street Address:

City: State: Zip:

Phone No: Fax No:

Federal Tax ID No:

Item 2.

This Agreement relates to the Payment of Costs incurred by the City of Colusa for Processing the Applications (conf'd)

This is a legally binding agreement. You should read all provisions

Intent. Applicant agrees to pay all personnel and related direct, indirect, overhead and overtime costs incurred by City employees and consultants (including engineers, attorneys and other professionals) incurred by City for review and processing the subject application, even if the application is withdrawn in writing, not approved, approved subject to conditions or modified upon approval. Applicant agrees that it shall pay any and all costs related to the subject application that the City would not have incurred but for the application. City's indirect and overhead costs will be applied to the time of City employees and consultants. All personnel and related direct, indirect, overhead and overtime rates for City employees and consultants shall be calculated annually by the City Manager.

Reimbursement Payments. Applicant agrees to provide the funds ("Reimbursement Payments") to allow City to perform the tasks necessary relating to the City's processing of the Project.

Deposit. Applicant agrees to make an initial deposit in the amount of \$750.⁰⁰ concurrently with the execution of this Agreement, which deposit ("Deposit") will be held by City in a separate account ("Account") and used by City for payment of its costs related to the Project. The City will not pay interest on deposits. Whenever the amount in the Account in which the Deposit is held is \$50 or less, City shall have the right to request in writing that Developer replenishes the Account by depositing an additional Reimbursement Payment in order to bring the balance of the Account back to the amount of the initial Deposit.

Invoices. City will provide Developer an itemized invoice of processing costs pertaining to the Project on a monthly basis. Developer shall have fifteen (15) days after mailing of the invoice to review the invoice and shall work in good faith with City to resolve any disputed costs. The City may elect to send statements less frequently than monthly if there is only a limited amount of activity on the Project in any given month. Invoices are due and payable within thirty (30) days.

City statements and invoices shall provide summary information indicating the cost for employees and independent contractors, including direct and indirect charges. Original invoices from independent contractors (except attorney/client invoices) shall be available upon request by Applicant, at Applicant's additional cost.

Failure to Replenish Account. If Applicant does not deposit such requested deposits or make payments on outstanding invoices within fifteen (15) days after the date of the deposit request or invoice, City staff may cease work on the project until the required deposit or payment is made, subject to any other provisions of law. Failure to make any subsequent deposits may result in denial of an application for a development project or in the decision by the City to postpone action on the application. City has the right to make more than one request for replenishment as set forth in Section C.

Processing Timelines. Applicant agrees that that it knowingly and voluntarily waives, extends and continues each of the time limits imposed by California Government Code Section 65943 for the determination of a development application's completeness and the time limits imposed by California Government Code Sections 65950, 65950.1, 65951 and 65952 for the approval or disapproval of development permits for as many days as the applicant delays making a subsequent deposit from the date of written notice requesting such additional deposit until the deposit is received by City, not to exceed 90 days.

Authority/Obligations of City. Deposits shall be applied toward the City's costs of reviewing and processing the application. City, in the exercise of the sole discretion of its officials, agents, or employees, will decide how City spends the Reimbursement payments. Except as provided elsewhere in this Agreement, City makes no promise, representation, or warranty, express or implied, as to the manner in which City will use the Reimbursement Payments. City also makes no promise, representation or warrant, express or implied, as to the timing of the City's processing of the Project nor as to the outcome by the City as to the processing, including the action by the City Council on Applicant's Application.

Costs Exceeding Deposit. In the event that the accumulated periodic charges exceed the Deposit and any subsequent deposits previously received by City, City will invoice Applicant for the amount outstanding and may require an additional deposit. Applicant will pay any and all amounts exceeding the initial and subsequent deposits within fifteen (15) days of the date of the invoice, and shall make any additional deposit required by City.

Payment Upon Receipt of Invoices. Applicant shall pay interest on all costs unpaid thirty (30) days after the date of any invoice at the maximum legal rate, and the City is entitled to recover its costs, including attorney's fees, in collecting unpaid accounts.

Lien on Property. Applicant and owner of property, if not the same, agree to and authorize City to place lien on the property subject to this application for any and all delinquent costs and fees. The City shall remove such a lien once the Applicant has paid all delinquent costs and fees. For purposes of this section, an invoice amount shall become delinquent when unpaid for thirty (30) days after the date of the invoice.

Refunds. Any refund of amounts deposited shall be made in the name of the Applicant, to the address noted above in Section 4.

Withholding of Entitlements. Applicant further agrees that no building permits, Certificate of Occupancy and/or subdivision Acceptance for the project will be issued until all costs for review and processing are paid.

Duty to Notify City. Applicant shall provide written notice to the City if any of the above information changes.

Indemnification. Applicant agrees to defend, with counsel selected by the City, indemnify and hold City harmless for all costs and expenses, including reasonable attorney's fees incurred by City or held to be the liability of the City, including plaintiff's attorneys' fees if awarded, in connection with City's defense of its actions in any proceeding brought in any State or Federal court challenging the City's actions with respect to the Applicant's project. If Applicant is not the property owner, Applicant agrees to pay such costs unless the property owner also signs this Agreement, in which case both Applicant and the property owner shall be jointly liable for such costs.

Authority to Enter Agreement. This Agreement shall only be executed by an authorized representative of the Applicant. The person executing this Agreement represents that he/she has the express authority to enter into agreements on behalf of the Applicant.

Not Assignable. This Agreement is not assignable without written consent of the City of Colusa, which consent shall not be unreasonably withheld. The City of Colusa will not consent to assignment of this Agreement until all outstanding costs, fees and liabilities have been paid by Applicant.

No Agency, Joint Venture or Partnership. City and Applicant renounce the existence of any form of agency relationship, joint venture or partnership between City and Applicant and agree that nothing contained herein or in any document executed in connection herewith shall be construed as creating any such relationship between City and Applicant.

APPLICANT

Item 2.

Name: _____

Signature: Aiden S. Stryker

Date: 11/17/2022

OWNER (must be filled out only if Applicant is not the fee owner of the property)

Property Owner's Name: _____

Signature: _____

Date: _____

CITY OF COLUSA

By: _____

Signature: _____

Date: _____

RESOLUTION NO. 2023-____

A RESOLUTION OF THE CITY OF COLUSA PLANNING COMMISSION APPROVING A
VARIANCE AND CONDITIONAL USE PERMIT TO ALLOW A PALLET
REMANUFACTURING BUSINESS IN AN R-1 ZONING

WHEREAS, the City has received an application for a variance and conditional use permit to allow a pallet remanufacturing business be set up with are area designated as R-1 zoning, and

WHEREAS, the City has established City Ordinance under Section 34 which allows for a variance and conditional use permit given certain findings can be met, and

WHEREAS, all procedures of the California Environmental Quality Act (“CEQA”), California Public Resources Code §21000 et seq., and the CEQA guidelines, title 14 of the California Code of Regulations, chapter 3, §15000 et seq. have been satisfied as the activity is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

WHEREAS, the Planning Commission has duly called, advertised and conducted a Public Hearing required by law concerning proposed, extension request; and

WHEREAS, the City of Colusa Planning Commission has considered public and staff input.

NOW, THEREFORE, BE IT RESOLVED by the City of Colusa Planning Commission, that the Planning Commission adopt a resolution approving a variance and conditional use permit subject to the city ordinances and zoning.

THE FOREGOING RESOLUTION was duly introduced and passed at a regular meeting of the City of Colusa Planning Commission held on the 11th day of January 2023, by the following vote.

AYES:

NOES:

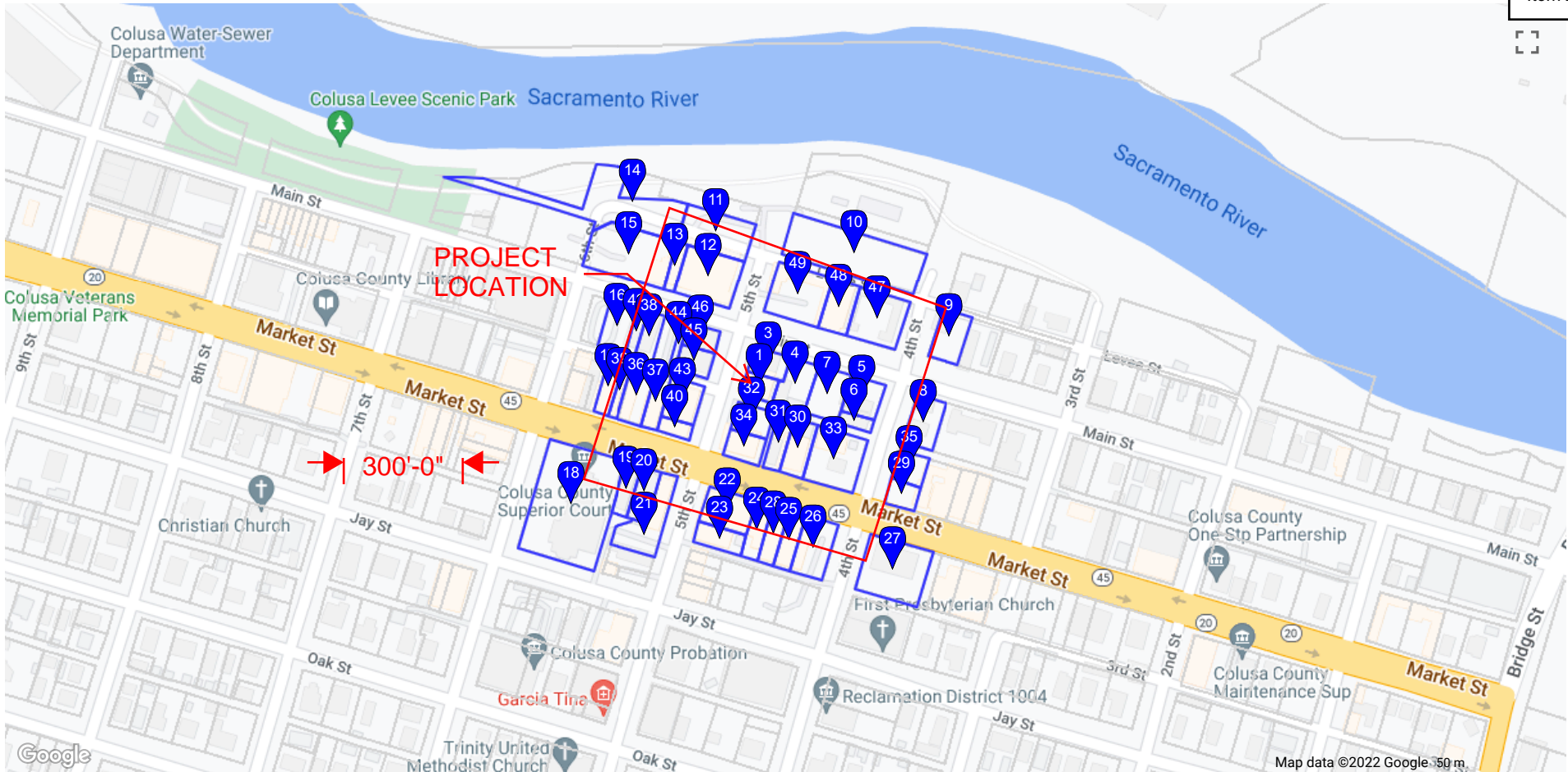
ABSTAIN:


ABSENT:



Signed and approved as to form by me on this 29th day of July 2022

ATTEST: _____
Planning Commission Chair, _____

City Manager, Jesse Cain



<input checked="" type="checkbox"/>		APN 	Owner	S Street Address	Lot Acres	Use Type
<input checked="" type="checkbox"/>	<u>1</u>	001-045-002-000	NOBLES THOMAS BRENT	115 FIFTH ST	0.120	RETAIL SALES
<input type="checkbox"/>	<u>2</u>	001-085-004-000	MEYER CURTIS & DAVIS-MEYER JAMIE JT	703 JAY ST	0.220	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>3</u>	001-045-001-000	FOUR BY FOUR INVESTMENTS, LLC	107 FIFTH ST	0.110	COMMERCIAL
<input checked="" type="checkbox"/>	<u>4</u>	001-045-003-000	FOUR BY FOUR INVESTMENTS, LLC		0.210	COMMERCIAL
<input checked="" type="checkbox"/>	<u>9</u>	001-043-008-000	WESTON GAY MARIE AND DOUGLAS JAY TRUSTEES	29 FOURTH ST	0.220	RESID. SINGLE FAMILY
<input checked="" type="checkbox"/>	<u>10</u>	001-042-002-000	HOBLIT RENTAL PARTNERS A CA GEN PTRNSHIP	15 FIFTH ST	0.730	COMMERCIAL
<input checked="" type="checkbox"/>	<u>11</u>	001-041-005-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.440	VACANT
<input checked="" type="checkbox"/>	<u>12</u>	001-041-006-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.400	AUTOMOTIVE USES
<input checked="" type="checkbox"/>	<u>14</u>	001-041-002-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.290	VACANT
<input checked="" type="checkbox"/>	<u>15</u>	001-041-008-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.440	VACANT
<input checked="" type="checkbox"/>	<u>16</u>	001-044-002-000	MERCHANTS BANK OF COMMERCE		0.200	VACANT
<input checked="" type="checkbox"/>	<u>17</u>	001-044-022-000	ORNBAUN CAROLEE ET AL TC	546 MARKET ST	0.110	RESTAURANT
<input checked="" type="checkbox"/>	<u>18</u>	001-091-001-000	COLUSA COUNTY OF	547 MARKET ST	1.140	GOVERNMENT
<input checked="" type="checkbox"/>	<u>19</u>	001-091-002-000	NELSON DAVID R & LAURIE A LIVING TR ET AL TC	521 MARKET ST	0.110	OFFICE
<input checked="" type="checkbox"/>	<u>22</u>	001-092-001-000	BEDUHN GAIL	201 FIFTH ST	0.210	COMMERCIAL
<input checked="" type="checkbox"/>	<u>24</u>	001-092-003-000	STEIDLMEYER LEO P & CYNTHIA A 2019 TR	439 MARKET ST	0.110	COMMERCIAL
<input checked="" type="checkbox"/>	<u>25</u>	001-092-005-000	HOWE GRETCHEN L FAMILY TR ET AL	421 MARKET ST	0.110	RETAIL SALES
<input checked="" type="checkbox"/>	<u>26</u>	001-092-006-000	SHUMAN LEROY I & PAULA D JT	415 MARKET ST	0.220	RESTAURANT
<input checked="" type="checkbox"/>	<u>27</u>	001-093-001-000	UNITED STATES OF AMERICA	351 MARKET ST		GOVERNMENT
<input checked="" type="checkbox"/>	<u>29</u>	001-046-009-000	3 R INVESTMENTS A CA GENERAL PARTNERSHIP		0.110	VACANT
<input checked="" type="checkbox"/>	<u>30</u>	001-045-007-000	NEWLIN RALPH E & NANCY L	430 MARKET ST	0.160	AUTOMOTIVE USES
<input checked="" type="checkbox"/>	<u>31</u>	001-045-008-000	BEDUHN GAIL	436 MARKET ST	0.110	OFFICE

		APN 	Owner	S Street Address	Lot Acres	Use Type	Item 2
<input checked="" type="checkbox"/>	<u>32</u>	001-045-010-000	ABEL S WILLIAM & CATHERINE A 1993 FAMILY TR ET AL	131 FIFTH ST	0.120	OFFICE	
<input checked="" type="checkbox"/>	<u>33</u>	001-045-006-000	KELLEY TIMOTHY	414 MARKET ST	0.330	AUTOMOTIVE USES	
<input checked="" type="checkbox"/>	<u>35</u>	001-046-010-000	MENDEZ LORENA	129 FOURTH ST	0.110	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>40</u>	001-044-012-000	ABEL S WILLIAM & CATHERINE A 93 FAMILY TR ET AL	500 MARKET ST	0.060	OFFICE	
<input checked="" type="checkbox"/>	<u>42</u>	001-044-003-000	LITCHFIELD DONALD & ORNBAUN CAROLEE JT	538 MAIN ST	0.070	RESTAURANT	
<input checked="" type="checkbox"/>	<u>43</u>	001-044-011-000	C & D PREFERRED PROPERTIES LLC	130 FIFTH ST	0.160	OFFICE	
<input checked="" type="checkbox"/>	<u>44</u>	001-044-006-000	HOBLIT INVESTMENT PARTNERS A CA GENERAL PTRNSHIP		0.040	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>45</u>	001-044-020-000	HOBLIT INVESTMENT PARTNERS A CA GENERAL PTRNSHIP	110 FIFTH ST	0.130	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>46</u>	001-044-007-000	HOBLIT RENTAL PARTNERS A CA GENERAL PTRNSHIP	104 FIFTH ST	0.090	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>47</u>	001-042-004-000	LETTERKENNY PROPERTIES LLC	400 MAIN ST	0.330	RESID. HOTEL/MOTEL/RESORTS	
<input checked="" type="checkbox"/>	<u>48</u>	001-042-008-000	MARAL FRANK J III & SILK LYNDA	420 MAIN ST	0.190	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>49</u>	001-042-009-000	CHAUHAN THAKOR & HANSU JT	41 FIFTH ST	0.360	RESID. HOTEL/MOTEL/RESORTS	
<input checked="" type="checkbox"/>	<u>5</u>	001-045-011-000	POYNER LAND HOLDINGS LLC A CA LLC	411 MAIN ST	0.150	OFFICE	
<input checked="" type="checkbox"/>	<u>7</u>	001-045-004-000	FOUR BY FOUR INVESTMENTS, LLC		0.220	VACANT	
<input checked="" type="checkbox"/>	<u>8</u>	001-046-001-000	DE LA TORRE RACHEL	103 FOURTH ST	0.220	RESID. MULTIPLE FAMILY	
<input checked="" type="checkbox"/>	<u>23</u>	001-092-002-000	PEREZ JOSE LEONARDO&LOMELI MARIA DE LA LUZ SOTO JT	217 FIFTH ST	0.120	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>36</u>	001-044-021-000	CHEW DANIEL & HUANG TINA Y	534 MARKET ST	0.160	RESTAURANT	
<input checked="" type="checkbox"/>	<u>37</u>	001-044-013-000	COLUSA COUNTY FARM BUREAU A NON-PROFIT CORP	520 MARKET ST	0.110	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>38</u>	001-044-004-000	HOBLIT RENTAL PARTNERS A CA GEN PTRNSHIP	533 MAIN ST	0.120	AUTOMOTIVE USES	
<input checked="" type="checkbox"/>	<u>39</u>	001-044-023-000	C & D PREFERRED PROPERTIES LLC	538 MARKET ST	0.050	RETAIL SALES	
<input type="checkbox"/>	<u>50</u>	001-036-014-000	COLUSA INDIAN COMMUNITY ECONOMIC DEVELOPMENT CORP	110 SIXTH ST	0.440	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>6</u>	001-045-012-000	REEL ACTION LLC	126 FOURTH ST	0.070	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>13</u>	001-041-007-000	HOBLIT INVESTMENT PARTNERS A CA GEN PTRNS		0.060	VACANT	

Item 2.

<div><div><div><div><div></div><div>id</div></div><div></div></div><div></div></div></div> <div>APN </div> <div>Owner</div> <div>S Street Address</div> <div>Lot Acres</div> <div>Use Type</div>							Item
<input checked="" type="checkbox"/>	<u>20</u>	001-091-003-000	SCHAAP CRAIG	513 MARKET ST	0.140	COMMERCIAL	
<input checked="" type="checkbox"/>	<u>21</u>	001-091-009-000	CROCKER CITIZENS NATIONAL BANK	501 MARKET ST	0.260	BANK	
<input checked="" type="checkbox"/>	<u>28</u>	001-092-004-000	HOWE GRETCHEN L FAMILY TR	427 MARKET ST	0.110	RETAIL SALES	
<input checked="" type="checkbox"/>	<u>34</u>	001-045-009-000	ABEL S WILLIAM & CATHERINE A 93 FAMILY TR ET AL	143 FIFTH ST	0.120	OFFICE	
<input type="checkbox"/>	<u>41</u>	001-044-005-000	HOBLIT INVESTMENTS PARTNERS A CA GENERAL PTRNSHIP		0.110	RETAIL SALES	



NOTICE OF PUBLIC HEARING CITY OF COLUSA PLANNING COMMISSION

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION will hold a Public Hearing in the City Council chambers in the Colusa City Hall located at 425 Webster Street on Wednesday, January 11th, at 7:00 p.m. or soon thereafter. The meeting is for the purpose of reviewing the following item:

Applicant: Aiden Sistrunk
Owners: Aiden Sistrunk
Location: 1880 5th Street
APN: 015-210-029-000 Approx. 8.57 acres
Zoning: R-1
Project: Wood Recycling for building pallets

The Planning Commission will consider an application for a conditional use permit in the R-1 zoning district to allow wood recycling for purposes of building pallets.

This current proposal contemplates no infrastructure improvements and proposes no development to be requested at this time, thus no impacts are anticipated to be evaluated.

Environmental Review:	Categorically Exempt under CEQA
City Contact:	David Swartz, City Engineer, or Jesse Cain, City Manager
Phone:	(530) 682-9832 or 530-682-2933

All interested parties are invited to attend and express their opinions or provide written comments before the hearing. Written comments can be submitted to the Planning Department at the above address, until 5:00 p.m. on Wednesday, December 14th, 2022. Oral comments can be made at the Public Hearing.

Subsequent to the Planning Commission hearing, an appeal period of ten (10) calendar days will commence, during which an appeal of the Planning Commission's decision may be made to the Colusa City Council. Appeals must be accompanied by a corresponding fee and may be filed at the Planning Department in City Hall at the address above. Challenges to Planning Commission's decision may be limited only to those issues raised at the public hearing described in this notice or in written correspondence delivered to the City of Colusa at, or prior to, the public hearing.

City of Colusa
Planning Commission
Cannabis Ordinance Review

Introduction

At the January 3rd City Council Meeting, direction was given to City Staff to have the Planning Commission(ers) deep dive The City's current Cannabis Ordinance and create recommendations for updates and amendments to said Ordinance for Council approval.

Overview

In August 2022, City Staff began an operational and compliance audit of Cannabis within the City of Colusa. This audit included, but was not limited to fees received, state license verification, process and procedure improvements, and review of City Ordinance encompass in 12D, 12E, 12F (including ordinance numbers 519 & 551), as well as Appendix Zoning Articles 21 & 33.

*8/16/22 Meeting, City Council reviewed the first Cannabis Discussion Dec *see attached*

At the September 6, 2022 City Council meeting, Council consideration item for review of cannabis ordinances and changes was recommended by staff

City Staff presented the first requested amendments via Public Hearing at the October 28, 2022 Planning Commission Meeting. Approval of the repeal of 12D was made, with continuance of all other topics to be continued at December 14th Meeting, with the request of additional context around permit limitations

The second Cannabis Discussion Deck (City FY Q2), was completed at the end of November, to be presented at the December 6th City Council Meeting. This discussion item was pushed to a later meeting.

The aforementioned Deck, with requested additional information, was presented at the December 14th Planning Commission. Planning Commission approved the repeal of 12E, as well as the added ordinance language to Article 21, chapter 5, Point 10: Planning Commission requested a Work Shop be set up with Council so clear instruction could be given.

At the December 20th meeting, Council requested a Special Meeting/Workshop be set up for Council and Commission

At the January 3, 2023 City Council Meeting, Cannabis Discussion Deck 2 was reviewed and discussed as a Discussion item. Council instructed City Staff to have planning commission review and "get in the weeds" of the ordinance updates, as well as instructed staff to set up Special Meeting/Workshop.

Topics

- 1 Odor
- 2 Permit Limitations
- 3 Fees & Fines
- 4 Enforcement
- 5 Misc. Clean Up & Call Outs

Odor

Odor Complaints from Public

- ▶ City Staff created tracking log and pushed out information via mail, social media, and public meetings
- ▶ This was for all odor complaints within City Limits, with ability to recap specifics to capture impact of cannabis complaints
- ▶ City Staff reported total monthly calls in department reports, submitted via consent calendar once a month in City Council Meetings
- ▶ Cannabis Discussion Deck _2 also reflected a recap of odor complaints

Required Filtration and Ventilation

- ▶ To ensure that cannabis buildings, (cultivation, manufacturing, nursery, etc.) had the proper systems installed and running, City Staff created a Certificate of Occupancy procedure to be used for all future buildings and retroactive to businesses and buildings already operating.
- ▶ This specific language was added to 551 (21.05.06.10, (3 and 3B)
- ▶ Planning Commission approved this amendments on 12/14/22
- ▶ Next step will be bringing this specific amendment to 551 before Council for approval
- ▶ Once Council approves, new requirement and timeline will be rolled out to cannabis operations currently up and running, with inspection by City Manager/Code Enforcement/Designee for sign off and approval.

*Why this change - creating a Certificate of Occupancy procedure and document not only creates a paper trail accounting for City required smell mitigation, it also allows City Staff to address any issues or misuse with business owners.

Item 3.

Setting Thresholds

- ▶ Options: City purchases Nose Ranger system to measure and record smell particles outside of buildings. This gives documentation of a nuisance based on set thresholds
- ▶ Option: Trinity Consulting out of Dallas Texas has worked with Yolo County to set thresholds for communities to hold as standards
- ▶ Option: Add language to include X number of calls within a certain time period (5 calls within a 24 hour period) is an automatic inspection, or 24 hour shut down.

Permit Limitations

Improved Application Processes

- ▶ See attachment Application Processes Draft

Dispensary Limitation

- ▶ See Dispensary Limitations Draft
- ▶ Addition of Delivery may and should be added to encompass all retail Permits issued
- ▶ There are many cities that have set up limitations to the retail side of cannabis

Cannabis Facility

- ▶ For all Cultivation, Nurseries, Manufacturing, Processing, Lab & Testing
- ▶ City has found no municipality, County or City, in California that limits these facilities.

Special Use Permit vs. Regulatory Permit

- ▶ Change currently planning language that captures all Cannabis as a SUP and revise to regulatory permit

Fees & Fines

Full Fee Schedule Review

Full Fine Schedule Review

Enforcement

Updating point of contact/enforcement to include City Manager to multiple lines of 551 *See attachment Enforcement Draft
Creating of check list for business inspections to be performed on a monthly basis by City Staff *see attached Walk-through Compliance

Miscellaneous

General Plan

- ▶ Review General Plan and all amendments made between 2007-2022 in regards to Cannabis

Repeal 12D & 12E, as 12F and state law now supersedes, adjust article language.

- ▶ Reviewed by Planning Commission via Public Hearing at 10/28 and 12/14 meetings
- ▶ Approved and will go before Council

Future of Cannabis at a National, State, and local level

- ▶ review new State Laws that are now in affect to endure that City Ordinance is inline
- ▶ be aware of National rulings and instructions to ensure that City is thinking ahead and not painting self into a corner

Personal Grows

- ▶ Add draft language to ordinance regarding personal/private grows in homes based on State Law, with additional requirements and rules based on City needs

Cannabis Fund

- ▶ Review current financials of Cannabis Funds
Currently, only 3% fees, annual permit fee, facility fees flow in
- ▶ Review Application Fee
Break out based on city departments and allocate appropriately
Currently, application fee revenues are actualized in Planning

Cannabis Standing Committee

- ▶ Rework Cannabis Fund Ad-Hoc to a standing Committee comprised of council, staff,

residents, and business owners to work on reviewing information that is captured in Cannabis Discussion Deck. While information is managed and actioned by Staff, this standing committee will function as a second set of eyes/continued accountability of the Cannabis industry within the City of Colusa.

Ordinance Definitions

- ▶ Review all Cannabis Definitions in ordinances and articles for consistency and clarity

Minimum operational requirements & restrictions

- ▶ Review Section 21.5.06, all points
- ▶ break out specifics between dispensaries and mobile delivery (retail) vs. Nurseries, Cultivation, Manufacturing, Production, Lab & Testing

Removal of "manufacturing" in Article 33

CANNABIS QUARTERLY FEE FORM

Full Name

E-Mail

Business Name (as stated on DA)

Address

Quarter (based on City of Colusa FY)

☐

1 (Jul/Aug/Sept)

☐

2 (Oct/Nov/Dec)

☐

3 (Jan/Feb/Mar)

☐

4 (Apr/May/Jun)

Fiscal Year

Gross

DA % of

Gross

Quarterly payments are due on or before the first Monday of the month following the end of a fiscal quarter (October, January, April, and July). If there is a need to push this out for any reason, the responsible party will contact City Manager or Finance Director via email to request the extension. Request and approval must be in written form.

Monthly Reports included:

☐

Yes

☐

No (reason_____)

City Use

Payment
Received
by

Date

CannabisDiscussion

City of Colusa Updates & Action Plans

Business Operation Permit**Update**

Total current operating: 7

- Cultivation - 4
- Manufacturing - 1
- Delivery - 2
- Store Front -0

Total pending applications: 6

Business Operation Permit (BOP)

Cannabis Revenues

By Fiscal Year

- **2019/20** \$221,513.88
- **2020/21** \$436,400.32
- **2021/22** \$318,783.91

Cannabis Fund Expenditures

By Fiscal Year

- **2019/20** \$0.00
- **2020/21** \$15,000.00
- **2021/22** \$30,389.82

Cannabis Fund Reserved for Grant Match

Rural Surface Transportation Grant \$681,797.00

Safe Streets & Roads for All Grant \$50,000.00

StateUpdates

- Budget Act 2022 suspends cultivation tax as of 7/1/22.
- Keeps the 15% excise tax for three years.
- Tax relief for equity operators.
- Requires an economic study that measures the impacts of tax reform on revenues
- Please review Budget Act 2022 for more
<https://bit.ly/Budgetact2022>

SecurityUpdates

- No criminal complaints.
- Over the last several years, there have been up to 100 smell complaints, starting with Cannabusiness located on 5th Street.
 - Odor Complaints for Downtown businesses have lowered to an average of 1 per week.
 - Most Odor Complaints currently are for businesses located at C.I.P.

BOP Process & Procedure Updates

- New reporting procedure for smell complaints
 - rolled out and active
 - City Staff will include reporting of call overview in Staff Reports at one (1) monthly City Council Meeting
- Open RFP for Audit & Compliance
 - expected to be in front of Council at October meeting
- Creation of Certificate of Occupancy Permit (WIP)
 - Consist of Odor Compliance and Security Form
 - Inspection and Sign Off by City Manager and Police Chief before occupancy of any kind
- Creation of Cessation of Business Notification Form (WIP)
- Development of new Quartley Payment, including set hours and days and updated format (WIP)
- Implementation of required monthly reports from operating businesses (WIP)

*BOP = Business Operation Permit
(WIP) = Work in Progress*

Ordinance 519 Odor Complaints

Resident reports odor complaint to City Hall or
City of Colusa Police Department
Ord. 519 (21.5.06 (j))
zero tolerance for odor



Inspection of the facility by the City Manager or Police Chief
Findings of violations of Ord. 519 may be subject to a fine.
Ord. 519 (21.5.15 (e))
Violations; enforcement



Fines shall be paid within thirty (30) days
Ord. 452 (12C-13)



Unpaid fines after thirty (30) days are subject to
penalty of ten (10) percent plus interest at the
rate of one (1) percent per month
Ord. 452 (12C-13)

Designee of business may dispute violation
within (10) days in writing
Ord. 452 (12C-10)



Appeals Process Begins with Hearing contesting
admin citation, hearing, appeal of hearing officer
decision.
Ord. 452 (12C-14 to 15; 17 to 22)

Cannabis Discussion 2

City of Colusa Updates & Action Plans

Business Operation & Permit Update

Total DA approvals and active RP: 14

- Cultivation -10
- Manufacturing -2
- Delivery - 2
- Store Front - 0

Total current operating: 7

- Cultivation - 4
- Manufacturing -2
- Delivery - 2
- Store Front - 0

Total approved but not in operation: 6

- Cultivation - 6
- Manufacturing - 0
- Delivery - 0
- Store Front - 0

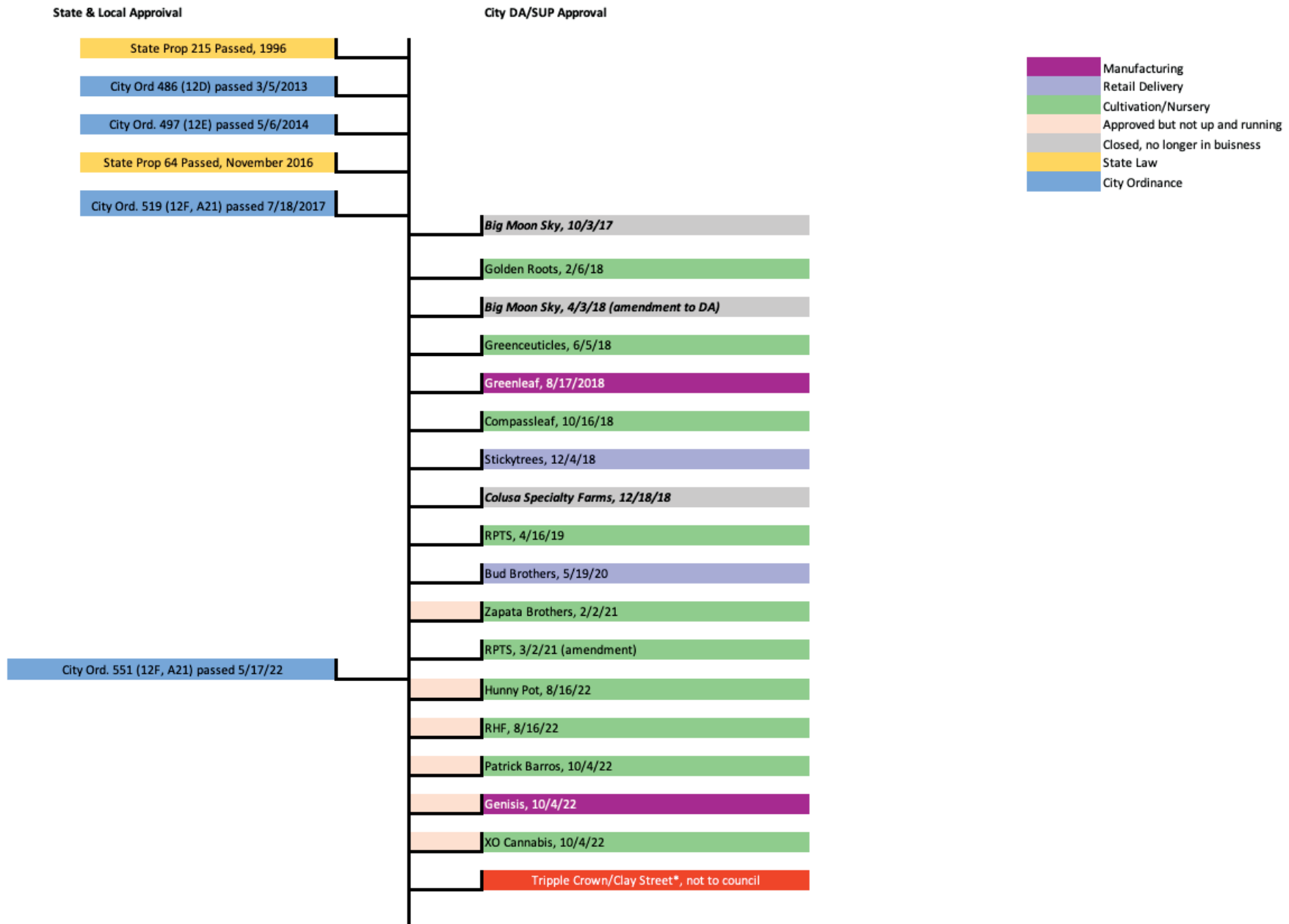
Total pending applications: 1 (CUP)

Two (2) RP issued in 2017/2018 are no longer in use:
Big Moon Sky & Colusa Specialty Farms

Regulatory Permit (RP)
Conditional Use Permit (CUP)

Regulatory Permit Historical Approval View

Item 3.






Cannabis Business Map

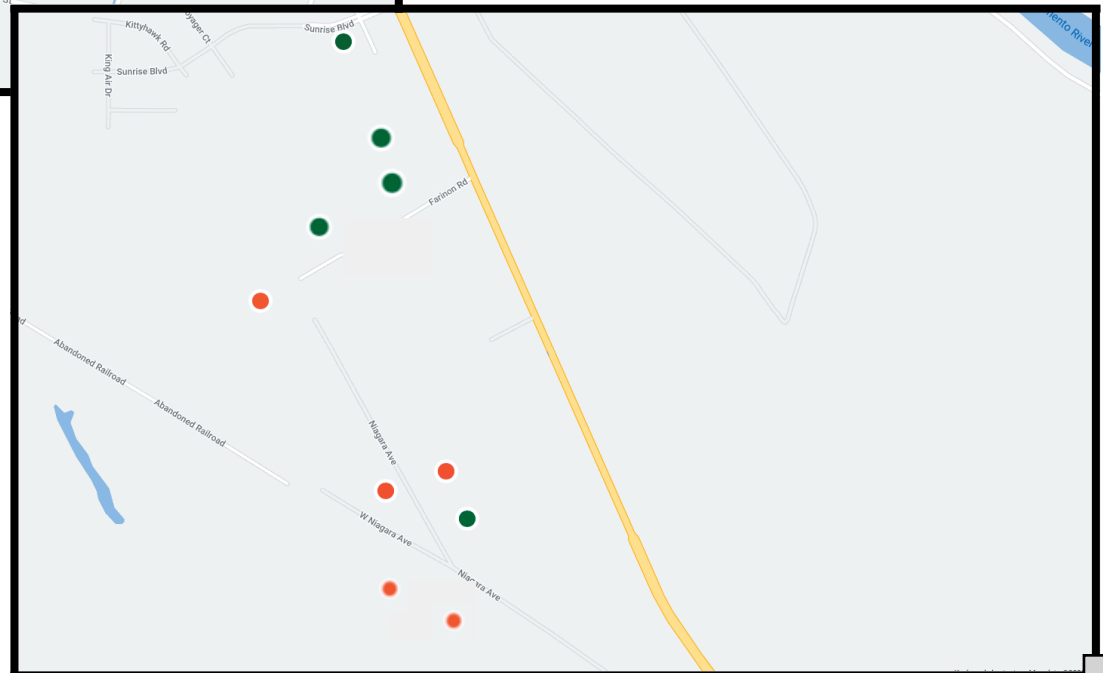
Item 3.



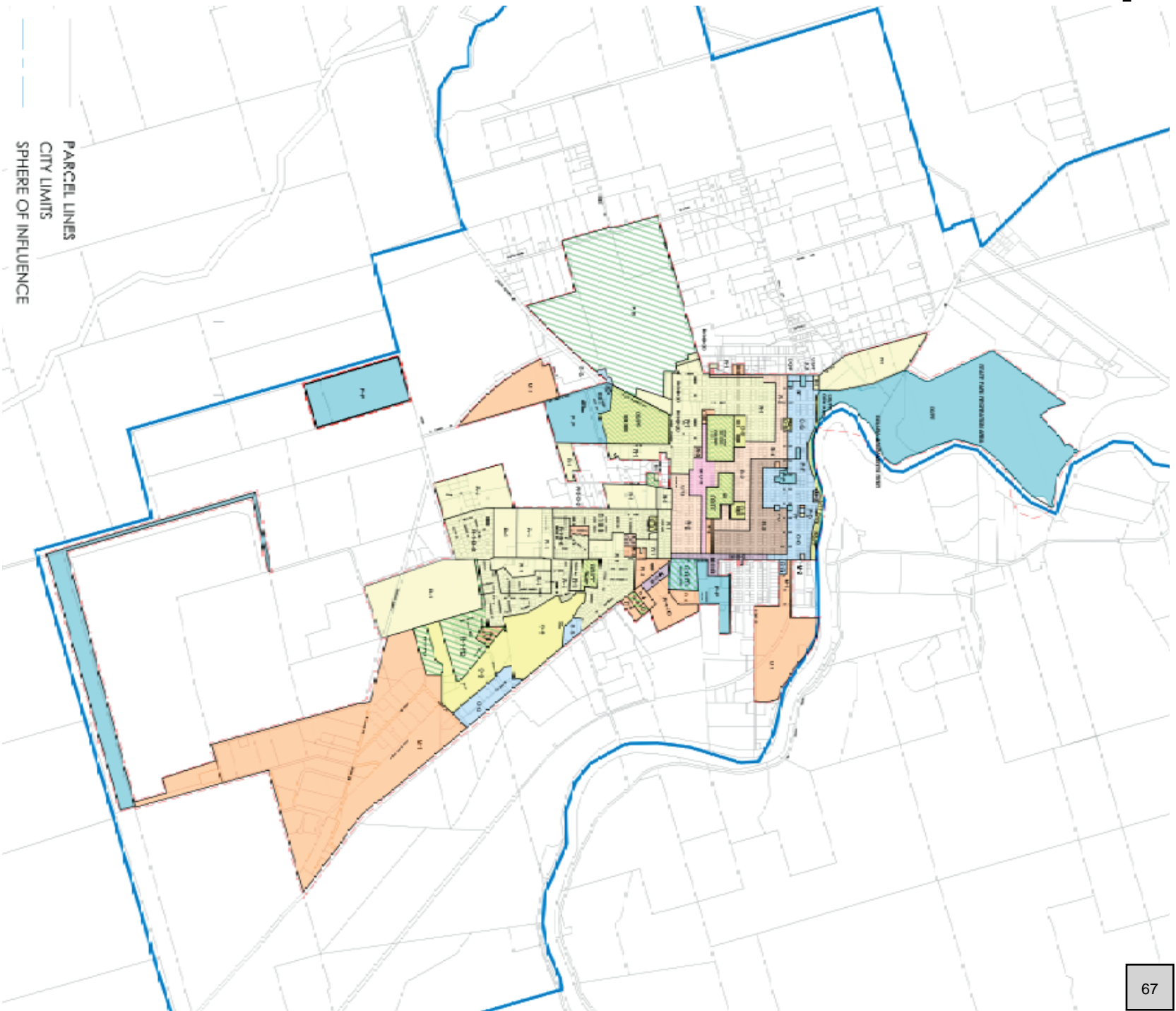
South End of City

North End of City

-  RP Approved and in operation
-  RP Approved and under construction/
non-operating
-  RP Approved and non-operating



Cannabis Zone Map Item 3.



Open Discussion **Permit Limitations**

Action:

- Add language and specifics to ordinance/article for updated application requirements and approval process
- Add calendar to reflect four (4) dates for city to accept applications and put updated process into play
- Add language to ordinance/article detailing limitations on RP's issued by City
- Present resolution to hold all application windows until Sr. Planner is hired

Cannabis Fund **Revenues**

By Fiscal Year

- **2017/18** \$4,388.74
- **2018/19** \$237,954.80
- **2019/20** \$206,281.53
- **2020/21** \$439,376.58
- **2021/22** \$321,639.59

Cannabis Fund **Expenditures**

By Fiscal Year

- **2020/21** \$18,015.17
- **2021/22** \$27,434.65

Cannabis Fund Balance \$1,174.728.60

Cannabis Fund **Reserved for Grant Match**

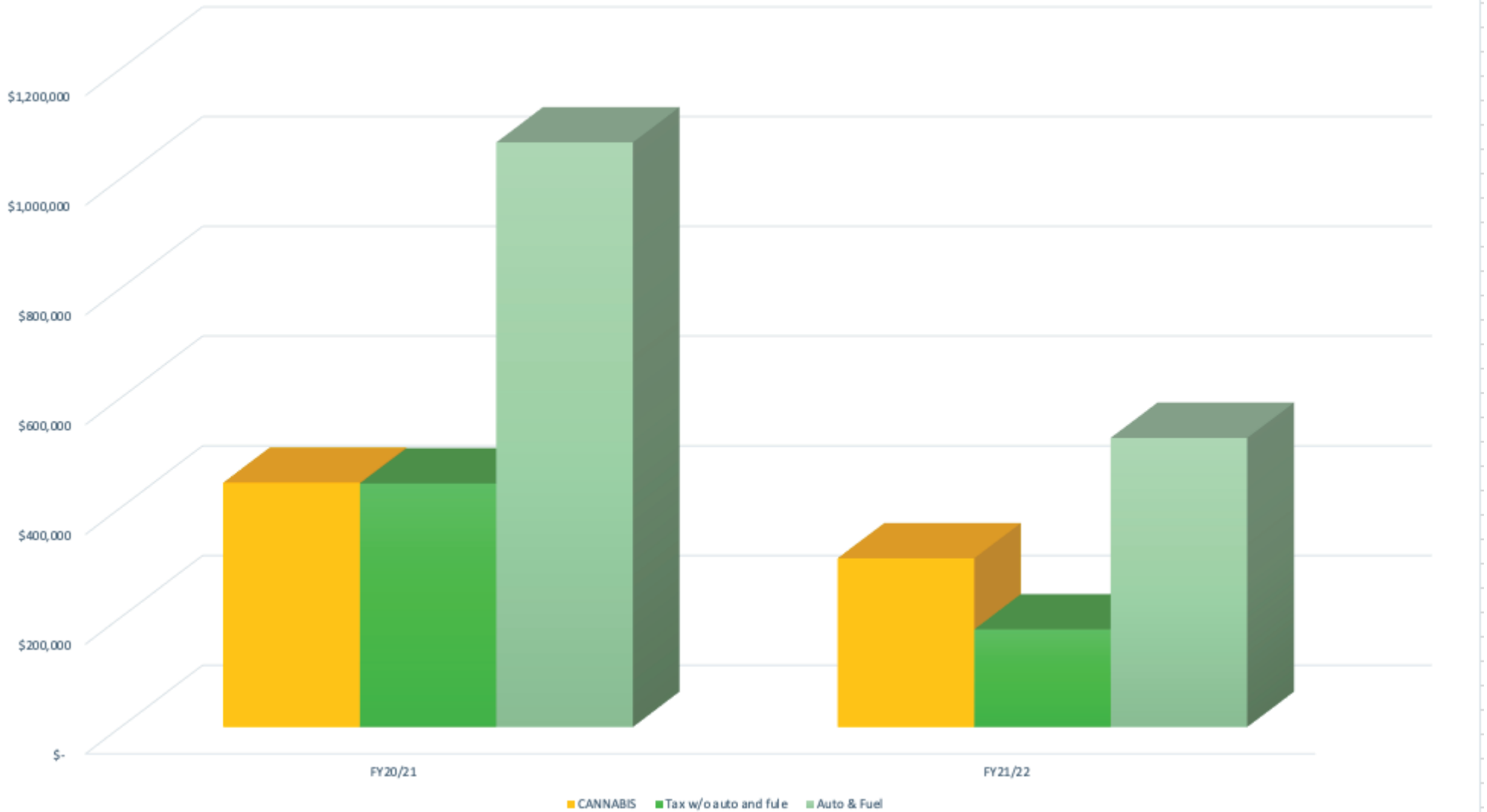
Rural Surface Transportation Grant \$681,797.00

Safe Streets & Roads for All Grant \$50,000.00

Cannabis DA Fee Comp to General Sales Tax Revenues

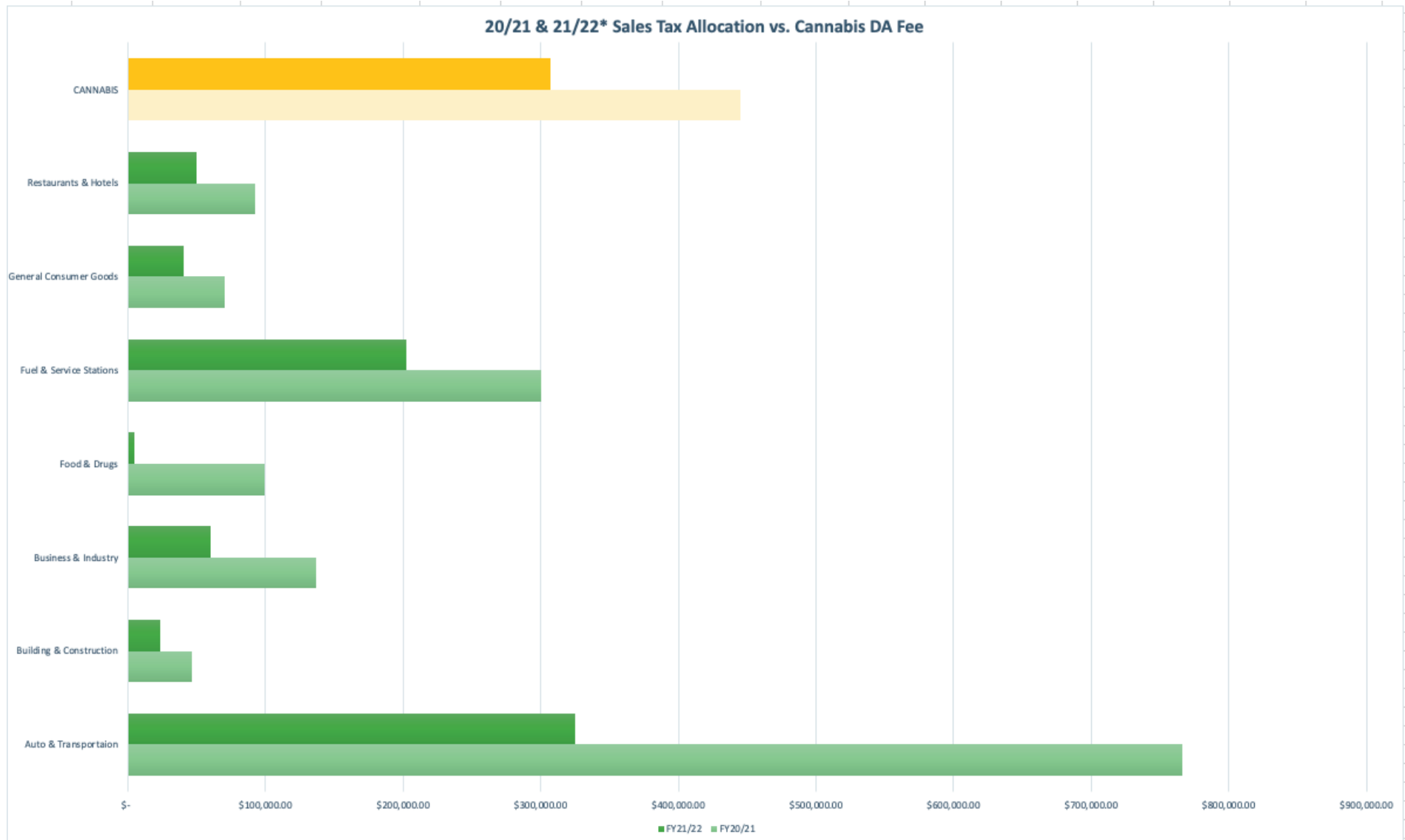
Item 3.

Sales Tax Grouping vs. Cannabis 20/21 & 21/22*



Cannabis DA Fee Comp to General Sales Tax Revenues

Item 3.



Odor Complaint Recap

When reviewing the first discussion deck, City Staff began an initiative to capture odor complaints and report totals monthly in Department Recaps at Council meetings.

Between August 8th and November 22nd, the City received 89 Odor Complaints from citizens; 31% (27 calls) of the complaints were for Cannabis odor: 22 were from the Bridge Street area; five were from the South/CIP area of town.

Row Labels	Cannabis	Cannabis*
8/8/22		
8/10/22		
8/11/22		1
8/17/22		
8/18/22	1	
8/22/22		2
8/23/22		
8/29/22		1
8/30/22		
9/6/22	1	
9/7/22		
9/8/22	1	
9/12/22	2	
9/13/22	3	
9/14/22	1	
9/15/22		
9/19/22		
9/22/22	2	
9/26/22	1	
10/4/22		
10/6/22	1	
10/10/22	2	
10/11/22	1	
10/14/22		1
10/17/22	4	
10/18/22		
10/20/22		
10/24/22		
10/31/22		
11/1/22	1	
11/3/22		
11/8/22	1	
11/22/22		
Grand Total	22	5

Monthly Call Totals

August - 5 (Full month not captured)

September - 11

October - 9

November - 2 (Full month not captured)

Cannabis* is an assumption of Cannabis based on information left in the message, no specific wording given, but the address and location was Bridge Street.

Ordinance 519 & 551 (12F) Odor Complaints

Resident reports odor complaint to City Hall or
City of Colusa Police Department
Ord. 519 (21.5.06 (j))
zero tolerance for odor



Inspection of the facility by the City Manager or Police Chief
Findings of violations of Ord. 519 may be subject to a fine.
Ord. 519 (21.5.15 (e))
Violations; enforcement



Fines shall be paid within thirty (30) days
Ord. 452 (12C-13)



Unpaid fines after thirty (30) days are subject to
penalty of ten (10) percent plus interest at the
rate of one (1) percent per month
Ord. 452 (12C-13)

Designee of business may dispute violation
within (10) days in writing
Ord. 452 (12C-10)



Appeals Process Begins with Hearing contesting
admin citation, hearing, appeal of hearing officer
decision.
Ord. 452 (12C-14 to 15; 17 to 22)

Open Discussion Odor Compliance

Action:

- Add language and process to ordinance/article for Certificate of Operation, specifically the detail of air filtration systems being installed and working.
- Option: Nassal Ranger, purchase unit and train specified person to read and report levels. The estimated cost is \$3-5K.
- Option: Hire Trinity Consulting (Dallas, Tx) to create thresholds
- Look at changing fines for Odor Nuisance complaints.

State Updates

(not all SB and AB updates will apply to City of Colusa, this is just for reference and understanding of state level updates)

- Please review Budget Act 2022 for Updates approved in July 2022 <https://bit.ly/Budgetact2022>
- SB 1326: sets the stage to allow for interstate marijuana commerce from California to and from other legal states, contingent on an official assurance that the activity would not put the state at risk of federal enforcement action.
- AB 2188: Quirk's bill would "make it unlawful for an employer to discriminate against a person in hiring, termination, or any term or condition of employment, or otherwise penalize a person" solely because of off-duty marijuana use. It would eliminate employment-based THC testing, with exceptions for certain positions, such as federal employees or those working in construction.
- SB 1186: The bill from Wiener would "prohibit a local jurisdiction from adopting or enforcing any regulation that prohibits the retail sale by delivery within the local jurisdiction of medicinal cannabis to medicinal cannabis patients or their primary caregivers by medicinal cannabis businesses."
- AB 1706: Bonta's legislation is meant to enhance justice reform provisions of the state's marijuana law by mandating the courts to process record sealing and other forms of relief for people with eligible cannabis convictions on their records in a specific timeframe. Courts would have until March 1, 2023 to seal records for qualifying cases that weren't challenged by July 1, 2020.
- AB 1885: The bill from Kalra would prohibit regulators from penalizing licensed veterinarians who recommend medical cannabis for animals and revise state law to include definitions for marijuana products intended for animal consumption. The Veterinary Medical Board would also be required to create guidelines for veterinarian cannabis recommendations.
- AB 2568: Sponsored by Assemblymember Ken Cooley (D), the bill would "provide it is not a crime solely for individuals and firms to provide insurance and related services to persons licensed to engage in commercial cannabis activity," according to a summary.
- AB 1894: Assemblymember Luz Rivas's (D) bill would add advertising and labeling requirements for cannabis vaporizer products, stipulating that they should be properly disposed and would constitute hazard waste if thrown away improperly.
- AB 2210: Another bill from Quirk would prohibit state marijuana regulators from "denying an application for a state temporary event license solely on the basis that there is a license issued pursuant to the Alcoholic Beverage Control Act for the proposed premises of the event."
- AB 2925: This measure from Jim Cooper (D) would mandate that the State Department of Health Care Services submit reports to the legislature, starting no later than July 10, 2023, that accounts for cannabis tax revenue that has been distributed to the Youth Education, Prevention, Early Intervention and Treatment Account, as required under the state's marijuana law.
- AB 1646: This bill, sponsored by Assemblyman Phillip Chen (R), would "authorize cannabis beverages to be packaged in containers of any material that are clear or any color."

BOP Process & Procedure Updates

- New reporting procedure for smell complaints
 - rolled out and active
 - City Staff will include reporting of call overview in Staff Reports at one (1) monthly City Council Meeting
- Open RFP for Audit & Compliance
 - RFP was issued. City received zero bids.
 - Work on Compliance Audits internally (City Staff)
- Creation of Certificate of Occupancy Permit (WIP)
 - Consist of Odor Compliance and Security Form
 - Inspection and Sign Off by City Manager and Police Chief before occupancy of any kind
 - Presented to PC in October, pending approval and move to Council for approval.
- Creation of Cessation of Business Notification Form
 - form completed and ready to roll out to businesses
- Development of new Quartley Payment, including set hours and days and updated format, including implementation of required monthly reports from operating businesses (WIP)
 - form completed and ready to roll out to businesses

(WIP) = Work in Progress

Police Department Updates

- No criminal complaints.
- Continued patrol of areas
- Continued decrease in calls regarding odor complaints

BOP Process & Procedure **Discussion**

- Repeal 12D (Ordinance 486) & 12E (Ordinance 497)
 - both are superseded by 12F (Ordinance 519 & 551)
 - Clean up wording and language in Zone Articles 21 & 33 to reflect changes in the repeal
- Adjust and add specific language to all ordinances and articles to reflect the addition of "City Manager or designee" in addition to Code Enforcement
- Update terminology regarding "Special-Use" vs. "Regulatory Permit" for clarity and consistency
- Addition of changes as mentioned earlier listed in Odor and Limitation discussion slides.



Cessation of Business Notification Form

Full Name

E-Mail

Business Name (as stated on DA)

Address

Est. date to cease operations

Est. date to resume operations

Reason(s):

☐

State enforcement action (i.e. suspension, revocation)

☐

Compliance updates

☐

Operation issues (cashflow, workforce, supply chain, infection, etc.)

☐

Construction/expansion

☐

Business restructuring/change in interested parties.

All cannabis products on site will be:

☐

Sold to a licensed cannabis business prior to cessation of operations

☐

Destroyed/disposed of

☐

Temporarily stored at:



Cessation of Business Notification Form Continued

Business Operations Tax:

☐

I certify and acknowledge that any unpaid cannabis Business Operations Taxes are grounds for suspension or revocation pursuant to XXXXXX unless fully paid or a payment plan is accepted by the City of Colusa

Authorizations:

☐

I authorize City officials to inspect the validity of information provided above through a physical inspection

☐

I authorize the following to communicate with City officials on my behalf during this period of non operation (optional)

Name

Email

Phone

☐

I certify that the information provided above is true and correct.

Print Name and Title

Signature and Date

City Use

Received
on:

By:

City Manager Signature
and Date

City of Colusa, California
Cannabis Facility Inspection

Item 3.

Inspection Performed By:

Date & Time:

Overview

Size of Grow Canopy Approved:

Size on Grow Canopy at time of inspection

Site has 240 hours of recorded data

Entry area has camera coverage

All doors have camera coverage

All windows have camera coverage

Cannabis Storage area has camera coverage

Parking area has camera coverage

Camera working properly

Functioning Alarm at site / Contract

Storage area(s) under lock and key

City of Colusa, California
Cannabis Facility Inspection

Item 3.

Product inventory under lock and key

Cannabis is kept in tamper evident package

Entry area is sufficiently lit at night

Windows are sufficiently lit at night

Does signage prohibit loitering

Regulatory Permit Certificate

City of Colusa Business License

State Business License

Sellers Permit #

Current on Taxes paid to the city

Security Plan on Site and implemented

Signs prohibiting on-site consumption

**City of Colusa, California
Cannabis Facility Inspection**

Item 3.

Compliance of City Sign Code

Windows not Obstructed

ADA Compliant building

Employees on site (by name)

Production

Are pesticides being used in the process? If so, is product storage secured?

If pesticides are being used, provide copy of pesticide application records

If pesticides are being used, provide training procedures for employees

If pesticides are being used, do training procedures include standards for worker protection?

Are there procedures at site for disposal of materials

Are there procedures in place for testing the product to be free of contaminants

Are there procedures in place for product recall

Transportation

**City of Colusa, California
Cannabis Facility Inspection**

Item 3.

Is there a transportation/shipping plan on site?

Does the transportation/shipping plan identify the location that load/unload shall occur at the site?

Does the Transportation plan identify the method to package the materials for shipping

Does the Transportation plan identify the type of shipping containers to be used

Does the Transportation plan identify the method for sealing the container to be tamper-proof

Provide a copy of the inventory procedures – should include method to I.D. products leaving facility

Operations

Is there a copy of the Operations Manual at the site?

Does the Operations Plan identify the cultivation methods, treatments or additives used?

Does the Operations Plan identify the strains to be produced, infused products, dried products?

Identify the software application being used as the inventory system (Metrc) and ()

Does the operational plan provide descriptions of practices used at each production area

Does the operational plan include procedures for documenting all products destroyed/production loss

City of Colusa, California
Cannabis Facility Inspection

Item 3.

Does the exterior lighting plan provide adequate illumination for safety and security?

If landscaping at site, is there an automated watering system; are the plants drought tolerant?

Wastewater/Discharge Testing

Yeilds and Production/Grow

How much Harvested last month?

How many pounds are in inventory? (Wet) or (Dry)

How many pounds were sold last month?

Estimated sales last month?

Anticipated Harvest

Anticipated Yield

How many grow lights in operation

Current Plant Count

Signature of City Staff performing inspection

**City of Colusa, California
Cannabis Facility Inspection**

Item 3.

Signature of Facility Owner or Manger present

City of ColusaJesse Cain, *City Manager*

425 Webster Street

Colusa, CA 95932

530.458.4941

Email: citymanager@cityofcolusa.com

**City of Colusa Cannabis Odor Compliance Plan Form***Each facility must complete a separate plan form***Section 1: Owner information**

a. Permit to be issued to (company name):		b. Federal tax ID #:	
c. Mailing/billing address (include city, state, and zip code):			
d. Facility or business license name (a separate form must be completed for each facility):			
e. Facility Address:			
f. contact name:	g. Title:	h. Phone:	
i. email:			
j. Type of organization (check one):			

Section 2: Nature of operation

<input type="checkbox"/> New Operation Anticipated startup date:	<input type="checkbox"/> Existing Operation Startup date:
Is this a change to a previously submitted plan?	
<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, attach an explanation outlining reasons for change)	
Nature of operation (check all that apply):	
<input type="checkbox"/> Cultivation	<input type="checkbox"/> Mechanical extraction
<input type="checkbox"/> Non-volatile chemical extraction	<input type="checkbox"/> Distribution
<input type="checkbox"/> Post-extraction refinement/purification	<input type="checkbox"/> Other:
Total square footage of facility (sq. ft.):	
Total square footage of canopy (sq. ft.) at max (nursery & cultivation only):	

Section 3: Operation equipment information

a. The following information is **REQUIRED** for each piece of equipment that either uses a volatile solvent or has the potential to release Volatile Organic Compounds into the air

Equipment manufacturer	Equipment model	Used in what process(es) *1

Note 1: Extraction, distillation, refinement/purification, winterization, packagin, etc.

Section 4: Odor control equipment information

ODOR CONTROL SYSTEM 1

Type of devise: ☐ Fixed regen. bed ☐ Fixed carbon bed ☐ Concentrator
☐ Fluidized adsorber ☐ Rechargeable carbon canister ☐ Replaceable carbon canister ☐ Misting System

Quantity:	Manufacturer:	Model:
Name of Sorbent:	Sorbent weight per unit, in lbs:	
Vessel height, in inches:	Vessel diameter OR vessel wxl, in inches:	
Sorbent depth, in inches:	Sorbent capacity in lbs of vapor captured per lb. sorbent:	
Mister spray rate, in gal/hr:	VOC content of misting solution (as sprayed), in lbs./gal:	
Exhaust fan rating, in hp:	Exhaust fan capacity, in CFM:	Exhaust stack diameter, in inches:

ODOR CONTROL SYSTEM 2

Type of devise: ☐ Fixed regen. bed ☐ Fixed carbon bed ☐ Concentrator
☐ Fluidized adsorber ☐ Rechargeable carbon canister ☐ Replaceable carbon canister ☐ Misting System

Quantity:	Manufacturer:	Model:
Name of Sorbent:	Sorbent weight per unit, in lbs:	
Vessel height, in inches:	Vessel diameter OR vessel wxl, in inches:	
Sorbent depth, in inches:	Sorbent capacity in lbs of vapor captured per lb. sorbent:	
Mister spray rate, in gal/hr:	VOC content of misting solution (as sprayed), in lbs./gal:	
Exhaust fan rating, in hp:	Exhaust fan capacity, in CFM:	Exhaust stack diameter, in inches:

ODOR CONTROL SYSTEM 3			
Type of device: <input type="checkbox"/> Fixed regen. bed <input type="checkbox"/> Fixed carbon bed <input type="checkbox"/> Concentrator <input type="checkbox"/> Fluidized adsorber <input type="checkbox"/> Rechargeable carbon canister <input type="checkbox"/> Replaceable carbon canister <input type="checkbox"/> Misting System			
Quantity:	Manufacturer:	Model:	
Name of Sorbent:	Sorbent weight per unit, in lbs:		
Vessel height, in inches:	Vessel diameter OR vessel wxl, in inches:		
Sorbent depth, in inches:	Sorbent capacity in lbs of vapor captured per lb. sorbent:		
Mister spray rate, in gal/hr:	VOC content of misting solution (as sprayed), in lbs./gal:		
Exhaust fan rating, in hp:	Exhaust fan capacity, in CFM:	Exhaust stack diameter, in inches:	
Section 5: Certification			
I hereby certify that all information contained herein is true and correct.			
Name of official.	Official title	Signature of official	Date signed
Phone:		Email:	

City of Colusa
425 Webster Street
Colusa, Ca 95932



COMMERCIAL CANNABIS BUSINESS PERMIT APPLICATION

☐ New Application

☐ Renewal

☐ Cultivation

☐ Manufacturing

☐ Retail/Dispensary

A. Information on Commercial Cannabis Business Location

Commercial Cannabis Site/Business Name:

Property Location:

Assessor Parcel Number:

Zoning Designation:

Characteristics of the neighborhood or surrounding area:

B. Information on Applicant

Name of Person completing the application:

Title:

DOB:

If applicant is a not for profit, corporation or other business entity, please identify:

Name of Business Entity:

Type of Ownership:
Mailing Address:
Primary Phone No:
Email address:
Preferred method of contact: (mail, phone, email)

C. Information on Co-Applicant(s)

Name of Person completing the application:	
Title:	DOB:
Mailing Address:	
Primary Phone No:	
Email address:	
Preferred method of contact: (mail, phone, email)	

Please attach additional sheets if there are more than 2 applicants

D. Information on Property Owner or Landlord

Name:
Mailing Address:
Primary Phone No:

If the applicant is not the legal owner of the property, the application must be accompanied by a notarized Owner's Statement of Consent to operate a commercial cannabis business on the property.

E. Conditional Use Permit

F. Required Submissions

Please attach the following documents to your application

- ☐ **Proof of Non-Profit Status:** A description of the statutory entity or business form that will serve as the legal structure for the applicant and a copy of its formation and organizing documents, including but not limited to articles of incorporation, certificate of amendment, statement of information, articles of association, bylaws, partnership agreement, operating agreement, and fictitious business name statement.
- ☐ **Neighborhood Responsibility Plan:** A plan to address the adverse impacts of cannabis cultivation / manufacturing on the surrounding area, as required for a Conditional Use Permit (CUP), including how the exterior areas and surrounding public areas will be managed to avoid becoming a nuisance and having adverse impacts on neighbors and the surrounding community. Specifically, how the applicant will contribute to the surrounding community.
- ☐ **Security Plan:** A detailed security plan outlining the measures that will be taken to ensure the safety of persons and property on the cultivation site. The security plan must be prepared by a qualified professional.
- ☐ **Commercial Cannabis Business Performance Agreement:** A detailed plan outlining a schedule for beginning operation, including a narrative outlining any proposed construction and/or improvements and a timeline for completion showing major milestones.
- ☐ **Floor Plan:** A scaled floor plan for each level of each building that makes up the cultivation / manufacturing site, including the entrances, exits, walls and cultivation / manufacturing areas. The floor plan must be professionally prepared by a licensed civil engineer or architect.
- ☐ **Site Plan:** A scaled site plan of the cultivation / manufacturing site, including all buildings, structures, driveways, parking lots, landscape areas and boundaries. The site plan must be professionally prepared by a licensed civil engineer or architect.
- ☐ **Lighting Plan:** A detailed lighting plan showing existing and proposed exterior and interior lights that will provide adequate security lighting for the cultivation/ manufacturing site.
- ☐ **Water Efficiency Plan:** A detailed plan describing how the cultivation / manufacturing site will conform to all design guidelines, promote water conservation, and avoid or minimize any potential adverse environmental effects of operating a cultivation / manufacturing site.

☐ **Odor Control Plan:** A detailed plan describing how the applicant will prevent all odors generated from the cultivation / manufacturing and storage of cannabis from escaping from the buildings on the cultivation / manufacturing site, such that the odor cannot be detected by a reasonable person of normal sensitivity outside the buildings.

☐ **Energy Efficiency Plan:** Documentation that the applicant has contacted PG&E for help finding the best way to provide reliable and efficient energy solutions for their business. The applicant must provide the date they contacted PG&E and the name of the PG&E representative.

☐ **Business Operations Plan**

Business Plan: A plan describing how the commercial cannabis business will operate in accordance with this code, state law, and other applicable regulations. The business plan must include plans for transporting cannabis and cannabis products to and from the cultivation / manufacturing site.

Community Relations Plan: A plan describing who is designated as being responsible for outreach and communication with the surrounding community, including the neighborhood and businesses, and how the designee can be contacted.

State Licenses: Copies of the state licenses relating to marijuana, including cultivation licenses, the applicant holds (when available).

Tax Compliance: A current copy of the applicant's city business operations tax certificate, state sales tax seller's permit, and the applicant's most recent year's financial statement and tax returns (for first time applicants, the business operations tax account will be set up in-house after the application has been submitted).

Insurance: The applicant's certificate of commercial general liability insurance and endorsements and certificates of all other insurance related to the operation of the cultivation business.

Budget: A copy of the applicant's most recent annual budget for operations (if available).

Price List: A list of the most recent prices for all products and services provided by the applicant.

☐ **Statement of Owner's Consent:** A notarized written consent form signed by the owner or the landlord of the proposed site to operate a commercial cannabis business, specifying the street address and parcel number.

G. License Revocation

The applicant or any of its managers has been associated with a business that has had its cultivation permit revoked.

☐ Yes ☐ No (if yes, please provide the following_

City or County: _____ Date: _____

Please attach additional sheets if necessary.

H. City Authorization

- ☐ I, the applicant, provide authorization and consent for the City Manager or his/her designee to see verification of the information contained on this application

I. Indemnification

- ☐ I, the applicant, release the City of Colusa, its agents, officers, elected officials, and employees from any and all claims, injuries, damages, or liabilities of any kind arising from
- (a) any repeal or amendment of chapter 12F of the Colusa Municipal Code or any provision of other codes relating to medical marijuana dispensaries and cultivation, and (b) any arrest or prosecution of the applicant or its managers, employees, or members for violation of state or federal laws; and I will defend, indemnify, and hold harmless the city and its agents, officers, elected officials, and employees from and against any and all claims or actions: (a) brought by adjacent or nearby property owners or any other parties for any damages, injuries, or other liabilities of any kind arising from operations at the dispensary location, and (b) brought by any party for any problems, injuries, damages, or other liabilities of any kind arising out of the distribution of medical marijuana produced at the location.

J. Applicant's Certification

- ☐ I certify under penalty of perjury under the laws of the State of California, that I have personal knowledge of the information contained in this application, and that the information contained herein is true and correct.

Signature: _____ Date: _____

Application for Cannabis Business Permit: Renewal Applications; and Effect of Revocation or Suspension of State License.

A. Initial Application Procedure.

1. The City Council shall adopt by resolution the procedures which will govern the application process, and the manner in which the decision will ultimately be made regarding the issuance of any cannabis business permit(s). The resolution shall authorize the City Manager or his or her designee to prepare the necessary forms, adopt any necessary rules, regulations and processes, solicit applications, conduct initial evaluations of the applicants, and to ultimately provide a final recommendation to the City Council of the top three (3) applicants for consideration.
2. At the time of filing, each applicant shall pay an application fee established by resolution of the City Council, to cover all costs incurred by the City in the application process.
3. After the initial review the City Manager or his designee will make a recommendation to the City Council, and the City Council shall make a final determination in accordance with the selection procedure set forth in the Resolution adopted by the City Council.

B. The City's Reservation of Rights:

The City reserves the right to reject any or all applications. The City may also modify, postpone, or cancel any request for applications, or the entire program under this Chapter, at any time without liability, obligation, or commitment to any party, firm, or organization. Persons submitting applications assume the risk that all or any part of the program, or any particular category of permit potentially authorized under this Chapter, may be cancelled at any time prior to permit issuance. The City further reserves the right to request and obtain additional information from any candidate submitting an application. In addition to any other justification provided a failure to comply with other requirements in this Chapter, an application RISKS BEING REJECTED for any of the following reasons:

1. Proposal received after designated time and date.
2. Proposal not containing the required elements, exhibits, nor organized in the required format.
3. Proposal considered not fully responsive to this request for permit application.
4. Proposal contains excess or extraneous material not called for in the request for permit application.

C. Expiration of Cannabis Business Permits. A cannabis business permit issued pursuant to this Chapter shall expire twelve (12) months after the date of its issuance. cannabis business permits may be renewed as provided in subsection D below.

D. Revocation of Permits. Cannabis business permits may be revoked for any violation of any law and/or any rule, regulation and/or standard adopted pursuant to this Chapter 12F or Article 21

E. Renewal Applications.

1. An application for renewal of a cannabis business permit shall be filed at least sixty (60) calendar days prior to the expiration date of the current permit.
 2. The renewal application shall contain all the information required for new applications.
 3. The applicant shall pay a fee in an amount to be set by the City Council to cover the costs of processing the renewal permit application, together with any costs incurred by the City to administer the program created under this Chapter.
 4. An application for renewal of a cannabis business permit shall be rejected if any of the following exists:
 - a. The application is filed less than sixty (60) days before its expiration.
 - b. The cannabis business permit is suspended or revoked at the time of the application.
 - c. The cannabis business has failed to conform to the requirements of this Chapter, or of any regulations adopted pursuant to this Chapter as existing at the time the original permit was issued, including separation of the location from sensitive uses.
 - d. The permittee fails or is unable to renew its State of California license.
 - e. If the City or state has determined, based on substantial evidence, that the permittee or applicant is in violation of the requirements of this Chapter, or the City's Municipal Code as existing at the time the original permit was issued, including separation of the location from sensitive uses, or of the state rules and regulations, and the City or state has determined that the violation is grounds for termination or revocation of the cannabis business permit.
 5. The City Manager or his designee is authorized to make all decisions concerning the issuance of a renewal permit. In making the decision, the City Manager or his designee is authorized to impose additional conditions to a renewal permit, if it is determined to be necessary to ensure compliance with state or local laws and regulations or to preserve the public health, safety or welfare. Appeals from the decision of the City Manager or his designee shall be handled pursuant to Section 9.22.060 entitled "Appeals."
 6. If a renewal application is rejected, a person may file a new application pursuant to this Chapter no sooner than one (1) year from the date of the rejection.
- F. Effect of state license suspension, revocation, or termination. Suspension of a license issued by the State of California, or by any of its departments or divisions, shall immediately suspend the ability of a cannabis business to operate within the City, until the State of California, or its respective department or division, reinstates or reissues the State license. Should the State of California, or any of its departments or divisions, revoke or terminate the license of a cannabis business, such revocation or termination shall also revoke or terminate the ability of a cannabis business to operate within the City of Colusa

APPLICATION PROCEDURE

FOR MEDICAL CANNABIS BUSINESS PERMIT (OTHER THAN DISPENSARIES)

The application process for a permit to operate a Cannabis Business (other than dispensaries) including cannabis cultivation, manufacturing, distribution and testing laboratories (“MCB”) in the City of Colusa is now open. Applications will be processed on a first come, first served basis, and will be accepted on a rolling basis. Applications will be available at the Colusa City Hall, 425 Webster Street, Colusa, CA 95932, or my request to City Manager (citymanager@cityofcolusa.com)

BEFORE YOU APPLY:

- Review the information to learn about the application process and which documents you will need.
 - Review the application in its entirety to ensure that it is complete and accurate.
- City of Colusa Municipal Code Chapter 12F which contains the City regulations on Cannabis Businesses.
 - Local Zoning Ordinance Chapters 21 and 33.
 - State Background Check Form and Live Scan Form.
 - State laws governing cannabis, including the Medicinal and Adult-Use Cannabis Regulation and Safety Act.
 - The California Department of Justice Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use and Senate Bill 420 (Medical Marijuana Program Act).

GENERAL INFORMATION:

1. Application Process: The selection process shall consist of the following steps:

- Staff determination of application completeness.
- Background checks verification.
- Staff review and public noticing.

- Planning Commission Meeting for determination of permit.

For more information, see Evaluation and Selection Process below.

2. Criminal History Check: Each individual applying to be a principal of the cannabis business (“Principal”) must undergo a criminal history check. Until City receives clearance to receive federal background check results, applicants must submit to a state background check and then once the City receives federal clearance, applicants must also complete the Live Scan background check process. The Planning Commission is authorized to issue a cannabis regulatory permits after an applicant passes the state background check, but before the applicant completes the Live Scan process, provided that the permit issued is contingent on the applicants’ passing the Live Scan background check. Should an applicant with a permit fail the Live Scan background check, the permit will immediately and automatically be revoked and the operating must cease operations immediately upon being notified by the City that the applicant failed the background check.

The Live Scan process involves submitting fingerprints to the DOJ/FBI, which will review for criminal offender record information (CORI).

3. Zoning Verification Letter: Applicants will be required to identify by Assessor’s Parcel Number (APN), and address (where available), the property they intend to use for their proposed MCB. Applicants must also obtain and pay all applicable fees for obtaining a “Zoning Verification Letter” for that property from the City of Colusa Planning Department. The purpose of the Zoning Verification Letter is to ensure that the property the applicant is applying for meets local requirements or has submitted a completed application to the City Planning Department for a qualifying rezone. The fee for the Zoning Verification Letter is included in the application fee. Please note that the issuance of a “Zoning Verification Letter” does not constitute written evidence of any kind of permission being given by the City of Colusa, and it does not convey any right to operate a cannabis business in the City. Final decisions on the issuance of permits will be made by the Planning Commission following the approved application procedure process. The issuance of a Zoning Verification letter is not a “permit” within the meaning of the Permit Streamlining Act, nor does it constitute an entitlement of any kind under the City’s Zoning or Building Code. A regulatory permit for the purpose of regulating a cannabis business does not constitute a permit that runs with the land on which the cannabis business is established. Request for Zoning Verification Letters require a written request to the Planning Department and will not be completed over the counter.

4. Application: Applicants must hand deliver two (2) complete comprehensive and signed copies of the City of Colusa Cannabis Regulatory Permit Application Form, and all attachments, if any, and payment of **\$5,000.00** for the initial application fee (Payment must be made by a certified check, cashier’s check or money order made payable to the City of Colusa. Application Fees are non-refundable.

A complete application will consist of the following information:

- a. City of Colusa Cannabis Regulatory Permit Application Form;

2. Proof of completion of background check application (either state background check or Live Scan submittal and payment for each of the Principals, whichever is applicable);
3. Zoning Verification Letter; and
4. All of the information about the cannabis business which is described in the application and Evaluation Process section below in this procedure.
5. Payment of the application fee.

5. Public Meeting: Completed application, once principals pass background checks and staff has had adequate time to review and make a recommendation, will schedule each application for a public meeting in front of the Planning Commission that will be held at the City of Colusa Council Chambers located at 425 Webster Street, Colusa, California. Notice of this meeting will be provided by the City to any affected parcels located within 300 feet of the proposed location for each of the top three (3) applicants in each category, in accordance with CMC Section 12F/Article 21. The cost of providing this notification must be paid by the applicants before the Planning Commission hearing to consider the application takes place. Applicants are notified that, they will be required to separately purchase the radius map and labels for the public meeting. Labels and radius map are required at least twenty-four (24) days prior to the date of the public meeting. Staff will prepare and mail out the notice. Applicants will be required to pay \$15 per mailing and \$100 for preparation of the notice.

EVALUATION AND SELECTION PROCESS:

Step 1: Determination of Eligibility and Application

Each Principal must undergo a criminal history check by obtaining a background check through either the state background check process and Live Scan process or only the Live Scan process depending on whether the FBI has granted City access to federal background check results by the time the application is submitted. The City will deny a permit application if the applicant has been convicted of a crime listed in California Business and Professions Code section 19323.

Applications must be complete to be considered. Complete application will contain the following information:

1. Proposed location of business and Zoning Verification Letter;
2. Business and Parking Plan;
3. Environmental Benefits (energy/water efficient practices, disposal methods;
4. Labor & Employment;
5. Local Enterprise;
6. Neighborhood Compatibility Plan;
7. Community Benefits;
8. Qualifications of Principals; and
9. Safety and Security Plan.

Step 2: Staff and Planning Commission Review

Once the principals pass the background check, City staff including the Police Chief, Fire Chief, Building Official, City Engineer, City Manager, City Planner and an attorney from the City Attorney's Office will review the application in order to make a recommendation to the Planning Commission about whether the application should be approved. The Planning Commission will also be given the application to allow adequate time for their review.

Step 3: Notice & Planning Commission Meeting to Consider Application

Once staff and the Planning Commission have completed their review of the application, planning staff will schedule the application for consideration at a Planning Commission meeting and will notify property owners within 300 feet of the proposed business location, as required by Chapter 12F/Article 21 of the Colusa Municipal Code.

The Planning Commission will hold a public meeting at a regular Planning Commission meeting as scheduled by the planning department, and will make a determination as to whether to approve, deny, or continue the application. If the Planning Commission approves the application for a cannabis regulatory permit, it will be contingent on the applicant obtaining all other land use entitlements necessary to begin operations, including any required environmental review.

The City's Reservation of Rights

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. Furthermore, a proposal **RISKS BEING REJECTED** for any of the following reasons:

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3. Proposal contains excess or extraneous material not called for in the request for permit application.