

City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA



Mayor Caroline McCully · Mayor Pro Tem Larry Hillberg
Councilmembers Trinity Burruss · Kim Douglass · Sean Lomen

REGULAR MEETING AGENDA

March 25, 2026

Regular Session 6:00 PM

You may access the meeting and address the Council by the following means:

ZOOM at

<https://us02web.zoom.us/j/84968570574>

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849 6857 0574

1 669 900 6833 / 1 669 444 9171 / 1 719 359 4580 / 1 253 205 0468

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While the City makes every effort to allow public participation in City Council meetings via Zoom and Facebook Live as described above, we cannot guarantee these services will be accessible. We encourage interested members of the public to submit written comments in advance of the meeting or attend the meeting in person.

1 OPEN SESSION

1A. Call Open Session to Order

1B. Pledge of Allegiance

1C. Roll Call

1D. Approval of Agenda Order

This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.

Recommended Action: By motion, accept the agenda as presented or amended.

1E. Statement of Conflict of Interest

2 CONSENT CALENDAR

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Recommended Action: By motion, approve the Consent Calendar.



Colfax City Council Meetings are ADA compliant. If you need disability-related modification or accommodation including auxiliary aids or services to participate in this meeting, please contact the City Clerk at (530) 346-2313 at least 72 hours prior to make arrangements for ensuring your accessibility.

March 25, 2026
Colfax Council Agenda

2A. City Projects Report (Pages 5-8)

Recommended Action: Accept report.

2B. Minutes – February 11, 2026 (Pages 9-13)

Recommended Action: Approve the Colfax City Council minutes dated February 11, 2026.

2C. Housing and General Plan Annual Progress Report (Pages 14-25)

Recommended Action: 1) Accept the 2025 General Plan and Housing Element Annual Progress Reports by adopting a Resolution; and 2) direct staff to transmit the report to the Governor’s Office of Land Use and Climate Innovation (formerly the State’s Office of Planning and Research (OPR)) and Department of Housing and Community Development (HCD).

*** *End of Consent Calendar* ***

3 **AGENCY REPORTS -**

3A. Placer County Sheriff’s Office

3B. California Highway Patrol

3C. Placer County Fire Department/CALFIRE

3D. Caltrans

3E. Non-Profits

4 **PRESENTATIONS (NONE)**

5 **PUBLIC HEARING**

5A. Add Chapter 12.28 to the Colfax Municipal Code Establishing an Entertainment Zone in the Downtown Historic District (To be published in its entirety within 15 days of adoption) (Pages 25-32)

Recommended Action: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing on an Ordinance to establish an Entertainment Zone in the Downtown Historic District; 3) waive the first reading; and 2) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for April 8, 2026, to be effective 30 days after adoption.

5B. Public/Quasi Public Zoning Ordinance Amendment and Rezoning from Special Public Service District to Public/Quasi Public (Noticed 03/04/2026; To be published in its entirety within 15 days of adoption) (Pages 33-41)

Recommended Action: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing, to adopt an Ordinance, to rezone four properties from Special Public Services District zones to Public/Quasi Public uses updating the Zoning Map, and amend the Zoning Code Section 17.16.010 to amend “Civic” to Public/Quasi Public District and add a new Section 17.82 to add Public/Quasi Public as a land use in the Zoning Code consistent with the General Plan; 3) waive the first reading; and 4) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for April 8, 2026, to be effective 30 days after adoption.



6 **PUBLIC COMMENT**

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.

7 **COUNCIL AND STAFF**

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

7A. Committee Reports and Colfax Informational Items – All Councilmembers

7B. City Operations Update – City Manager

8 **COUNCIL BUSINESS**

8A. Correction to October 22, 2025 Minutes re: Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance (Pages 42-49)

Recommended Action: Adopt any corrections to the October 22, 2025 meeting minutes necessary to accurately reflect the City Council’s direction on Item 8A, Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance, on the City’s October 22, 2025 agenda.

8B. Authorization to Apply for Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program (Pages 50-62)

Recommended Action: Adopt Resolution ____-2026 authorizing the City of Colfax to submit an application for funding under the Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program, Cohort 4, and authorizing the City Manager, or designee, to execute the application and related grant documents.

9 **GOOD OF THE ORDER**

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

9A. Public Comment on Good of the Order

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

10 **CLOSED SESSION (NONE)**

ADJOURNMENT



I, Ron Walker, City Manager for the City of Colfax, declare that this agenda was posted in accordance with the Brown Act at Colfax City Hall, Colfax Post Office and 2600 Bishop Dr. San Ramon, CA 94583 United States.

The agenda is also available on the City website at <http://colfax-ca.gov/>

Ron Walker

Ron Walker, City Manager

Administrative Remedies must be exhausted prior to action being initiated in a court of law. If you challenge City Council action in court, you may be limited to raising only those issues you or someone else raised at a public hearing described in this notice/agenda, or in written correspondence delivered to the City Clerk of the City of Colfax at, or prior to, said public hearing.

LEVINE ACT WARNING: In certain instances, parties, participants, and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308, California Code of Regulations Sections 18438.1 through 18438.8, and Fair Political Practices Commission Opinion 0-22-002. All parties, participants, and their agents are hereby directed to review these sections for compliance. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity.



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March 25, 2026
Colfax Council Agenda



Staff Report to City Council

FOR MARCH 25, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: City Projects Report

Budget Impact Overview:

N/A: X	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Accept report.

Summary/Background

The following is a list of projects, by department, which have either been completed or are in progress.

Week of March 1 - 7, 2026

City Manager

- Hired a Maintenance Worker I.
- Worked on the Agenda.
- Attended Big Boy planning meeting.
- Attended the Placer City and County Official Dinner.
- Agenda Preparation.
- Human Resources matters

Planning Department

- Out of the Office

Maintenance Department

- Filled multiple potholes along S. Auburn and Canyon Way.
- Prepped Corp Yard shop for painting.
- Picked up garbage on S. Auburn that was illegally dumped.
- Picked up trash off of Canyon way.
- Purchased paint, and painted walls at City Hall.
- Met with Carl and Joe at Shadow Wood to discuss drainage.
- Hung up public seating signs by the outdoor dining areas along Main St.
- Started training Tommy on the skid steer and backhoe.
- Sent Cody and Tommy to obtain traffic control and flagging certification.
- Installed fencing at the Corp Yard.
- Spread asphalt grindings around the side of the Corp yard for better access to the back of the building.
- Started clearing brush and vegetation in storm drain on Shadow Wood.
- Fixed broken drip line irrigation along Main St.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- Working on constructing new Effluent piping.
- Lift station 5 transducer Has been installed.
- Commercial pump onsite to determine what size Generator would need to be used to run the pond 3 floating pumps
- Plant flows normal this week.

Administrative Services

- Completed ERP Pro 10 Utility Billing Orientation.
- Finalized the mid-year budget staff report to be presented at the 3/11/2026 City Council meeting.
- Posted JE's into FB adding a couple of new accounts to the G/L for new ASO allocations.
- Completed ERP Pro 10 Learning the Basics Orientation.
- Worked with the City Manager and grant consultant, D. Fleming on potential grant opportunities for the City.
- Started working on the chart of accounts and reviewed for possible changes to the account structure prior to converting to ERP Pro 10.
- Ran payroll with Cecilia, Friday 3/06/2026.

Engineering

- Emails and general coordination; staff meeting
- Empire Self Storage grading permit and construction inspection coordination
- O'Reilly Auto construction inspection coordination
- Review complaint regarding drainage behind Shadow Wood, coordinate with PW staff to clear vegetation
- Review Culver St. underground spring issue with Ron and Simpson
- Walk Main St. and prepare estimate to slurry seal for grant potential
- Skatepark coordinate regarding Sourcewell bid vs available funding
- Sewer evaluations
- Complaints

Building/Code Enforcement

- Started a Code Enforcement case of two businesses that their business licenses had expired.
- Met owner of 1 N. Main St. and discussed fixing the facade of the building.
- Inspected the PGE gear box of the Tesla project at 421 S. Auburn and issued a "Green Tag" for PGE to bring in power.
- Met with owner of 34 N. Main St. to discuss future improvements.
- Reviewed the plans and documents for the communication towers at 80 Sierra Sky and sent them to third party plan reviewer.

Week of March 8 - 14, 2026**City Manager**

- Purchased and Installed new monitor in Council Chambers.
- Negotiated and agreement with Grantage a local Prop 64 grant writing company.
- Attended meeting with Colfax Hotel marketing representative.
- Attended meeting with U.P. representatives, Placer County Sheriffs Office deputies, and CalFire to discuss Big Boy event.

Planning

- Meeting with HCD to trouble shoot some data needs on the Annual Progress Report
- Zoning inquiries
- Requested a scope of work from EPS to conduct a nexus study
- Requested a scope of work from PlaceWorks for the next Housing Element and Safety Element updates
- Followed up with Kevin Kiley's offices on addressing request.

Maintenance Department

- Steam cleaned carpet at the Sheriffs building.
- Moved wooden folk art City Hall.
- Went to Cosco and got a TV and Mount and mounted it at City Hall and cleaned up.
- Trimmed bushes away from sidewalk along S. Auburn St.
- Spread elastomeric roof sealant on top of the Sheriff station roof to help prevent future leaking.
- Filled potholes on Grass Valley St.
- Prepped shop for painting, serviced sprayer and painted the inside of the Corp Yard.
- Staff attended a meeting for the Big Boy event next month.
- Mowed, aerated and fertilized Ball Park area.
- Mowed, weeded, depot, sheriff's office, and in front of the post office.

Wastewater Treatment Plant/Sewer

- No issues in collection system.
- New Effluent piping installed.
- Lift station pump 5 should be delivered next week.
- Plant flows normal this week.

Administrative Services

- Updated the nationwide account to include current staff as contacts and website users.
- Entered/set up new maintenance employee, Thomas Hickman-Tye, with City benefits and worked with vision quest to get his email back up and working.
- Updated GL with A/P, UB, Payroll and C/R to current.
- Pulled sewer budget vs. actual to current for CPO.
- Worked on getting up to date on the City's status in submitting claim for LTF and SRA funding from PCTPA for FY 2025-26.

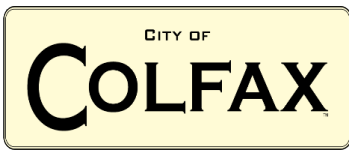
- Worked with the City Manager and grant writer, Doug Fleming, on a grant proposal for Prop 64 Cohort 4 funding.
- Worked on a power point for the mid-year budget review for presentation at the 03/11/2026 City Council meeting.
- Presented mid-year budget review with budget adjustments and the upcoming budget cycle calendar being recommended for budgeting cycle FY 2026-27.
- Held the first staff meeting in the finance and administration department.
- Attended ERP Pro 10 training on configuration for security.

Engineering

- Emails and general coordination; staff meeting
- Meeting regarding Colfax Hotel coordination with city events
- Sewer evaluations, encroachment and grading permits
- Check Culver St and Shadow Wood drainage
- CDBG PS&E review
- Coordinate with Placer County regarding Bunch Creek
- Complaints

Building/Code Enforcement

- Worked on the documents needed to issue permit for the Empire Storage project.
- Working with designer for the Colfax Hotel on the last few requirements for permit approval.
- Discussing the comments from Fire for the towers at 80 Sierra Sky which will require civil plans and a grading permit
- Talked with the of property manager of Mar-Val's about plans for the improvements on the new Chinese Bistro and needed maintenance on the Pizza Factory.



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

and

2600 BISHOP DR. SAN RAMON, CA 94583 UNITED STATES

Mayor Caroline McCully · Mayor Pro Tem Larry Hillberg
Councilmembers Trinity Burruss · Kim Douglass · Sean Lomen

DRAFT MEETING MINUTES

March 11, 2026

Regular Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The March 11, 2026 City of Colfax City Council was called to order at 6:00 p.m. by Mayor McCully held at Colfax City Hall Council Chambers, 33 South Main Street, Colfax, CA and 2600 Bishop Drive, San Ramon, CA.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmembers Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Absent: Councilmember Trinity Burruss (arrived at 6:02 p.m. via teleconference at 2600 Bishop Dr. San Ramon, CA 94583 United States)

1D. Approval of Agenda Order

This is the time for changes to the agenda to be considered including removal, postponement, or change to the agenda sequence.

Action: With a motion by Councilmember Lomen and a second by Mayor Pro Tem Hillberg, Council voted by roll call vote 5-0 to accept the Agenda Order as presented with no changes.

Ayes: Councilmembers Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: Councilmember Trinity Burruss

1E. Statement of Conflict of Interest

No new conflicts were identified by the Council or the public.



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March 11, 2026
Draft Meeting Minutes

2 CONSENT CALENDAR

Matters on the Consent Calendar are routine in nature and will be approved by one blanket motion with a Council vote. No discussion of these items ensues unless specific items are pulled for discussion and separate action. If you wish to have an item pulled from the Consent Agenda for discussion, please notify the Mayor.

Action: With a motion by Councilmember Lomen and a second by Councilmember Douglass, Council voted by roll call vote 5-0 approving the Consent Calendar.

Ayes: Councilmembers Trinity Burruss, Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: None

2A. City Projects Report

Action: Accepted report.

2B. Minutes – February 25, 2026

Action: Approved the Colfax City Council minutes dated February 25, 2026.

**** End of Consent Calendar ****

3 AGENCY REPORTS -

3A. Placer County Sheriff's Office

- NONE

3B. California Highway Patrol

Officer Jason Lyman (PIO) reported:

- February total calls: 321 citations, 296 verbal warnings, 307 motorist services, 18 arrests, 16 DUI related, 24 collisions (17 property only, 7 injuries, 0 fatalities).
- Construction/widening projects starting in the next couple of weeks.
- Public comments received by members of the public.

3C. Placer County Fire Department/CALFIRE

Battalion Chief Clint Siebert reported:

- February calls included: 4 structure fires, 3 vegetation fires, 2 vehicle fires, 36 medical aids, with 92 total calls.
- Preparing for burns at treatment plant.
- Prescribed fires in May
- Full staffing effective March 16 with aircraft available June 1.



3D. Caltrans

- NONE

3E. Non-Profits

- NONE

4 PRESENTATIONS (NONE)**5 PUBLIC HEARING (NONE)****6 PUBLIC COMMENT**

Members of the public are permitted to address the Council orally or in writing on matters of concern to the public within the subject matter jurisdiction of the City that are not listed on this agenda. Please make your comments as succinct as possible. Oral comments made at the meeting may not exceed five (5) minutes per speaker. Written comments should not exceed 800 words. Written comments received before the close of an agenda item may be read into the record, with a maximum allowance of five (5) minutes in length. Council cannot act on items not listed on this agenda but may briefly respond to statements made or questions posed, request clarification, refer the matter to staff, or place the matter on a future agenda.

Public comment received by members of the public.

7 COUNCIL AND STAFF

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

7A. Committee Reports and Colfax Informational Items – All Councilmembers

- Councilmember Lomen reported attending LAFCO meeting and Placer County Flood Control.
- Councilmember Douglass reported on attending the Quarterly County/City Local Government meeting in Roseville.
- Mayor McCully reported attending SACOG and the Quarterly County/City Local Government meeting in Roseville.

7B. City Operations Update – City Manager

- Filled Maintenance Worker I position
- Attended Big Boy Planning Meeting
- Attended Prop. 65 Grant Funding Meeting
- Oversaw installment of new monitor in Chamber
- Maintenance moved art from Chamber to hallway, participated in safety operations training on heavy equipment and continued filling potholes.



7C. Update from City Attorney on Conflicts Advice – City Attorney

- FPPC determined Mayor McCully does not have a prohibitive financial conflict of interest in Railroad Days. She may participate in decisions to grant funds from the City’s Economic Fund if she announces her interest in Railroad Days at the start.

8 COUNCIL BUSINESS

8A. Fiscal Year 2025-26 Mid-Year Budget Review as of December 31, 2025

Action: Reviewed Fiscal Year 2025-26 Mid-Year Budget Update and adopted Resolution 10-2026 Amending the Fiscal Year 2025-26 Budget.

With a motion by Mayor Pro Tem Hillberg and a second by Councilmember Lomen, Council voted by roll call vote 5-0 approving the Fiscal Year 2025-26 Mid-Year Budget Review.

Ayes: Councilmembers Trinity Burruss, Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: None

Public comment received by members of the public.

8B. City of Colfax Budget Calendar FY 2026-27

Action: Reviewed and approved the attached budget calendar with recommended operating and capital budget preparation schedule for fiscal year 2026-27.

With a motion by Councilmember Lomen and a second by Mayor Pro Tem Hillberg, Council voted by roll call vote 5-0 approving the recommended budget calendar including a separate budget workshop on Wednesday, April 29, 2026.

Ayes: Councilmembers Trinity Burruss, Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: None

8C. Cease the Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance

Action: Directed staff to: (1) correct October 22, 2025 Council Meeting Minutes and bring back for approval; and (2) move forward on quotes for nexus study on the development of Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.

With a motion by Councilmember Burruss and a second by Councilmember Lomen, Council voted by roll call vote 5-0 directing staff to (1) correct the October 22, 2025 Council Meeting Minutes; and (2) move forward on quotes for nexus study.



Ayes: Councilmembers Trinity Burruss, Kim Douglass, Sean Lomen, Mayor Pro Tem Larry Hillberg and Mayor Caroline McCully

Noes: None

Abstain: None

Absent: None

9 **GOOD OF THE ORDER**

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

- Councilmember Douglass remarked on Austin TX motto “Keep Austin Weird” and suggested installation of a Choo Choo Clock for Colfax.
- Mayor Pro Tem Hillberg agreed Colfax could use something iconic and would like a presentation on a future agenda providing a status of the hotel project.
- Councilmember Burruss would like on the next agenda a Resolution authorizing the cannabis dispensary to allow delivery.
- Mayor McCully announced she will be attending a hotel meeting tomorrow, proposed that those interested in installing a choo choo clock prepare a budget, plan, etc., announced the VFW St. Patrick’s Dinner on March 14, Baseball Pancake Breakfast and Colfax Bizarre on March 21, TJ fundraiser on March 18, and Placer County Youth Commission 5K on March 21.
- City Attorney reminded everyone that Form 700s are due by end of March.
- City Manager announced the quote for the emergency repair contract to fix power at Treatment Plan is \$48K.

9A. **Public Comment on Good of the Order**

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

No Public Comment received on Good of the Order.

10 **CLOSED SESSION (NONE)**

ADJOURNMENT

The March 11, 2026 City of Colfax City Council was adjourned at 7:24 p.m. by Mayor McCully held at Colfax City Hall Council Chambers, 33 South Main Street, Colfax, CA and 2600 Bishop Drive, San Ramon, CA.

/s/ Ron Walker
Ron Walker, City Manager





Staff Report to City Council

FOR THE MARCH 25, 2026, REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Housing and General Plan Annual Progress Report
Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
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RECOMMENDED ACTION: 1) Accept the 2025 General Plan and Housing Element Annual Progress Reports by adopting a Resolution; and 2) direct staff to transmit the report to the Governor’s Office of Land Use and Climate Innovation (formerly the State’s Office of Planning and Research (OPR)) and Department of Housing and Community Development (HCD).

BACKGROUND

Pursuant to California Government Code Section 65400, every local government jurisdiction is required to submit its General Plan and Housing Element Annual Progress Report to HCD and OPR by April 1 of each year covering the previous calendar year. The reports are required to be submitted to the City Council and adopted by resolution.

Discussion & Analysis:

The attached General Plan and Housing Element Annual Progress Report covers calendar year 2025 (January 1, to December 31st). The reports require reporting on the construction of new residential units and document the City’s progress in meeting its Regional Housing Needs Assessment (RHNA) requirement. Additionally, the report provides a summary of policies found within the City’s Housing Element and the City’s progress in meeting requirements. Both of which are mandatory reporting requirements for the Housing Element portion of the Annual Progress Report

For 2025, there were only two accessory dwelling units and one new single-family residence, which requested building permits. However, construction was not completed on any of the units, therefore, the City has no new units to report for 2025. Therefore, there are no changes to the City’s Regional Housing Needs Allocation (RHNA). In order to meet the allocation, approximately 95 (17-very low, 11- Low-, 21-moderate and 48-above moderate affordability) new units would need to be constructed by the end of this Housing Element cycle (2029).

Staff has worked with staff at HCD to identify any outstanding items identified as implementation measures in the Housing Element. Staff has brought those items forward as time allows and have included: an updated to the Accessory Dwelling Unit ordinance to follow HCD’s ADU model ordinance template, and various zoning code amendments to be consistent with state law.

Environmental Review:

The General Plan and Housing Element Annual Progress Reports are informational in nature and are not considered a project under Section 15378 of the California Environmental Quality Act (CEQA) guidelines. Therefore, no further environmental analysis is required.

Fiscal Impact:

The cost of preparing the Annual Progress Report comes from the City’s General Fund, therefore, there is a minor impact to the City in preparing the annual progress report. Many funding programs require up-to-date submissions of Housing Elements and Annual General Plan Progress Reports. Failure to submit the Housing Element Annual Progress Report will negatively impact the City of Colfax’s ability to apply for and receive grants such as CDBG and SB2 (Building Homes and Jobs Act) funds.

Attachments:

City of Colfax
 Staff Report March 25, 2026

Annual Progress Reports

1. Resolution
2. 2025 General Plan Annual Progress Report
3. Excel Housing Annual Progress Data

City of Colfax

City Council

Resolution №__-2026

THE CITY COUNCIL OF THE CITY OF COLFAX ACCEPTS THE 2025 HOUSING ELEMENT ANNUAL PROGRESS REPORT AND GENERAL PLAN PROGRESS REPORT AND AUTHORIZING STAFF TO SEND THE REPORTS TO THE STATE

WHEREAS, California Government Code Section 65400(a)(2) requires the planning agency to provide an annual report to the City Council, the Governor's Office of Planning and Research and the State Department of Housing and Community Development (HCD) regarding progress toward implementation of the housing element of the general plan; and

WHEREAS, planning staff has prepared an annual progress report for the calendar year 2025, utilizing the prescribed forms and instructions provided by the California Department of Housing and Community Development; and

WHEREAS, planning staff has prepared an annual progress report for the calendar year 2025, on the status of the General Plan; and

WHEREAS, the City Council has reviewed all written evidence and oral testimony presented to date.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Colfax accepts the update on the 2025 Annual Housing Element Progress Report and authorizes staff to transmit the reports to the State's Office of Land Use and Climate Innovation (LCI) and the Department of Housing and Community Development.

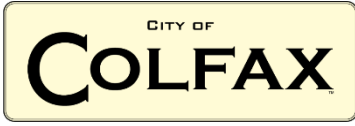
THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the Regular Meeting of the City Council of the City of Colfax held on the 25th of March 2026 by the following vote of the Council:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

Caroline McCully, Mayor

ATTEST:

Ron Walker, City Manager



General Plan Annual Progress Report 2025

March 2026

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I. Introduction

This report has been prepared pursuant to the requirements of Government Code Section 65400. Guidance for preparation of the report is provided by the Governor's Office of Planning and Research (OPR).

The purpose of the document is to report on the City of Colfax's progress in implementing its General Plan. Therefore, staff will submit the Housing Element and General Plan Annual Progress Report to the state to meet the April 1, 2026, deadline. The General Plan and Housing Element Annual Progress Report will be presented to the City Council on March 25, 2026. If the City Council has comments or revisions the revisions will be made before submission to the state.

Background

The City adopted a comprehensive update to the General Plan in December 2023.

Informational Document

This document is a reporting document and does not create or alter policy. The content is provided for informational purposes only and is exempt from the requirements of the California Environmental Quality Act (CEQA) per Guidelines Section 15306 (Information Collection).

Organization

After this Introduction, a summary of projects over last year is provided, and then each General Plan element is addressed.

II. Plans and Projects

During 2025 the city completed the following programs. This list is not intended to be exhaustive.

Zoning Code Update to address implementation measures identified in the City's Housing Element to streamline housing entitlements. Edits included revisions to the Zoning Code to:

- Update to the City's ADU ordinance following HCD's ADU Model Ordinance
- Adopted a policy giving affordable housing sewer service priority
- Met with a consultant to draft AFFH program and next steps

For new housing production, the City processed six applications ministerially (building permits) for two accessory dwelling units (ADUs) and three single family residential

units. All units are under construction and have not been completed yet.

III. General Plan Elements

The General Plan details the City's guiding principles for a variety of planning topics and is the constitution for future development. California Government Code Section 65300 et seq. provides direction and specifications for the content of the General Plan. The following seven elements are required:

- Land Use
- Circulation
- Conservation
- Open Space
- Noise
- Safety
- Housing

The elements may be combined or renamed, but basic requirements must be included. An agency may adopt any type of optional element, such as an Economic Element, at its discretion. Only the Housing Element must be certified by another agency (i.e., HCD).

The City of Colfax General Plan consists of the following Elements:

- Land Use
- Conservation and Open Space
- Circulation
- Community Design
- Safety
- Noise
- Housing
- Economic Development

The following sections address implementation for each of the City's General Plan Elements.

Land Use Element

The Land Use Element guides the City's land use policy and ensures that appropriate development takes place, with adequate provision of public services and utilities. Land use designations are specified, defined, and mapped in the Land Use Diagrams. The land use designations roughly correspond to the City's zoning districts. Summary City Goals found within the Land Use Element are as follows:

- To designate, protect, and provide land to ensure sufficient **residential** development to meet community needs.
- To retain and renew existing **commercial** land uses and designate sufficient

new commercial areas to meet future city needs.

- To provide sufficient land designated for **industrial** uses that are compatible with the existing community.

Potential impacts from new development are assessed under CEQA. Additional conditions of approval and mitigation may be required for individual specific projects if deemed necessary to provide for issues such as screening, parking, and noise-reduction, or otherwise address issues per the General Plan's direction.

Community Design

Although not a required element, the Community Design Element is intended to address the built character, design and relationship to the natural environment.

- Foster good design, provide a feeling of civic pride, encourage investment and to improve the area's economic vitality.

Conservation and Open Space

The Conservation and Open Space Element works to provide a description of the land and waters that are unimproved and are to be devoted to natural uses through land use designation; a description of conservation efforts that will protect and maintain natural resources; and a description of existing and planning recreation sites and facilities. The summary City Goal found within the Open Space, Conservation, and Recreation Element is as follows:

- To designate, protect, and conserve natural resources, open space, and recreation lands in the City; and provide opportunities for recreation activities to meet citizen needs.

Circulation

The general well-being of a modern-day City is dependent upon its ability to efficiently and safely transport people and goods within, and through the area. The Circulation element provides a plan of how the City will coordinate transportation and circulation activities, promote efficient travel, and make efficient use of existing and proposed facilities and public utilities transporting goods and people. The summary of City Goals found within the Circulation is as follows:

- To provide and maintain a safe and efficient system of streets, highways, and public transportation to service residents' needs, promote sound land use, and protect and enhance scenic highways.

Safety

The Community Safety and Seismic Safety Element provide a description of activities and services which provide protection from natural and manmade hazards. The

*2025 General Plan Annual
Progress Report*

summary City Goal found within the Community Safety and Seismic Safety Element is as follows:

- To minimize the danger of natural and manmade hazards and to protect residents and visitors from the dangers of earthquake, fire, flood, or other disaster.

The state requires the Safety Element to be updated at the time the Housing Element is updated.

Noise

The Noise Element provides an analysis of community noise and the exposure to noise by its citizens. The purpose of the Noise Element is to protect citizens from noise that could jeopardize their health and welfare. The summary City Goal found within the Noise Element is as follows:

- To protect residents from health hazards and annoyance associated with excessive noise levels.

Housing Element

The Housing Element works to provide housing for all of the community and addresses the needs of specified populations. The current Housing Element covers the period 2021 to 2029.

The City continues to work with service providers to provide for the needs of lower-income households, the disabled, and other special needs populations, per the direction provided by the Housing Element. Summary City Goals found within the Housing Element are as follows:

- Accommodate the City's share of Regional Housing Needs for all income groups.
- Encourage the provision of affordable housing.
- Improve/Conserve the existing supply of housing.
- To conserve existing affordable housing.
- Ensure equal housing opportunity.
- To promote energy conservation.
- Promote the preservation of Historic Resources.

Economic Development

Although not a required element, the Economic Development Element is intended to provide a framework to encourage a year-round economy and economic growth.

- Provide a broad range of economic opportunities for all Colfax residents and

*2025 General Plan Annual
Progress Report*

reflect the City's commitment to maintaining a balance mix of economic sectors, encourage high-wage jobs, and support businesses and commercial activities.

IV. Involvement/Participation

To achieve the summary goals listed above, the city has continued dialogue with local, regional, State, and federal agencies on a variety of projects, thereby continuing previous coordination efforts with other agencies and facilitating new opportunities.

V. Conclusion

The General Plan is the City's roadmap and guiding vision. Due to the world's ever-changing nature, upkeep and maintenance of the General Plan should be a continuous process. The City implements the General Plan's vision on a day-to-day basis in its planning projects and strives to include the public in the decision-making process.



Staff Report to City Council

FOR THE MARCH 25, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Add Chapter 12.28 to the Colfax Municipal Code Establishing an Entertainment Zone in the Downtown Historic District (To be published in its entirety within 15 days of adoption)

Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
-------------	----------------	---------------------	----------------	-----------------

RECOMMENDED ACTION: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing on an Ordinance to establish an Entertainment Zone in the Downtown Historic District; 3) waive the first reading; and 4) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for April 8, 2026, to be effective 30 days after adoption.

Summary/Background

Effective January 1, 2025, California Senate Bill No. 969 (SB 969) authorizes cities to establish “entertainment zones” where patrons can consume alcohol, purchased from local bars and restaurants, on public streets, sidewalks and rights-of-ways. A local ordinance must be adopted to designate these areas. The attached proposed ordinance would add a new chapter to the Colfax Municipal Code to allow this use.

Downtown Historic District Map



Discussion

This amendment would add a new chapter 12.28 to title 12 (Streets, Sidewalks and Public Places) of the Colfax Municipal Code to establish an Entertainment Zone within the Downtown Historic District and would include public sidewalks, plazas and parks within this area.

The zone would operate Friday and Saturday and Holidays, from 10:00 a.m. to 10:00 p.m. and Sunday from 10:00 a.m. to 9:00 p.m.

The intent is to promote increased economic vitality in communities throughout the state.

Permitted beverages within the zones are limited to beer (12 ounces or less), wine (5-ounces or less) and mixed drinks (12 ounces or less containing no more than one and one-half ounce of distilled spirits).

All beverages must be served in City-approved non-glass, non-metal containers, such as branded plastic cups. Persons in possession of alcoholic beverages must be 21 or older and identifiable by a City-approved wristband, stamp or similar method.

Participation is voluntary and all participating establishments must comply with state Alcoholic Beverage Control (ABC) licensing requirements.

Fiscal

This action has a small impact on the City’s General Fund as a result of this amendment. Staff time to prepare the draft ordinance would be paid for through the General Fund. There is no identified fee for establishing the Entertainment Zone. If the City Council would like to amend the fee schedule to institute a fee, it could direct staff to come back for an amendment.

Environmental Review

The City of Colfax finds that adoption of this ordinance would be exempt from CEQA (*CEQA Guidelines § 15061(b)(3) and Section 15305 Minor Alterations to Land Use*).

Attachments

- 1. Ordinance Cover
 - Exhibit A Chapter 12.28 Zoning Code Amendment Ordinance
 - Exhibit B Downtown Historic District Map

CITY OF COLFAX

ORDINANCE NO. xx-2026__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE TITLE 12 STREETS, SIDEWALKS AND PUBLIC PLACES TO INCLUDE A NEW CHAPTER 12.28 ESTABLISHING AN ENTERTAINMENT ZONE IN THE DOWNTOWN HISTORIC DISTRICT

The City Council of the City of Colfax does ordain as follows:

Section 1. Findings and Purpose

The City Council finds that creating a designated Entertainment Zone in the Downtown Historic District will promote a lively, welcoming atmosphere, encourage public gathering and enhance economic activity while providing for the responsible consumption of alcohol in public areas. The Entertainment Zone shall be managed to ensure safety and compliance with all applicable laws.

Section 2. Code Addition. Chapter 12.28 is hereby added to title 12 of the Colfax Municipal Code to read as follows:

Chapter 12.28 - Entertainment Zones

12.28.010 – Purpose

This chapter establishes entertainment zones within Downtown Historic District of Colfax to create managed, safe, and enjoyable public spaces where residents and visitors may gather, explore, and enjoy the districts. By authorizing the responsible consumption of specified alcoholic beverages on designated public streets, sidewalks, and rights-of-way, this chapter provides for orderly public enjoyment consistent with public safety. Entertainment zones must be operated in conjunction with City sponsored special events such as 3rd of July, Railroad Days etc.

12.28.020 - Location and Hours

A. Downtown Historic District as defined in Colfax Municipal Code section 17.84.020 and as depicted in the illustration below:

Downtown Historic District Map:**B. Hours of operation:**

1. Friday and Saturday: 10:00 a.m. to 10:00 p.m.
2. Sunday: 10:00 a.m. to 9:00 p.m.
3. Holidays: 10:00 a.m. to 9:00 p.m.

12.28.030 - Conditions and Operating Standards**A. Permitted alcoholic beverages within the entertainment zone**

1. Beer: 12 ounces or less
2. Wine: 5 ounces or less
3. Mixed drinks: 12 ounces or less, containing no more than 1.5 ounces of distilled spirits

B. Alcoholic beverages may only be transported and consumed in non-glass and non-metal containers approved by the City Manager or his or her designee.

C. Persons in possession of alcoholic beverages must be 21 or older and identifiable by wristband, stamp, or other method approved by the City Manager or his or her designee.

D. All businesses selling alcoholic beverages must comply with all applicable federal, state, and local laws, including all California Department of Alcoholic Beverage Control (“ABC”) licensing requirements, Business and Professions Code sections 23357, 23358, 23396, and the Colfax Municipal Code.

E. Open alcoholic beverages consumed within the entertainment zone must be purchased from authorized premises within the entertainment zone or organizations authorized under ABC permits or licenses.

F. Participation in the program is voluntary; businesses are not required to sell alcohol for off-premises consumption.

G. Nothing in this Chapter shall be construed to permit the sale or purchase of any alcoholic beverage during the hours when sales of alcoholic beverages are prohibited under Business and Professions Code section 25631.

J. Alcoholic beverages may only be sold during the hours in which at least one licensee within the boundaries of the entertainment zone is permitted to sell alcoholic beverages for consumption on the premises.

12.28.040 - Entertainment Zone Permit

A. No business shall sell alcoholic beverages for consumption on public streets, sidewalks, and rights-of-way in the entertainment zone without first applying for and obtaining a permit from the City Manager or designee. A business must have a valid permit in effect and not suspended to sell alcoholic beverages for consumption on public streets, sidewalks, and right-of-way in the entertainment zone.

B. The permits issued pursuant to this section shall be valid for one year and shall automatically renew for additional one-year terms unless and until the permit is revoked, suspended, or modified by the City after providing notice to the business and the reasons therefore as provided in this section.

C. The issuance of a permit pursuant to this section does not excuse a person selling alcoholic beverages in the entertainment zone from complying with all applicable state and local laws and regulations

12.28.050 - Implementation

A. The City Manager shall provide the following information to ABC:

1. A copy of the ordinance establishing or modifying the entertainment zone
2. Information as may be necessary to identify the boundaries of the entertainment zone.
3. The days and hours of operation of the entertainment zone entertainment zone
4. The types of alcoholic beverages permitted within the entertainment zone entertainment zone
5. The approved non-glass and nonmetal containers in which alcoholic beverages may be authorized

12.28.060 - Review, Modification, or Suspension

A. The City shall review entertainment zone operations every two years following the adoption of this chapter to ensure the entertainment zone is being maintained in a manner that protects the health and safety of the general public. Reviews shall involve local law enforcement, and reports shall be made available to ABC upon request. Participating businesses must respond promptly to requests for information; failure to respond may result in modification or suspension the entertainment zone or permit revocation pursuant to Section 12.28.070(B).

B. The Placer County Sheriff or designee may request and perform a review of entertainment zone operations at any time to ensure the entertainment zone is being maintained in a manner that protects the health and safety of the general public. Participating businesses must respond promptly to requests for information; failure to respond may result in modification or suspension of the entertainment zone or permit revocation pursuant to Section 12.28.070(B). Any review initiated pursuant to this subsection is in addition to the review required in subsection A. above.

C. Following the review required or allowed pursuant to subsection A. or B. above, the City Council may adopt a resolution modifying or suspending the entertainment zone for a period of time or indefinitely, or revoke permits pursuant to Section 12.28.070(B), as necessary to protect the health and safety of the general public.

12.28.070 - Violations and Enforcement

A. Any violation of this chapter shall be deemed a public nuisance.

B. Any violation of this chapter or any condition imposed on a permit pursuant to this chapter by a permit holder shall authorize the City to revoke an entertainment zone permit issued under this chapter. A permittee may appeal the revocation of an entertainment zone permit to the City Council.

C. Any violation of this chapter or any condition imposed on a permit pursuant to this chapter may be enforced by the City, the Placer County Sheriff or an enforcement officer in accordance with the procedures set forth in this code, relating to the issuance of citations, imposition of administrative fines, right to appeal, and the right to an administrative hearing, and shall be subject to the imposition and payment of administrative fines and penalties, in addition to any other legal or equitable enforcement remedy available under law, statute, regulation, and this code.

Section 3. Law Enforcement Notification

The City hereby certifies that prior to the adoption of this ordinance, the City notified local law enforcement and requested feedback on both of the following:

1. Potential health and safety impacts that might be generated by the entertainment zone and strategies to mitigate those impacts.
2. The entertainment zone's proposed boundaries, days and hours of operation, types of alcoholic beverages permitted, and approved non-glass and non-metal containers.

Section 3. Superseding Provisions

The provisions of this ordinance adopted pursuant hereto shall supersede any previous ordinance to the extent the same is in conflict herewith.

Section 5. Severability

If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, the invalid or unconstitutional portion shall be deemed a separate,

distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 6. California Environmental Quality Act Findings

The City of Colfax finds that adoption of this ordinance would be exempt from CEQA (*CEQA Guidelines § 15061(b)(3) and Section 15305 Minor Alterations to Land Use*).

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2026 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2026, by the following vote:

AYES:
NOES:
ABSENT:

Caroline McCully
Mayor

APPROVED AS TO FORM:

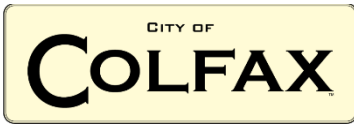
ATTEST:

Conor Harkins
City Attorney

Ron Walker
City Manager

Exhibit B Downtown Historic District Boundary





Staff Report to City Council

FOR THE MARCH 25, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Kathy Pease, AICP, Planning Consultant
Subject: Public/Quasi Public Zoning Ordinance Amendment and Rezoning from Special Public Service District to Public/Quasi Public (Noticed 03/04/2026; To be published in its entirety within 15 days of adoption)

Budget Impact Overview:

N/A:	Funded:	Un-funded: ✓	Amount:	Fund(s):
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RECOMMENDED ACTION: 1) Introduce the proposed ordinance by title only; 2) conduct a public hearing, to adopt an Ordinance, to rezone four properties from Special Public Services District zones to Public/Quasi Public uses updating the Zoning Map, and amend the Zoning Code Section 17.16.010 to amend “Civic” to Public/Quasi Public District and add a new Section 17.82 to add Public/Quasi Public as a land use in the Zoning Code consistent with the General Plan; 3) waive the first reading; and 4) schedule the proposed ordinance for a second reading and adoption at the next regular City Council meeting currently scheduled for April 8, 2026, to be effective 30 days after adoption.

Summary/Background

This is a request to amend Chapter 17 of the Municipal Code to add Public/Quasi Public uses to the Zoning Chapter relating to city, community, and utility uses within the city. It came to staff’s attention that these uses are currently zoned “Special Public Services District (SPSD)” on the Zoning Map, but this designation does not exist in the City’s Municipal Code.

Establishing these uses as Public/Quasi Public is consistent with the current General Plan land use designation of Public/Quasi Public and would avoid confusion and provide a clean up to the Zoning Code.

To further add to the confusion, the Zoning Code establishes a Civic District (CD), but no properties are zoned Civic in the city and there is no section of the Municipal Code that addresses Civic uses as an allowed use in the Zoning Code.

Discussion

There are four properties that currently have the SPSPD designation, that make up 95.5 acres. These include:

- 23550 Grandview Avenue (Wastewater Treatment Plant)
- 55 School Street (Sierra View Community Center)
- 8635 Fruitridge Road (old Landfill)
- 22 Sunset Avenue (Veterans Memorial Hall)

According to the General Plan, the Public/Quasi public land uses provide for community services and/or education, cultural, administrative, and recreational facilities. It includes schools, water and wastewater treatment facilities, transportation and utility facilities, community centers and government buildings.

Public/Quasi Public zoning districts are a common zoning district in most jurisdictions therefore, to avoid confusion it is recommended that the City establish the new Public/Quasi Public District for these types of uses.

Chapter 17.16 Establishment and Designation of Districts would be amended as follows to revise Civic District to Public/Quasi Public.

Open space district	
Single-family residence district	
Multi-family residence district	
Retail commercial district	
Highway commercial district	
Mixed-Use District-1	
Mixed-Use District-2	
Industrial district	
Residential Mobile Home Subdivision District	
Civic <u>Public/Quasi Public</u>	CD <u>P/QP</u>

The attached zoning ordinance amendment would revise the definitions to include a better definition of P/QP and would add a new Section 17.82 to establish P/QP as a zoning district. This amendment would also identify allowed uses and development requirements as shown in Attachment A.

The Zoning Map (Attachment B) would be amended to change the legend from Special Public Service District for the teal-colored properties to Public Quasi Public.

Fiscal

This action has a small impact on the City’s General Fund as a result of this amendment. Staff time to prepare the draft ordinance would be paid for through the General Fund.

Environmental Review

The City of Colfax finds that adoption of this ordinance would be consistent with the General Plan Environmental Impact Report adopted by the City Council in 2023. (CEQA Guidelines §

15183): Projects that are consistent with the development density of a zoning, community plan, or general plan for which an EIR was certified may be exempt from further environmental review. This project would rezone the Special Public Service District (SPSD) properties consistent with the exiting General Plan land use designation of Public/Quasi Public and would not change the use or density of the properties.

Public Noticing

State law requires 20-day notice for zoning amendments. A copy of the hearing notice was published in the paper and copies were mailed to Placer County for the Veteran's Hall and Sierra View Community Center greater than 20-days in advance of the meeting.

Attachments

1. Ordinance Cover

Exhibit A Chapter 17.82 Zoning Code Amendment Ordinance

Exhibit B Updated Zoning Map

CITY OF COLFAX

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF COLFAX AMENDING COLFAX MUNICIPAL CODE
CHAPTER 17 DELETING “CIVIC DISTRICT” AND ADDING
PUBLIC/QUASI PUBLIC ZONING DISTRICT CHAPTER 17.82 TO THE
MUNICIPAL CODE AND REZONING PROPERTIES ZONED PUBLIC
SERVICE DISTRICT (SPSD) TO PUBLIC/QUASI PUBLIC (P/QP)

The City Council of the City of Colfax does ordain as follows:

Section 1:

Title 17, of the Colfax Municipal Code is hereby amended as set forth in Exhibit A and Exhibit B Zoning Map attached hereto and by this reference incorporated herein.

Section 2. Amend the non-codified Zoning Map

The following properties are rezoned from Special Public Service District (SPSD) to Public/Quasi Public (PQP) located at:

- 23550 Grandview Avenue (Wastewater Treatment Plant)
- 55 School Street (Sierra View Community Center)
- 8635 Fruitridge Road (old Landfill)
- 22 Sunset Avenue (Veterans Memorial Hall)

Section 3. Superceding Provisions

The provisions of this ordinance adopted pursuant hereto shall supersede any previous ordinance to the extent the same is in conflict herewith.

Section 4. Severability

If any section, phrase, sentence, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, the invalid or unconstitutional portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portions hereof.

Section 5. California Environmental Quality Act Findings

The City of Colfax finds that adoption of this ordinance would be consistent with the General Plan Environmental Impact Report adopted by the City Council in 2023. *(CEQA Guidelines § 15183): Projects that are consistent with the development density of a zoning, community plan, or general plan for which an EIR was certified may be exempt from further environmental review.* This project rezones the Special Public Service District (SPSD) properties consistent with the exiting General Plan land use designation of Public/Quasi Public and would not change the use or density of the properties.

This ordinance shall, within 15 days after its adoption, be published or posted in accordance with Section 36933 of the Government Code of the State of California with the names of those City Council members voting for and against it.

The foregoing ordinance was introduced at a duly held regular meeting of the City Council of the City of Colfax on the ___ day of _____ 2026 and passed and adopted at a duly held regular meeting of the City Council on the ___ day of _____ 2026, by the following vote:

AYES:
NOES:
ABSENT:

Caroline McCully
Mayor

APPROVED AS TO FORM:

ATTEST:

Conor Harkins
City Attorney

Ron Walker
City Manager

Attachment A

Public Quasi Public Zoning Code Amendment

17.12.030 - Definitions (A—Z).

Amend definitions as follows:

"Public/Quasi-public use (P/QP) Zoning District" means a use essentially for public purposes, although such use is under private ownership or control. is designated for land intended for educational institutions, religious assemblies, schools, governmental offices, municipal corporation yards, water treatment plants, power-generating facilities (including privately owned), and other similar public-serving facilities.

Add a new Section 17.82 as follows:

Chapter 17.16 - ESTABLISHMENT AND DESIGNATION OF DISTRICTS

Amend the table to change "Civic" to "Public/Quasi Public Uses

Civic Public/Quasi Public District	
------------------------------------	--

17.16.010 - Established.

The city is divided into the following designated districts as shown on the zoning map:

Open space district
Single-family residence district
Multi-family residence district
Retail commercial district
Highway commercial district
Mixed-Use District - 1
Mixed-Use District - 2

Industrial district
Residential Mobilehome Subdivision District
Civic District

Chapter 17.82 PUBLIC/QUASI PUBLIC ZONES

17.82.010 Purpose

This chapter provides regulations applicable to primary uses in the civic and resource protection zoning districts established by Section xx(Zoning districts established). The civic protection districts are as follows:

Public/Quasi-Public (P/QP) District. The public/quasi-public district is applied to land intended for education, religious assembly, governmental offices, municipal corporation yards, water treatment plants, power generating facilities (including privately owned facilities), and other publicly-owned facilities.

17.82.020 Permitted use types

Public/Quasi Public Zone District Permitted Uses

Primary uses are permitted in Public/Quasi Public zones subject to the requirements of this title as designated below:

- A. Principally permitted use, designated as “P”;
- B. Conditionally permitted use, designated as “CUP”; and
- C. Administratively permitted use, designated as “A.”

Primary use types not listed or designated by a dash (-) are not permitted in that zone district.

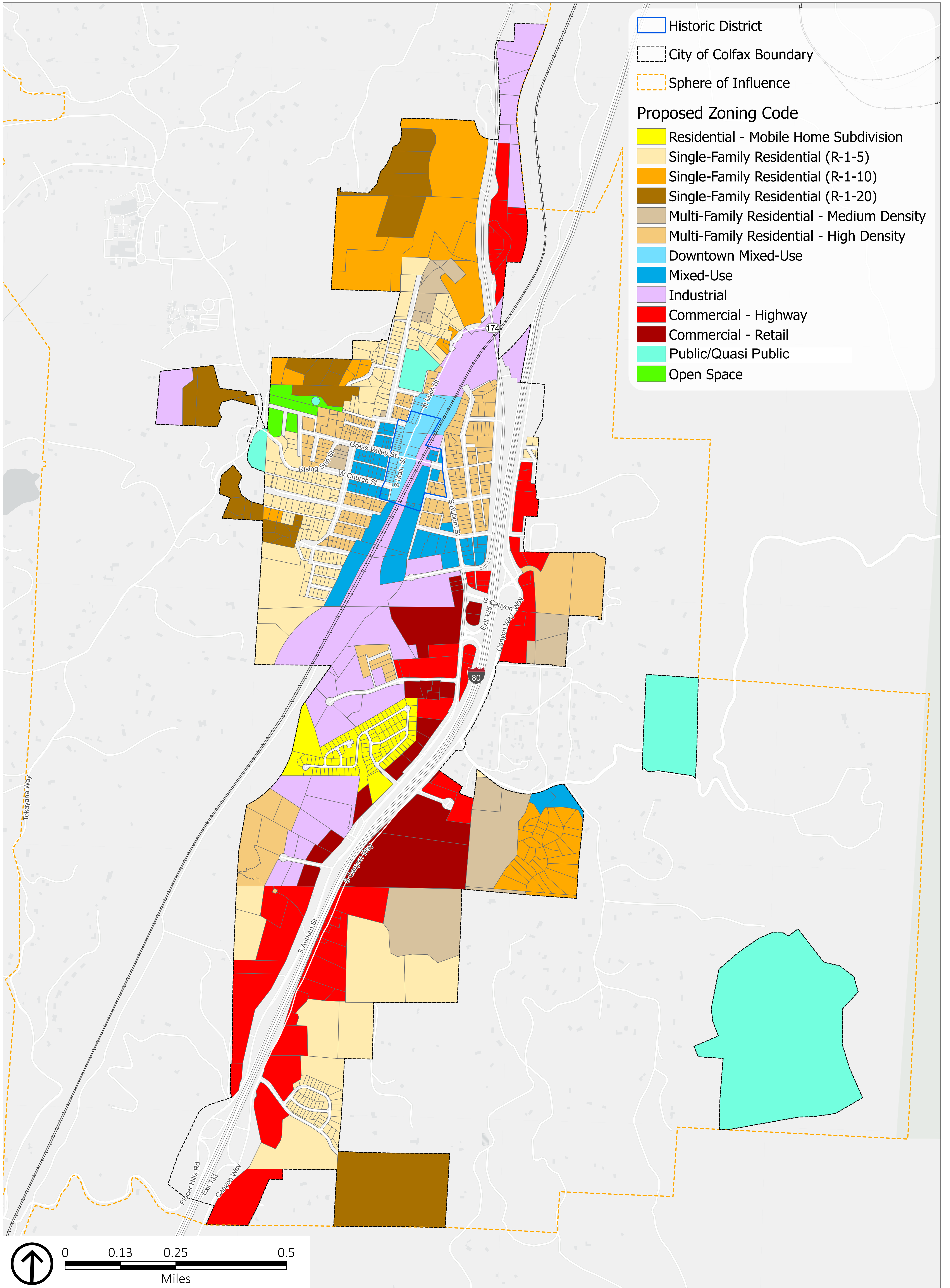
Public/Quasi Public Zone District Permitted Uses	P/QP
Agricultural	-
Animal Keeping	-
Resource Protection and Restoration	P
Resource Related Recreation	P
Community Assembly	P

Public/Quasi Public Zone District Permitted Uses	P/QP
Community Services	P
Essential Services	P
General	P
Psychiatric	P
Intensive Public Facilities	P
Libraries and Museums, Private	P
Emergency	P
General Power Production	CUP
Passive Power	P
Public Parking Services	P
College and University	P
Public/Private Elementary and Secondary	P
Caretaker/Employee Housing	A
Dwelling, Single-Family ⁽³⁾	CUP
Indoor Sports and Recreation	P
Large Amusement Complex	-
Outdoor Entertainment	CUP
Outdoor Sports and Recreation	CUP
Day Care Center	P
Telecommunication Facilities ⁽²⁾	P/A/CUP

17.82. General Development Standards

- (a) Lot area: none.
- (b) Maximum coverage of site by impervious surfaces: none.
- (c) Front, rear and side yards: yards must be at least equal to the height of the building, but in no case less than 20 feet.
- (d) Unless otherwise exempted from city review, all structures and site plans shall be subject to a design review permit.

CITY OF COLFAX ZONING MAP 2026



Source: City of Colfax, ESRI, PlaceWorks 2022



Staff Report to City Council

FOR THE MARCH 25, 2026 REGULAR COUNCIL MEETING

From: Conor Harkins, City Attorney
Prepared by: Conor Harkins, City Attorney
Subject: Correction to October 22, 2025 Meeting Minutes re: Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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Recommended Action: Adopt any corrections to the October 22, 2025 meeting minutes necessary to accurately reflect the City Council’s direction on Item 8A, Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance, on the City’s October 22, 2025 agenda.

Summary/Background:

Agenda item 8A on the City Council’s October 22, 2025 regular meeting agenda was a proposal to establish a fee on traffic from Interstate 80 to fund roadway maintenance. The City Council took no action on the proposed resolution, but directed staff to bring the agenda item back for future consideration. The minutes of the City Council’s action on this agenda item state:

Received and directed City Manager to develop a disposable Foodware, convenience retail, and roadway impact fee Ordinance.

Public Comments received by members of the public in person and via email.

This proposal returned to the City Council for further discussion and direction as agenda item 8C on the City Council’s March 11, 2026 agenda. The agenda description was: “Cease the Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.” The recommended action was, “Staff is requesting that the Council reconsider and provide direction to the City Manager to cease the development of a Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.” The staff report stated that “staff and some Council members have received considerable feedback from the community expressing dissatisfaction with this impact fee to the point that no ordinance has been developed. Accordingly, staff is requesting that the Council reconsider and provide direction to the City Manager to cease any additional efforts.”

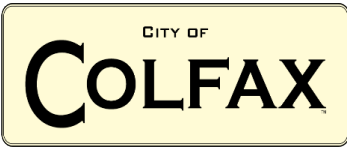
During discussion of agenda item 8C on March 11, Councilmembers stated staff’s request to stop developing the impact fee ordinance seemed to be based on inaccurate minutes from the October 22, 2025 City Council meeting. The City Council directed staff to place the October 22, 2025 minutes on an upcoming agenda for review and correction.

After reviewing the meeting video, staff amended the October 22, 2025 minutes to reflect Council’s direction to “table the item and provide cost of a nexus study and identify cost of going through the investigation process”.

Recommendation: Adopt any corrections to the October 22, 2025 meeting minutes necessary to accurately reflect the City Council’s direction on item 8A on the City’s October 22, 2025 agenda.

Attachments:

1. October 22, 2025 meeting minutes as amended
2. March 11, 2026 agenda item 8C staff report (without attachments)



City Council Meeting

COUNCIL CHAMBERS, 33 SOUTH MAIN STREET, COLFAX, CA

Mayor Sean Lomen · Mayor Pro Tem Caroline McCully
Councilmembers Trinity Burruss · Kim Douglass · Larry Hillberg

DRAFT MEETING MINUTES AMENDED

October 22, 2025
Regular Session 6:00 PM

1 OPEN SESSION

1A. Call Open Session to Order

The October 22, 2025 Regular Meeting of the City of Colfax City Council was called to order at 6:05 p.m. by Mayor Lomen.

1B. Pledge of Allegiance

1C. Roll Call

Present: Councilmembers Trinity Burruss, Kim Douglas, Larry Hillberg, Mayor Pro Tem Caroline McCully and Mayor Sean Lomen

Absent: None

1D. Approval of Agenda Order

Action: With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, the Approval of the Agenda Order was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

1E. Statement of Conflict of Interest

No new conflicts were identified by the Council or the public.

2 CONSENT CALENDAR

Action: With a motion by Councilmember Hillberg and a second by Councilmember Burruss, the Consent Calendar was passed by a 5-0 vote as follows:

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen

Noes: None

Abstain: None

Absent: None

2A. City Projects Report

Action: Reviewed and Commented.



2B. Cash Summary – September 2025

Action: Accepted and Filed.

2C. Minutes

Action: Approved the Colfax City Council minutes of 8/27/2025.

2D. S.A.F. Algae Project Notice of Completion

Action: Adopted **Resolution 43-2025** approving and authorizing the City Manager to execute and record a Notice of Completion for the S.A. F. Algae Project.

2E. Design Authorization for CDBG Road Rehabilitation

Action: Adopted **Resolution 44-2025** authorizing the City Manager to execute an agreement with Cartwright Nor Cal for the design services of the 2025 CDBG Road Rehabilitation Project.

*** End of Consent Calendar ***

3 AGENCY REPORTS

3A. Placer County Sheriff's Office

Sgt. Toby Williams reported:

- Fire in Auburn during last meeting so unable to attend.
- August: 140 incidents, 17 calls re: transients, 25 traffic stops, 7 arrests.
- Carpenter Road is coming along, CHP and POP unit, funding to remove car and boat, still addressing properties.
- Removed someone from railroad property.
- Extra patrols through Iowa Hill and in/out of Grass Valley for traffic enforcement.
- Four Problem Oriented Policing (POP) officers assigned to unhoused services.

Public comments received by members of the public.

3B. California Highway Patrol

None

3C. Placer County Fire Department/CALFIRE

Battalion Chief Nick Salas (East Division) reported:

- Burn Season effective as of October 17; burn permits required (LE5 or LE7); contact local fire for assistance.
- Peak staffing until December 15; two helicopters will be off contract October 28.
- Recent incidents in Colfax area: fatality vehicle accident and fatality structure fire.
- CALFIRE will have a big presence at Falcons Heroes football game on Friday, October 24. A local Fire Captain will receive the football.

Public comments received by members of the public.



3D. Non-Profits

Erin Newington, Historic Colfax Downtown Association, reported:

- Association is launching community partnerships/sponsorship opportunities to support mission in downtown area to bring events.
- 2026 Concert Series in planning process; fundraising campaign on website www.historiccolfax.com .
- Levitt grant multi-year music grant to bring concerts to Colfax \$120K over 3 years of matched funds
- Colfax Bizarre on November 8 at Fruit Exchange Building.
- Attended Placer County 2025 Conference with leaders from multiple agencies across county; Theme was Adapting to Shifting Business Landscapes.

Caroline, Wrecking Crew Bakery, reported:

- Chili Cookoff on Sunday 12-2, \$10 to taste, proceeds go to Fourth of July fireworks, sponsored by 3rd of July and Railroad Days.
- Trunk or Treat sponsored by 3rd of July and Railroad Days; donations for candy at Wrecking Crew Bakery.

Rebecca Mazzio, Bianchini Board, reported:

- Two councilmembers terms on the Bianchini Board will be expiring which will need to be filled or renewed. Concerned Caroline McCully appointment might present a conflict of interest and doesn't want on the board.

4 PRESENTATIONS (NONE)

5 PUBLIC HEARING

5A. Gordon’s Gym – Design Review Permit and Variance

Action: Conducted a public hearing and upon conclusion adopted **Resolution 45-2025** for Application DP 24-02 Design Review Permit and Variance 24-01, to reduce the required setbacks and to allow construction of a 6,890 square foot exercise facility.

With a motion by Councilmember Burruss and a second by Councilmember Hillberg, item passed by a 5-0 vote as follows:

- Ayes:** Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
- Noes:** None
- Abstain:** None
- Absent:** None

Public comments received by members of the public.

6 PUBLIC COMMENT

Public comments received by members of the public.



7 **COUNCIL AND STAFF**

The purpose of these reports is to provide information to the Council and public on projects, programs, and issues discussed at committee meetings and other items of Colfax related information. No decisions will be made on these issues. If a member of the Council prefers formal action be taken on any committee reports or other information, the issue will be placed on a future Council meeting agenda.

7A. Committee Reports and Colfax Informational Items – All Councilmembers

Councilmember Douglass reported he attended Auburn Council meeting via Zoom which was considering adopting a cannabis ordinance.

Councilmember Hillberg reported he attended the Sierra Vista Center Board Meeting last night. It has a beautiful new gym and basketball program, the board is growing and planning more events, \$25K budget, looking great, a lot of basketball in gym. Fixing one window at a time with funds received.

Mayor Pro Tem McCully reported she attended Air District Control Board and Heritage Park. The Move Your Caboose project had received ties awhile back and rail delivered last week and currently working on engineering plans for installing track in the Spring.

7B. City Operations Update – City Manager

City Manager Ron Walker reported:

- Hired contractor to help with City Clerk services.
- Met with Richard Nebbel at the Museum to discuss future Museum exhibits at City Hall. Putting together a list.
- Attended SCADA upgrade meeting; working on a few more things before system is operational.
- Working on agreement with RGS for accounting services.
- Met with Mike Luken to discuss grant. Phase 1 is almost complete; waiting for additional information from FEMA and OES before moving forward to Phase 2. Will be meeting with group to discuss timeline.
- City maintenance cleaning up vegetation, training new staff and conducting drywall repair on Corp Yard building.
- Response to councilmember inquiries about noise violation by A&A Concrete and progress between City and Colfax Hotel.

8 **COUNCIL BUSINESS**

8A. Policy Initiative – Establishment of a Disposable Foodware, Convenience Retail, and Roadway Impact Fee Program to Fund Litter Abatement, Stormwater Compliance, and Frontage Road Maintenance.

Action: Received, tabled item and directed City Manager to ~~develop a disposable Foodware, convenience retail, and roadway impact fee Ordinance~~provide cost of a nexus study and identify cost of going through the investigation process.

Public Comments received by members of the public in person and via email.



8B. Policy Initiative – Request for USPS and FCC Recognition of Physical Street Addresses in Colfax for E911 and Public Safety Compliance.

Action: Adopted **Resolution 46-2025** approving and authorizing the City Manager to Request Federal Recognition of Physical Addresses for Public-Safety Purposes.

With a motion by Councilmember Burruss and a second by Mayor Pro Tem McCully, item passed by a 5-0 vote as follows:

- Ayes:** Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
- Noes:** None
- Abstain:** None
- Absent:** None

9 GOOD OF THE ORDER

Informal statements, observation reports and inquiries regarding the business of the City may be presented by Councilmembers under this agenda item or requests for placement of items of interest on a future agenda. No action will be taken.

Councilmember Douglass requested monthly music or game events at Sierra Vista Center.

Councilmember Hillberg requested a Winterfest item be added to the next Council agenda.

Mayor Pro Tem McCully sent out 15 Winterfest vendor applications this week and has received several more. Also mentioned Halloween decorating contest.

Mayor Lomen announced he received one guarantee North Pole sponsorship for Winterfest with additional \$3500 confirmed.

Miscellaneous discussion re: Winterfest budget.

Mayor Lomen asked for Council approval to present Veteran’s Day Proclamation and Resolution to Veteran’s.

Discussion on placing temporary signage/banners on light poles.

City Manager announced how to add # address for post office.

9A. Public Comment on Good of the Order

Members of the public are permitted to address the Council on matters that relate to general welfare of the City that have not been previously discussed on this agenda. Oral comments may not exceed five (5) minutes. Written comments should not exceed 800 words.

No public comment received on Good of the Order.

10. CLOSED SESSION

10A. Public Comment (On Closed Session Items Only)

Public Comment received by members of the public and via email.

10B. By Consensus of the Council, adjourn to Closed Session

Action: With a motion by Councilmember Burruss and a second by Councilmember Hillberg, City Council voted 5-0 to hold Conference with Real Property Negotiator publicly in open session.

- Ayes:** Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
- Noes:** None
- Abstain:** None
- Absent:** None



10C. Conference with Real Property Negotiator (Gov. Code 54956.8)

Property Address; 99 Railroad St.
Agency Negotiator: Ron Walker
Negotiating Parties: Tammy Hampshire
Under Negotiation: Price and Terms of payment.

Action: With a motion by Councilmember Burruss and a second by Councilmember Hillberg, City Council voted 5-0 by roll call to extend the lease agreement with Rainbow Music Company for 12 months followed by a month to month lease allowing 90-day termination by both parties and no other changes to terms.

Ayes: Councilmembers Burruss, Douglas, Hillberg, Mayor Pro Tem McCully and Mayor Lomen
Noes: None
Abstain: None
Absent: None

ADJOURNMENT

The October 22, 2025 City of Colfax City Council was adjourned at 9:11 p.m. by Mayor Sean Lomen.

/s/ Conor W. Harkins
Conor W. Harkins, City Attorney





Staff Report to City Council

FOR THE MARCH 11, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Ron Walker, City Manager
Subject: Cease the Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.

Budget Impact Overview:

N/A:	Funded:	Un-funded:	Amount:	Fund(s):
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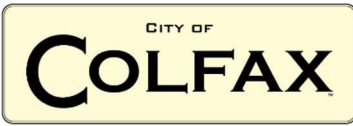
RECOMMENDED ACTION: Staff is requesting that the Council reconsider and provide direction to the City Manager to cease the development of a Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.

Summary/Background

On October 22, 2025, Council Directed the City Manager to develop disposable Foodware, convenience retail, and roadway impact fee Ordinance. Since that time, both staff and some Council members have received considerable feedback from the community expressing dissatisfaction with this impact fee to the point that no ordinance has been developed. Accordingly, staff is requesting that the Council reconsider and provide direction to the City Manager to cease any additional efforts.

Attachments:

1. Resolution __-2026 Approving and Authorizing the City Manager to Cease the Development of the Disposable Foodware, Convenience Retail, and Roadway Impact Fee Ordinance.
2. October 22, 2025 Staff Report for the Establishment of a Disposable Foodware, Convenience Retail, and Roadway Impact Fee Program to Fund Litter Abatement, Stormwater Compliance, and Frontage Road Maintenance.



Staff Report to City Council

FOR THE MARCH 25, 2026 REGULAR CITY COUNCIL MEETING

From: Ron Walker, City Manager
Prepared by: Catrina Olson, Administrative Services Officer
Subject: Authorization to Apply for Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program

Budget Impact Overview:

N/A: √	Funded:	Un-funded:	Amount:	Fund(s):
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RECOMMENDED ACTION: Adopt Resolution ____-2026 authorizing the City of Colfax to submit an application for funding under the Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program, Cohort 4, and authorizing the City Manager, or designee, to execute the application and related grant documents.

Summary/Background

The City of Colfax is eligible to apply for funding under the Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program, Cohort 4. The program provides competitive funding to local jurisdictions to address cannabis-related public health and safety impacts through eligible enforcement, youth prevention, public safety infrastructure, and related activities.

Colfax is a small jurisdiction with limited in-house capacity and contracts law enforcement services through the Placer County Sheriff’s Office. The City has also authorized cannabis retail activity within the city limits. Staff is exploring a project concept that may include youth-oriented public safety elements associated with the new skate park, security infrastructure such as cameras and lighting, and phased enforcement or compliance activity tied to cannabis-related impacts.

Discussion

Adoption of the attached resolution would authorize staff to submit an application on behalf of the City and designate the City Manager, or designee, as the authorized official for purposes of application and, if awarded, grant administration. Adoption of the resolution does not commit the City to accept grant funds if the final grant conditions are determined to be infeasible or inconsistent with City priorities.

If the City proceeds, staff will continue refining the project scope, budget, and implementation structure with relevant partners before submission. This may include coordination with the Placer County Sheriff’s Office and other implementation partners as appropriate.

Fiscal Impact

There is no direct fiscal impact associated with adoption of the resolution. If awarded, the grant would provide outside funding to support eligible project activities, subject to final grant terms and City acceptance.

Attachments:

1. A Resolution of the City Council of the City of Colfax Authorizing the Submittal of an Application for Funding Under the Board of State and Community Corrections Proposition 64 Public Health and Safety Grant Program, Cohort 4 and Authorizing the City Manager, or Designee, to Execute all Required Application, Grant Agreement and Related Documents
2. Professional Services Agreement with Grantage for Preparation of Proposition 64 Grant Package

City of Colfax

City Council

Resolution No. __-2026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COLFAX AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR FUNDING UNDER THE BOARD OF STATE AND COMMUNITY CORRECTIONS PROPOSITION 64 PUBLIC HEALTH AND SAFETY GRANT PROGRAM, COHORT 4, AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL REQUIRED APPLICATION, GRANT AGREEMENT, AND RELATED DOCUMENTS

WHEREAS, the Board of State and Community Corrections has issued a Request for Proposals for the Proposition 64 Public Health and Safety Grant Program, Cohort 4; and

WHEREAS, the City of Colfax is interested in seeking grant funds to support local public health and safety needs associated with cannabis activity, including but not limited to youth prevention, public safety infrastructure, enforcement coordination, compliance-related activities, and related eligible project components; and

WHEREAS, the City of Colfax permits commercial cannabis retail activity within the City and is therefore eligible to apply for such funding, subject to the requirements of the grant program; and

WHEREAS, the City Council finds that pursuing this funding opportunity is in the public interest and may assist the City in addressing cannabis-related impacts and improving community safety; and

WHEREAS, the City of Colfax may partner with other public agencies, contractors, consultants, and service providers as necessary to implement any grant-funded project, if awarded; and

WHEREAS, the grant application requires the identification of an authorized official to submit the application and execute all required documents related to the grant.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Colfax as follows:

1. The City Council hereby authorizes the submission of an application to the Board of State and Community Corrections for funding under the Proposition 64 Public Health and Safety Grant Program, Cohort 4.
2. The City Manager, or designee, is hereby authorized and directed to prepare, execute, and submit all documents necessary for the submission of the application, including any amendments, assurances, certifications, and related materials required by the Board of State and Community Corrections.
3. In the event the application is approved, the City Manager, or designee, is hereby authorized to execute the grant agreement and any subsequent amendments, certifications, payment requests, reports, and other documents necessary to implement and administer the grant, subject to review and approval as to form by the City Attorney, if required.

- 4. City staff are authorized to take such additional actions as may be necessary or appropriate to carry out the intent of this Resolution and to comply with applicable grant requirements
- 5. This Resolution shall take effect immediately upon its adoption.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED at the regular meeting of the City Council of the City of Colfax held on the 25th day of March 2026, by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Caroline McCully, Mayor

Ron Walker, City Manager

**PROFESSIONAL SERVICES AGREEMENT
FOR CONSULTANT SERVICES**

(City of Colfax / Grantage)

1. IDENTIFICATION

This PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Colfax, a California municipal corporation (“City”), and Grantage, a Sole Proprietorship. (“Consultant”).

2. RECITALS

- 2.1. City has determined that it requires the following professional services from a consultant: Grantage.
- 2.2. Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.
- 2.3. Consultant represents that it has no known relationships with third parties, City Council members, or employees of City which would (1) present a conflict of interest with the rendering of services under this Agreement under Government Code Section 1090, the Political Reform Act (Government Code Section 81000 *et seq.*), or other applicable law, (2) prevent Consultant from performing the terms of this Agreement, or (3) present a significant opportunity for the disclosure of confidential information.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

3. DEFINITIONS

- 3.1. “Scope of Services”: Such professional services as are set forth in Consultant’s March 5, 2026 proposal to City attached hereto as Exhibit A and incorporated herein by this reference.
- 3.2. “Agreement Administrator”: The Agreement Administrator for this project is Ron Walker, City Manager. The Agreement Administrator shall be the principal point of contact at the City for this project. All services under this Agreement shall be performed at the request of the Agreement Administrator. The Agreement Administrator will establish the timetable for completion of services and any interim milestones. City reserves the right to change this designation upon written notice to Consultant

- 3.3. “Approved Fee Schedule”: Consultant’s compensation rates are set forth in the fee schedule attached hereto as Exhibit A and incorporated herein by this reference. This fee schedule shall remain in effect for the duration of this Agreement unless modified in writing by mutual agreement of the parties.
- 3.4. “Maximum Amount”: The highest total compensation and costs payable to Consultant by City under this Agreement. The Maximum Amount under this Agreement is Eleven Thousand Two Hundred Fifty Dollars (\$11,250.00).
- 3.5. “Commencement Date”: March 17, 2026
- 3.6. “Termination Date”: March 17, 2027

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Termination Date unless extended by written agreement of the parties or terminated earlier under Section 16 (“Termination”) below. Consultant may request extensions of time to perform the services required hereunder. Such extensions shall be effective if authorized in advance by City in writing and incorporated in written amendments to this Agreement.

5. CONSULTANT’S DUTIES

- 5.1. **Services.** Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement.
- 5.2. **Business License.** Consultant shall obtain and maintain in force a City business license for the duration of this Agreement.
- 5.3. **Campaign Contributions.** This Agreement is subject to Government Code section 84308, as amended by Senate Bill 1439 (2022), Senate Bill 1181 (2024), and Senate Bill 1243 (2024). Consultant shall disclose any contribution to an elected or appointed City official’s campaign or committee in an amount of more than five hundred dollars (\$500) made within 12 months preceding the Commencement Date, by Consultant, its, her, or his agent, or another party affiliated with Consultant. Consultant shall provide a signed copy of the attached Campaign Contribution Disclosure Form to City prior to, or concurrent with, Consultant's execution of this Agreement and no later than the Commencement Date. .

6. SUBCONTRACTING

- 6.1. **General Prohibition.** This Agreement covers professional services of a specific and unique nature. Except as otherwise provided herein, Consultant shall not assign or transfer its interest in this Agreement or subcontract any services to be performed without amending this

Agreement.

7. COMPENSATION

- 7.1. **General.** City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept payment in accordance with the Fee Schedule in full satisfaction for such services. Compensation shall not exceed the Maximum Amount. Consultant shall not be reimbursed for any expenses unless provided for in this Agreement or authorized in writing by City in advance.
- 7.2. **Invoices.** Consultant shall submit to City an invoice, on a monthly basis or as otherwise agreed to by the Agreement Administrator, for services performed pursuant to this Agreement. Each invoice shall identify the Maximum Amount, the services rendered during the billing period, the amount due for the invoice, and the total amount previously invoiced. All labor charges shall be itemized by employee name and classification/position with the firm, the corresponding hourly rate, the hours worked, a description of each labor charge, and the total amount due for labor charges.
- 7.3. **Taxes.** City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant except as otherwise required by law. Consultant shall be solely responsible for calculating, withholding, and paying all taxes.
- 7.4. **Disputes.** The parties agree to meet and confer at mutually agreeable times to resolve any disputed amounts contained in an invoice submitted by Consultant.
- 7.5. **Additional Work.** Consultant shall not be reimbursed for any expenses incurred for work performed outside the Scope of Services unless prior written approval is given by the City through a fully executed written amendment. Consultant shall not undertake any such work without prior written approval of the City.

8. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material, and all electronic files, including computer-aided design files, developed by Consultant in the performance of this Agreement (such written material and electronic files are collectively known as “written products”) shall be and remain the property of City without restriction or limitation upon its use or dissemination by City except as provided by law. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant.

9. RELATIONSHIP OF PARTIES

- 9.1. **General.** Consultant is, and shall at all times remain as to City, a wholly independent contractor.

10. INDEMNIFICATION

- 10.1. **Definitions.** For purposes of this Section 10, “Consultant” shall include Consultant, its officers, employees, servants, agents, or subcontractors, or anyone directly or

indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement. "City" shall include City, its officers, agents, employees and volunteers.

10.2. **Consultant to Indemnify City.** To the fullest extent permitted by law, Consultant shall indemnify, hold harmless, and defend City from and against any and all claims, losses, costs or expenses for any personal injury or property damage arising out of or in connection with Consultant's alleged negligence, recklessness or willful misconduct or other wrongful acts, errors or omissions of Consultant or failure to comply with any provision in this Agreement.

11. INSURANCE

11.1. **Insurance Required.** Consultant shall maintain insurance as described in this section and shall require all of its subcontractors, consultants, and other agents to do the same. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant Any requirement for insurance to be maintained after completion of the work shall survive this Agreement.

11.2. **Documentation of Insurance.** City will not execute this agreement until it has received a complete set of all required documentation of insurance coverage. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. Consultant shall file with City:

Certificate of Insurance, indicating companies acceptable to City, with a Best's Rating of no less than A:VII showing. The Certificate of Insurance must include the following reference: Prop 64 Grant Application.

- Documentation of Best's rating acceptable to the City.
- Original endorsements effecting coverage for all policies required by this Agreement.
- Complete, certified copies of all required insurance policies, including endorsements affecting the coverage.

12. Coverage Amounts. Insurance coverage shall be at least in the following minimum amounts:

- Professional Liability Insurance: \$1,000,000 per occurrence,
\$1,000,000 aggregate
- Workers' Compensation: **Not applicable for this agreement because contractor has no employees.**
 - Workers' Compensation Statutory Limits
 - EL Each Accident \$1,000,000
 - EL Disease - Policy Limit \$1,000,000
 - EL Disease - Each Employee \$1,000,000
- Automobile Liability

- Any vehicle, combined single limit \$1,000,000

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements or limits shall be available to the additional insured. Furthermore, the requirements for coverage and limits shall be the greater of (1) the minimum coverage and limits specified in this Agreement, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured.

13. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, email, or overnight courier service during Consultant’s and City’s regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City
Ron Walker, City Manager
 City of Colfax
 33 South Main St.
 Colfax, CA 95713

If to Consultant
 Name: Doug Fleming
 Address: 367 Gracie Road
Nevada City CA 95959

Telephone: 323-309-9728
 Email: fleming.douglass@gmail.com

With courtesy copy to:
 Conor W. Harkins, Esq.
 Colfax City Attorney
 Colantuono, Highsmith & Whatley, PC
 420 Sierra College Drive, Suite 140
 Telephone: (530) 432-7357
 Email: charkins@chwlaw.us

14. TERMINATION

Either party may terminate this Agreement for any reason on seven calendar days' written notice to the other party. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement. Upon termination, Consultant shall be paid based on the work satisfactorily performed at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“CITY”
City of Colfax

“CONSULTANT”

Authorized Signatories:

DocuSigned by:
Signature: Ron Walker
2E5347EB7C5943F...

Signed by:
Signature: Doug Fleming
BCB3460AEE4B4B0...

Printed: Ron Walker

Printed: Doug Fleming

Title: City Manager

Title: President

Date: 3/19/2026

Date: 3/19/2026

Approved as to form:

DocuSigned by:
Signature: Conor Harkins
4C18EBE6BDF54FB...

Printed: Conor Harkins

Title: City Attorney

Date: 3/19/2026

CAMPAIGN CONTRIBUTION DISCLOSURE PROVISIONS

Cities are subject to the campaign disclosure provisions detailed in Government Code Section 84308.

Please carefully read the following information to determine if the provisions apply to you. If you determine that the provisions are applicable, the Campaign Disclosure Form must be completed and returned to the City with your application.

1. No City councilmember or commissioner shall accept, solicit, or direct a contribution of more than \$500 from any party,¹ financially interested participant,² or agent³ while a proceeding is pending or for 12 months subsequent to the date a final decision is rendered by the City. This prohibition commences when your application has been filed, or the proceeding is otherwise initiated.

2. A party to a City proceeding shall disclose on the record of the proceeding any contribution of more than \$500 made to any councilmember or commissioner by the party, or agent, during the preceding 12 months. No party to or participant in a City proceeding shall make a contribution of more than \$500 to a councilmember or commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City. No agent to a party or participant shall make a contribution in any amount to a councilmember or commissioner during the proceeding and for 12 months following the date a final decision is rendered by the City.

3. Prior to rendering a decision on a City proceeding, any councilmember or commissioner who received contribution of more than \$500 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any councilmember or commissioner receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of making the decision, or knowing about the contribution and the relevant proceeding, whichever comes last, that councilmember or commissioner shall be permitted to participate in the proceeding.

¹ "Party" is defined as any person who files an application for, or is the subject of, a proceeding.² "Participant" is defined as any person who actively supports or opposes a particular decision in a proceeding.

³ "Agent" is defined as a person who represents a party in connection with a proceeding for compensation who appears before or otherwise communicates with the City for the purpose of influencing the proceeding. If an individual acting as an agent also is acting as an employee or member of a law, architectural, engineering, or consulting firm, or a similar entity or corporation, both the individual and the entity or corporation are agents. When a closed corporation is a party to a proceeding, the majority shareholder is subject to these provisions.

To determine whether a campaign contribution of more than \$500 has been made by you or your agent to a councilmember or commissioner within the preceding 12 months, all contributions made by you or your agent during that period must be aggregated.

Names of current City councilmembers and commissioners are available on the City's website. If you have questions about Government Code Section 84308, FPPC regulations, or the Campaign Disclosure Form, please contact the City Clerk.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

(a) Document:

- License
- Lease
- Permit
- Franchise
- Other Contract
- Other Entitlement

Name and address of any party, participant, or agent who has contributed more than \$500 to any councilmember or commissioner within the preceding 12 months:

1. _____
2. _____
3. _____

(b) Date and amount of contribution:

- Date _____ Amount \$ _____
- Date _____ Amount \$ _____
- Date _____ Amount \$ _____

(c) Name of councilmember or commissioner to whom contribution was made:

1. _____
2. _____
3. _____

(d) I certify that the above information is provided to the best of my knowledge.

Printed Name _____

Signature _____

Date _____ Phone _____

To be completed by City:

Document No: _____

Exhibit A SCOPE of Work Fee Schedule

Scope of Services

Grantage will provide a lean, focused application package across three phases:

Phase 1: Project Planning and Readiness

Key Tasks:

- Conduct a focused kickoff meeting to confirm the project concept, roles, deliverables, and internal review workflow.
- Develop a targeted data request for Sheriff service, complaint, skate park safety, dispensary, and delivery baselines needed to support the application and performance measures.
- Draft a single preferred project architecture across contracted enforcement, skate park/youth PPA components, cameras, and compliance coordination, including partner roles.
- Develop a streamlined attachment list and letter-of-support plan; provide core templates to streamline turnaround.

Meetings:

- Kickoff meeting plus up to one working session with City leadership, Finance, and Sheriff or operational partners to finalize program and budget architecture.

Phase 2: Narrative Development and Document Assembly

Key Tasks:

- Convert baseline information into grant-ready findings supporting the application narrative (complaints, hotspot conditions, startup capacity gaps, and youth/public safety needs).
- Draft all required core narratives, including project need, approach, implementation plan, sustainability, and community impact framing.

- Develop outcomes, performance measures, and a practical evaluation/reporting framework aligned to available data sources.
- Coordinate and lightly edit core required attachments (letters, maps as needed, and supporting documents provided by the City and partners).

Meetings:

- One consolidated review cycle with City leadership, Finance, and operational partners to align narrative, budget, and attachments.

Phase 3: Final Review and Submission Package

Key Tasks:

- Conduct a final compliance review of the application package for completeness, consistency, and submission readiness.
- Finalize the five-year budget and ensure alignment between project components, allowability, and Cohort 4 requirements.
- Assemble a submission-ready package with final file naming and version control for City upload and submission.
- Provide limited final submission support through completion of the application package.

COMPENSATION

Grantage proposes to provide these services on a time-and-materials basis at a discounted rate of \$150 per hour, not to exceed 75 hours (\$11,250). Grantage will track time by task and invoice monthly as work progresses.

1. BASE SCOPE OF WORK:

Task	Description	Fee
1	Phase 1: Project Planning and Readiness (kickoff, focused data plan, single concept architecture, letters plan)	15 hrs. \$2,250
2	Phase 2: Narrative Development and Document Assembly (drafting, metrics/evaluation, core attachments coordination)	35 hrs. \$5,250

3	Phase 3: Final Review and Submission Package (budget finalization, QA, submission-ready assembly)	25 hrs. \$3,750
Total Not-to-Exceed Labor		\$11,250