



# LIVE OAK CITY COUNCIL

## REGULAR MEETING AGENDA MAY 20, 2026 6:00 PM

MEETING LOCATION  
LIVE OAK COUNCIL CHAMBERS  
9955 LIVE OAK BOULEVARD  
LIVE OAK, CALIFORNIA 95953

### MEMBERS OF THE COUNCIL

JERAMY CHAPDELAIN, MAYOR  
AARON PAMMA, VICE MAYOR  
ASHLEY HERNANDEZ, COUNCILMEMBER  
NANCY SANTANA, COUNCILMEMBER  
BOB WOTEN, COUNCILMEMBER

BENJAMIN MOODY,  
CITY MANAGER

NICOLE ROSSER,  
CITY ATTORNEY

The Council may take up any agenda item at any time, regardless of the order listed. Action may be taken on any item on this agenda. Materials related to an item on this Agenda submitted to the Council after distribution of the agenda packet are available for public inspection at City Hall, 9955 Live Oak Boulevard, Live Oak, during normal business hours. Such documents are also available on the City of Live Oak’s website at [www.liveoakcity.org](http://www.liveoakcity.org), subject to staff’s availability to post the documents before the meeting.

In compliance with the Americans with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the City Clerk’s office at (530) 695-2112 x107. Requests must be made at least 24 hours in advance.

**Public Participation Options:**

- **Public Comment:** Members of the public can submit general public comments, as well as comment on specific agenda items in the following ways:
  - **Public Attendance:** Members of the public who attend in person may make comments from the Council Chamber podium.
  - **Email Public Comment:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via email to the City Clerk at [cmenchaca@liveoakcity.org](mailto:cmenchaca@liveoakcity.org). Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that emailed comments will NOT be read aloud during the meeting unless an approved accommodations request has been granted.
  - **eComment Feature:** Comments from the public on agenda items will be accepted until 1:00 pm on the date of the meeting, via the eComment feature at [https://liveoakca.granicus.com/ViewPublisher.php?view\\_id=1](https://liveoakca.granicus.com/ViewPublisher.php?view_id=1). Comments will be distributed to Council prior to the meeting and reflected in the meeting minutes. Please note that eComments will NOT be read aloud during the meeting unless an approved accommodations request has been granted.
- **Remote Participation – Viewing Only - No Public Participation via Remote:**
  - The meeting will be livestreamed for public viewing, but not participation, as follows:

- *Granicus livestream:* [https://liveoakca.granicus.com/ViewPublisher.php?view\\_id=1](https://liveoakca.granicus.com/ViewPublisher.php?view_id=1).
  - *Zoom livestream:*
    - **Join by Electronic Device:**  
<https://us02web.zoom.us/j/82058656054>
    - **Join by Phone:**  
1-669-900-6833 or 1-833-548-0282 (Toll Free)  
**Webinar ID: 820 5865 6054**
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## AGENDA

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE AND INVOCATION

### CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

### PRESENTATIONS AND RECOGNITIONS

### PUBLIC COMMENT

Any person wishing to address the City Council on general jurisdictional matters or consent calendar items may do so at this time. If you are commenting on an agenda item, your comments will be heard at the time that item is scheduled for discussion. The City Council adopted a time limit of three minutes per person. The Brown Act does not allow for Council discussion of items not on the agenda. Councilmembers may only a) refer the matter to staff; b) ask for additional information; c) request a report back; or d) provide a limited factual response for items not listed on the agenda.

### CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

1. City Council Meeting Minutes  
Recommendation: Approve the May 6, 2026, City Council Regular Meeting minutes.  
(Clarissa Menchaca, City Clerk)
2. Declaration of Surplus Vehicles and Authorization for Sale  
Recommendation: Declare the vehicles and equipment identified in the staff report as surplus property and authorize the City Manager to sell the vehicles to Sutter County at a fair market value negotiated with the County.  
(Luis Cibrian, Parks and Recreation Director)

3. Monarch Butterfly Habitat Grant

Recommendation: Authorize the City Manager to enter into a 10-year land agreement with Sutter County Resource Conservation District (SCRCD) related to establishing and maintaining a Monarch Butterfly Habitat at the City's soccer complex, APN 06-250-033.  
(Benjamin Moody, City Manager)

**PUBLIC HEARING ITEMS**

4. Conduct a Public Hearing to Receive Comments on the Proposed Planning Fee Updates

Recommendation: Conduct a Public Hearing to receive comments on the proposed Planning Fee updates, and upon close of the public hearing: 1) Adopt the Master Fee Schedule with updated Planning Fees, including a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable; and 2) Adopt a resolution authorizing the implementation of the proposed Planning Fees effective June 1, 2026, with a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable.  
(Ethan Gutierrez, Finance Director)

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION**

**UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER**

**COUNCILMEMBER REPORTS / COMMENTS / REQUESTS**

**ADJOURNMENT**

CITY OF LIVE OAK  
STAFF REPORT

**Date:** May 20, 2026  
**To:** Honorable Mayor & Members of the City Council  
**From:** Clarissa Menchaca, City Clerk

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**Subject:** City Council Meeting Minutes

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**Background:**

Submitted for approval are the May 6, 2026, City Council Meeting minutes.

**Recommendation:**

Approve the May 6, 2026, City Council Regular Meeting minutes.

**Attachments:**

[Minutes](#)



# LIVE OAK CITY COUNCIL

## MINUTES MAY 6, 2026 6:00 PM

MEETING LOCATION  
LIVE OAK COUNCIL CHAMBERS  
9955 LIVE OAK BOULEVARD  
LIVE OAK, CALIFORNIA 95953

### MEMBERS OF THE COUNCIL

JERAMY CHAPDELAIN, MAYOR  
AARON PAMMA, VICE MAYOR  
ASHLEY HERNANDEZ, COUNCILMEMBER  
NANCY SANTANA, COUNCILMEMBER  
BOB WOTEN, COUNCILMEMBER

BENJAMIN MOODY,  
CITY MANAGER

NICOLE ROSSER,  
CITY ATTORNEY

### CALL TO ORDER

Meeting called to order by Mayor Chapdelaine at Live Oak City Council Chambers, 9955 Live Oak Boulevard, Live Oak, CA at 6:00 pm.

### ROLL CALL

Present: Councilmembers Woten, Santana, Hernandez, Vice Mayor Pamma, and Mayor Chapdelaine

### PLEDGE OF ALLEGIANCE AND INVOCATION

Vice Mayor Pamma led the Pledge of Allegiance. Councilmember Woten delivered the invocation.

### CORRECTIONS AND/OR CHANGES TO THE AGENDA BY CITY MANAGER ONLY

There were no corrections and/or changes to the agenda.

### PRESENTATIONS AND RECOGNITIONS

There were no presentations or recognitions.

### PUBLIC COMMENT

The following members of the public addressed the Council: Rick and Lynn Hardy.

### CONSENT ITEMS

Consent Calendar is passed by one motion with exceptions and separate votes as noted.

**MOTION:** APPROVE THE CONSENT AGENDA.  
(MOTION: WOTEN; SECOND: PAMMA)

**VOTE:** MOTION PASSED UNANIMOUSLY

1. City Council Meeting Minutes  
Clarissa Menchaca, City Clerk  
Council action: April 15, 2026, City Council Regular Meeting minutes approved.
2. Approval of the Amended and Restated Joint Exercise Powers Agreement with Lake County for Participation in the Regional Housing Authority (RHA)  
Gustavo Becerra, Executive Director, Regional Housing Authority  
Council action: Amended and Restated Joint Exercise of Powers Agreement between the Counties of Sutter, Nevada, Yuba, Colusa, and Lake, and the Cities of Live Oak, Yuba City, and Colusa, approved for the purpose of creating a RHA.
3. Declaration of Surplus Land and Exempt Surplus Land  
Benjamin Moody, City Manager  
Council action: Resolution No. 11-2026 adopted declaring certain City-owned properties to be exempt surplus land and certain other City-owned properties to be surplus land and directed the City Manager to follow the procedures set forth in the Surplus Land Act for the sale of such properties.

**BUSINESS ITEMS**

4. Transportation Development Act (TDA) Claim – Fiscal Year 2021-22  
Ethan Gutierrez, Finance Director

Ethan Gutierrez, Finance Director, provided a presentation for the Council.

Public Comment was opened and closed without any speakers.

**MOTION: ADOPT A RESOLUTION AUTHORIZING THE SUBMISSION OF THE ANNUAL TRANSPORTATION DEVELOPMENT ACT (TDA) CLAIM FOR FISCAL YEAR 2021-22 TO THE SACRAMENTO AREA COUNCIL OF GOVERNMENTS (SACOG).  
(MOTION: HERNANDEZ; SECOND: PAMMA)**

**VOTE: MOTION PASSED UNANIMOUSLY**

*Reference Resolution No. 12-2026.*

**ITEMS REMOVED FROM THE CONSENT AGENDA FOR COUNCIL CONSIDERATION AND ACTION**

There were no items removed from the Consent Agenda for Council consideration and action.

**UPDATES AND ANNOUNCEMENTS FROM THE CITY ATTORNEY AND CITY MANAGER**

City Manager Benjamin Moody reported on the coordination efforts between the City and the Live Oak Unified School District for the Freedom Truck mobile museum which is touring the country to celebrate America's 250<sup>th</sup> birthday and is being hosted at the Community Building through Friday. He shared that the 7 on 7 soccer league is currently in its second week and that swim lesson registrations and pool passes are also available this week. Mr. Moody addressed ongoing concerns regarding food vendors operating within the city. Staff is coordinating with law enforcement and available resources to address issues related to vendors trespassing on City Hall, park property, and other properties. Additionally, Mr. Moody stated that staff is continuing to work with all departments to fine-tune the budget and make adjustments necessary to ensure the City works within its means. Finally, he introduced Jaspreet Kaur as the City's new Community and Economic Development Director.

**COUNCILMEMBER COMMENTS**

Councilmember Santana welcomed Jaspreet and asked whether her contact information would be distributed through multiple channels so residents and businesses would know who to contact. She also commended the Sheriff's Department for assisting with traffic control on Larkin Road, noting that the effort helped slow drivers down.

Vice Mayor Pamma touched on his attendance at the Feather River Air Quality Management meeting and the Yuba Suter Economic Development (YSEDC) meeting. He also noted that he was added to the YSEDC Live Oak Downtown Revitalization Focus Group meeting scheduled for tomorrow and said he was looking forward to visiting the Freedom Truck. He thanked staff and public safety for all they do.

Councilmember Woten gave a shoutout to Erica with YSEDC and expressed his appreciation for her support, as well as for all that Brynda and YSEDC do. He also inquired about who owns the property north of Pizza Factory, noting that Los Gordo's Tacos appear on the map for the empty lot and expressed his concern with pop up vendors claiming empty property. Additionally, he asked about the protocol and process for holding private events on city streets.

Councilmember Hernandez highlighted her attendance at the Street Food Truck event. She expressed appreciation for the roadway funds, acknowledging that there are roads in great need of repair. She also expressed excitement about Jaspreet joining the team.

Mayor Chapdelaine reported attending meetings with the Sutter Butte Flood Control Agency and Sutter Animal Services Authority, as well as noting upcoming SACOG meetings next week. He highlighted his appreciation for staff's work in identifying grant funds and grant programming, and thanked staff for their continued efforts and participation in those meetings. He also welcomed Jaspreet in filling the role of Economic Development. He closed the meeting in memory of Larry Munger, recognizing his exemplary leadership and expressing appreciation for all he contributed to.

**ADJOURNMENT**

Mayor Chapdelaine adjourned the meeting at 6:34 pm in memory of Larry Munger.

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**Jeremy Chapdelaine, Mayor**

**ATTEST:**

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**Clarissa Menchaca, City Clerk**

CITY OF LIVE OAK  
STAFF REPORT

**Date:** May 20, 2026  
**To:** Honorable Mayor & Members of the City Council  
**From:** Luis Cibrian, Parks and Recreation

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**Subject:** Declaration of Surplus Vehicles and Authorization for Sale

**Summary:** Recommendation: Declare the vehicles and equipment identified in the staff report as surplus property and authorize the City Manager to sell the vehicles to Sutter County at a fair market value negotiated with the County.

Fiscal Impacts: Revenue approximately \$140,000.

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**Purpose:**

Sell surplus patrol vehicles to the Sutter County Sheriff and District Attorney.

**Background:**

Due to changes in law enforcement staffing levels, several vehicles are no longer needed for daily operations and would otherwise remain unused on City property. The sale of these surplus vehicles will allow the City to dispose of unneeded assets, reduce fleet and maintenance obligations, and improve overall fleet efficiency saving additional cost for the City.

**Analysis:**

The sale of the surplus vehicles listed below will allow the City to dispose of unneeded assets, reduce fleet and maintenance obligations, and improve overall fleet efficiency saving additional cost for the City. The city is coordinating with Sutter County, Finance Departments, and utilizing available fair market valuation tools, (Kelley Blue Book) to determine final sale prices.

2023 Explorer 1FM5K8AB6PGA62935  
2022 F-150 1FTFW1E81NKE09181  
2025 Explorer 1FM5K8AC7SGC23584

**Fiscal Impact:**

The sale of surplus vehicles will generate one-time revenue for the City while reducing maintenance, fuel, and annual operating costs. Replacing these vehicles will also reduce liability and operational risk, supporting overall budget constraints and improving fleet

Agenda Item 2.

efficiency as we downsize our law enforcement personnel. The expected revenue is approximately \$140,000

**Recommendation:**

Declare the vehicles and equipment identified in the staff report as surplus property and authorize the City Manager to sell the vehicles to Sutter County at a fair market value negotiated with the County.

CITY OF LIVE OAK  
STAFF REPORT

**Date:** May 20, 2026  
**To:** Honorable Mayor & Members of the City Council  
**From:** Benjamin Moody, City Manager

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**Subject:** Monarch Butterfly Habitat Grant

**Summary:** Recommendation: Authorize the City Manager to enter into a 10-year land agreement with Sutter County Resource Conservation District related to establishing and maintaining a Monarch Butterfly Habitat at the City's soccer complex, APN 06-250-033.

Fiscal Impact: Minor ongoing 10-year maintenance costs.

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**Purpose:**

To help restore native habitats for Monarch Butterflies, increase pollinator and beneficial insect populations, and educate the Live Oak community on the importance of native milkweed.

**Background:**

The Monarch butterfly population has decreased by 99% over the past 20 years. In response, the Monarch Habitat Project has been developed to engage the community in reversing this decline in population. Native milkweed is the host plant essential for Monarch reproduction and population. In 2023, the State Wildlife Conservation Board granted funding that was allocated to the SCRCD to undertake habitat restoration projects.

**Analysis:**

Planting native milkweed will attract and support Monarch butterfly populations and overall enhance pollinator diversity. The project location would be near the walking path along the fence line. The project includes visual aids and informational displays about milkweed's role in the ecosystem. By increasing public awareness and habitat availability, the program aims to help bring Monarchs back to the local community. This is a partnership with the SCRCD to enhance our community through available grant funding with relatively minor associated maintenance costs.

**Fiscal Impact:**

There are minor fiscal impacts associated with staff time and irrigation to maintain the project for a minimum 10-year period.

**Recommendation:**

Authorize the City Manager to enter into a 10-year land agreement with Sutter County Resource Conservation District (SCRCD) related to establishing and maintaining a Monarch Butterfly Habitat at the City's soccer complex, APN 06-250-033.

**Attachments:**

[SCRCD WCB Landowner Agreement Habitat Restoration](#)

**Landowner Agreement: Habitat Restoration Project**

**AGREEMENT REGARDING ACCESS TO AND USE OF REAL PROPERTY IN ORDER TO  
IMPLEMENT A HABITAT RESTORATION PROJECT**

This agreement is entered into by Sutter County Resource Conservation District (SCRCD) a public agency, and City of Live Oak, CA., "the landowner").

**PERTINENT FACTS**

- A. The landowner owns certain real property ("the property"), located in Live Oak, CA, Sutter County, as shown in Exhibit A, which is incorporated by reference and attached.
- B. The Sutter County Resource Conservation District is a Special District of the State of California under Division 9 of the California Public Resources Code.
- C. SCRCD has been contacted by the landowner to assist in restoring the natural resources and enhancing habitat on the property, and SCRCD seeks to provide this assistance.
- D. On February 14th, 2023, State Wildlife Conservation Board ("the Board"), an agency of the State of California established under Division 2 of the Fish and Game Code, authorized a grant to the California Association of Resource Conservation Districts (CARCD) to undertake on the property certain habitat restoration projects. CARCD in turn authorized a subcontract with SCRCD through the grant agreement WC-2300KM.
- E. The grant agreement requires that SCRCD enter into an agreement sufficient to protect the public interest in any restoration projects implemented under the Board's grant, and to ensure that SCRCD has permission to implement and monitor projects on the owner's land.

**THE SCRCD AND THE LANDOWNER AGREE AS FOLLOWS**, in light of the Pertinent Facts above:

- 1. **DURATION.** This agreement shall take effect when fully executed, on the date last signed below, and shall run for TEN (10) YEARS from the authorizing signature date as shown below, unless agreement is terminated earlier by mutual agreement in writing by the parties, with the written consent of the Executive Director of the Board.

**Maintenance and Water Access**

- For a term of 10 years, the City of Live Oak shall be responsible for routine mowing of the lawns surrounding the planting beds.
  - The City of Live Oak shall also allow SCRCD access to water through a drip irrigation connection to the park water systems. The SCRCD will have it installed at the cost of the SCRCD.
- 2. **CONSTRUCTIVE NOTICE.** The terms, conditions and restrictions of this agreement, the Board's grant agreement, and the provisions of the project shall be binding upon, and inure to, the benefit of the parties hereto and their personal representatives, heirs, successors, and assigns and shall continue as a servitude running with the land for the Project Life, until TEN (10) YEARS from the authorizing signature date as shown below.
  - 3. This document, substantially as shown, shall be signed by SCRCD and the landowner, and submitted to the Wildlife Conservation Board as a deliverable for grant agreement WC-2300KM. In addition, the landowner shall notify prospective buyers, lessees, or operators of the property to make them aware of this project and this agreement.

4. **ACCESS BY SCRC**. SCRC shall have access to the property, with at least a 72-hour prior written or verbal notice to the landowner, to accomplish the purposes of this agreement, including monitoring during the entire term of this agreement.
  
5. **RESTORATION AND MAINTENANCE**. SCRC shall utilize the WCB grant funding to assist in the implementation of a restoration project on the property in accordance with the grant agreement, including but not limited to eradication of non-native plants, collection of seeds or cuttings, planting of appropriate native species, and other practices to restore and enhance the wildlife habitat. The Landowner shall maintain the project during the implementation phase of this agreement and shall monitor and maintain the improvements as necessary to maintain the habitat value and/or the functionality of the installed infrastructure during the management and maintenance portion of this agreement.
  
6. **INSPECTION**. SCRC and the landowner shall permit the Board, its agents or employees, and the Department of Fish and Wildlife to visit the project site during the term of this agreement to determine whether the site is being restored and maintained in a manner consistent with the grant agreement.
  
7. **LANDOWNER'S USE OF THE PROPERTY**. Except as provided in this paragraph, the landowner reserves the right to use the property in any manner, provided that its use does not unreasonably interfere with the nonprofit organization's/public agency's rights under this agreement. During the term of this agreement, the landowner shall use the property and habitat improvements in a manner consistent with the purposes of the grant agreement; this includes, but is not limited to, refraining from harming, damaging, removing, altering, or interfering with the restored sites.
  
8. **LIABILITY**. SCRC shall be responsible for, indemnify and save harmless the landowner and the Board, its officers, agents, and employees from any and all liabilities, claims, demands, damages or costs resulting from, growing out of, or in any way connected with or incident to the property and improvements on it, except for active negligence of the landowner or the Board, its officers, agents or employees. The duty to indemnify and save harmless includes the duty to defend as set forth in Civil Code Section 2778. SCRC waives any and all rights to any type of express or implied indemnity or right of contribution from the Board, its officers, agents or employees, for any liability resulting from, growing out of, or in any way connected with or incident to the project, the property, and improvements on it.

9. **AUTHORIZING SIGNATURES**  
**Sutter County Resource Conservation District**

\_\_\_\_\_  
Linda Rioux, Executive Director

\_\_\_\_\_  
Date:

\_\_\_\_\_  
City of Live Oak [Landowner]

\_\_\_\_\_  
[Authorized Signature]

\_\_\_\_\_  
Date:

\_\_\_\_\_  
[Print or type name]

\_\_\_\_\_  
[Title]

CITY OF LIVE OAK  
STAFF REPORT

**Date:** May 20, 2026  
**To:** Honorable Mayor & Members of the City Council  
**From:** Ethan Gutierrez, Finance

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**Subject:** Conduct a Public Hearing to Receive Comments on the Proposed Planning Fee Updates

**Summary:** Recommendation: 1) Adopt the Master Fee Schedule with updated Planning Fees, including a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable; and 2) Adopt a resolution authorizing the implementation of the proposed Planning Fees effective June 1, 2026, with a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable.

Fiscal Impact: Generation of revenue is dependent on volume of business activity.

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**Purpose:**

To adjust service fees and charges within Planning to help recover the City's costs of providing community-based services.

**Background:**

During the October 1, 2025 Council meeting, staff were directed to review the Master Fee Schedule to recommend increases to align with costs and community needs related to the Planning, Parks & Recreation, and all other applicable fees related to City services.

On the April 15, 2026 Council meeting, staff presented proposed updates to the Planning, Parks & Recreation, and other applicable fees related to City services. Council adopted Resolution No. 10-2026 approving the proposed fee updates; however, the proposed Planning fee updates were removed from adoption. During discussion, Council acknowledged that the City's Planning fees remain lower than those of comparable jurisdictions, while also emphasizing the importance of maintaining incentives for development and supporting economic growth. As a result, Council directed staff to return with a revised proposal that

Agenda Item 4.

increased the Planning fees while incorporating annual tiered discounts to allow for a phased implementation approach.

**Analysis:**

Staff have revisited the proposed Planning fee structure and incorporated the updated Planning fee rates into the Master Fee Schedule with the inclusion of a tiered discount structure. Under the proposed approach, the updated Planning fees would be discounted by 40% effective June 1, 2026, discounted by 20% effective July 1, 2027, and the discount would be eliminated effective July 1, 2028. This phased implementation approach allows the City to adopt the updated Planning fee structure while gradually transitioning applicants toward the full fee rates over time, consistent with Council direction to balance improved cost recovery with continued support for development and economic growth.

Additionally, during the implementation of the tiered discount structure and thereafter, Planning fees would continue to be reviewed annually and adjusted, as applicable, based on the California Consumer Price Index (CPI) for All Urban Consumers. This approach is intended to assist the City in maintaining reasonable cost recovery levels while accounting for inflationary increases in the cost of providing services and is a new consistent practice to other City fees.

The Proposed Planning Fee Update Public Hearing was also noticed in the Appeal Democrat on May 9th and May 14th, 2026.

**Fiscal Impact:**

Generation of revenue is dependent on volume of business activity.

**Recommendation:**

Conduct a Public Hearing to receive comments on the proposed Planning Fee updates, and upon close of the public hearing: 1) Adopt the Master Fee Schedule with updated Planning Fees, including a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable; and 2) Adopt a resolution authorizing the implementation of the proposed Planning Fees effective June 1, 2026, with a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments during the implementation of the tiered discount structure and thereafter as applicable.

**Attachments:**

- [Exhibit A - Master Fee Schedule - Proposed Planning Fee Section](#)
- [Exhibit B - Resolution - Planning Fee Update](#)
- [Exhibit C - Proof of Publication](#)

### Planning

<b>A</b>	<b>GENERAL PLAN AMENDMENT</b>		
	Text and Map Changes	\$	9,000.00
<b>B</b>	<b>PLANNED DEVELOPMENTS</b>		
	Planned Developments (Includes Zone Updates)	\$	8,000.00
<b>C</b>	<b>SPECIFIC PLANS</b>		
	New Plans		\$10k deposit plus actual costs
	Master/Specific Admin		\$2k deposit plus actual costs
<b>D</b>	<b>REZONING</b>		
	Rezone	\$	8,200.00
	Rezone with General Plan	\$	4,100.00
	<b>LAND DIVISIONS</b>		
	Subdivision Map	\$	6,200.00
	Parcel Map	\$	5,200.00
	Parcel Map - Ministerial	\$	2,600.00
	Revise Approved Map/Conditions (subdivision map)	\$	2,600.00
	Revise Approved Map/Conditions (parcel map)	\$	2,600.00
	Lot Line Adjustment or Minor Lot Split	\$	1,500.00
	Certificate of Compliance	\$	1,100.00
			plus \$30 per lot over 4 lots
			plus \$40 per lot over 4 lots
<b>E</b>	<b>DESIGN/DEVELOPMENT PLAN REVIEW</b>		
	City Council Review	\$	6,000.00
	Planning Commission Review	\$	3,800.00
	Single Family, Duplex, Fourplex	\$	75.00
	Multi Family Residence (initial unit and per unit)	\$	225.00
	Signs	\$	75.00
	Commercial, Office 10,000 sq. ft. or less	\$	300.00
	Commercial, Office over 10,000 sq. ft.	\$	600.00
	Industrial 10,000 sq. ft. or less	\$	300.00
	Industrial over 10,000 sq. ft.	\$	600.00
	Time Extension	\$	950.00
			plus \$10 per lot
<b>F</b>	<b>TENTATIVE MAP EXTENSION</b>		
	Tentative Map Extension	\$	950.00
<b>G</b>	<b>CERTIFICATE OF COMPLIANCE</b>		
	Major & Minor	\$	750.00
<b>H</b>	<b>USE PERMIT</b>		
	Major	\$	6,000.00
	Minor (related to single-family residence or duplex, parking waiver, signs, temporary trailer)	\$	3,100.00
	Amendments (major)	\$	3,000.00
	Amendments (minor)	\$	1,550.00
	Time Extensions - Major	\$	1,000.00
	Time Extensions - Minor	\$	1,000.00
			50% of regular fee
			50% of regular fee
<b>I</b>	<b>VARIANCE</b>		
	Single Family Dwelling	\$	2,000.00
	Other	\$	4,000.00
<b>J</b>	<b>ZONING CLEARANCE</b>		
	Signs, Home occupations	\$	75.00
	Special Event	\$	75.00
			Per Event Hour
<b>K</b>	<b>ENVIRONMENTAL IMPACT REPORT</b>		
	First Initial Study		Actual Cost
	Minor (parcel maps, variances, minor & major permits)	\$	950.00
	Major (subdivisions, general plan amendments, rezoning)	\$	4,500.00
	*Does not include cost of special studies*		
	Environmental Impact Reports		10k deposit + actual costs
			Plus city overhead rate
<b>L</b>	<b>SUTTER COUNTY NOTICE OF DETERMINATION FILING FEE</b>		



Admin Processing Fee	\$	50.00
Fish & Game EIR	Actual Cost	
Fish & Game MND	Actual Cost	

<b>M</b>	<b>IMPROVEMENT PLAN CHECK AND CONSTRUCTION INSPECTION FEES</b>	
	Improvement Plan Check	2% of City Engineer's Approval Estimate
	Construction Plan Check	2% of City Engineer's Approval Estimate

<b>N</b>	<b>ENCROACHMENT PERMIT</b>	<b>Hourly</b>
	Residential	\$ 75.00
	All others	Actual Cost - City Engineer Hrly Rate



Effective June 1, 2026

**Planning**

<b>A</b>	<b>GENERAL PLAN AMENDMENT</b>		
	Text and Map Changes	\$	5,400.00
<b>B</b>	<b>PLANNED DEVELOPMENTS</b>		
	Planned Developments (Includes Zone Updates)	\$	4,800.00
<b>C</b>	<b>SPECIFIC PLANS</b>		
	New Plans	\$10k deposit plus actual costs	
	Master/Specific Admin	\$2k deposit plus actual costs	
<b>D</b>	<b>REZONING</b>		
	Rezone	\$	4,920.00
	Rezone with General Plan	\$	2,460.00
	<b>LAND DIVISIONS</b>		
	Subdivision Map	\$	3,720.00
	Parcel Map	\$	3,120.00
	Parcel Map - Ministerial	\$	1,560.00
	Revise Approved Map/Conditions (subdivision map)	\$	1,560.00
	Revise Approved Map/Conditions (parcel map)	\$	1,560.00
	Lot Line Adjustment or Minor Lot Split	\$	900.00
	Certificate of Compliance	\$	660.00
<b>E</b>	<b>DESIGN/DEVELOPMENT PLAN REVIEW</b>		
	City Council Review	\$	3,600.00
	Planning Commission Review	\$	2,280.00
	Single Family, Duplex, Fourplex	\$	75.00
	Multi Family Residence (initial unit and per unit)	\$	225.00
	Signs	\$	75.00
	Commercial, Office 10,000 sq. ft. or less	\$	300.00
	Commercial, Office over 10,000 sq. ft.	\$	600.00
	Industrial 10,000 sq. ft. or less	\$	300.00
	Industrial over 10,000 sq. ft.	\$	600.00
	Time Extension	\$	570.00
	<b>F</b>	<b>TENTATIVE MAP EXTENSION</b>	
Tentative Map Extension		\$	570.00
<b>G</b>	<b>CERTIFICATE OF COMPLIANCE</b>		
	Major & Minor	\$	450.00
<b>H</b>	<b>USE PERMIT</b>		
	Major	\$	3,600.00
	Minor (related to single-family residence or duplex, parking waiver, signs, temporary trailer)	\$	1,860.00
	Amendments (major)	\$	1,800.00
	Amendments (minor)	\$	930.00
	Time Extensions - Major	\$	600.00
	Time Extensions - Minor	\$	600.00
<b>I</b>	<b>VARIANCE</b>		
	Single Family Dwelling	\$	1,200.00
	Other	\$	2,400.00
<b>J</b>	<b>ZONING CLEARANCE</b>		
	Signs, Home occupations	\$	75.00
	Special Event	\$	75.00
<b>K</b>	<b>ENVIRONMENTAL IMPACT REPORT</b>		
	First Initial Study	Actual Cost	
	Minor (parcel maps, variances, minor & major permits)	\$	570.00
	Major (subdivisions, general plan amendments, rezoning)	\$	2,700.00
	*Does not include cost of special studies*		
	Environmental Impact Reports	10k deposit + actual costs	

plus \$30 per lot over 4 lots

plus \$40 per lot over 4 lots

plus \$10 per lot

50% of regular fee

50% of regular fee

Per Event Hour

Plus city overhead rate



<b>L</b>	<b>SUTTER COUNTY NOTICE OF DETERMINATION FILING FEE</b>		
	Admin Processing Fee	\$	50.00
	Fish & Game EIR	Actual Cost	
	Fish & Game MND	Actual Cost	

<b>M</b>	<b>IMPROVEMENT PLAN CHECK AND CONSTRUCTION INSPECTION FEES</b>		
	Improvement Plan Check	2% of City Engineer's Approval Estimate	
	Construction Plan Check	2% of City Engineer's Approval Estimate	

<b>N</b>	<b>ENCROACHMENT PERMIT</b>	<b>Hourly</b>	
	Residential	\$	45.00
	All others	Actual Cost - City Engineer Hrly Rate	



**Effective July 1, 2027 + CPI Adjustments**

**Planning**

<b>A GENERAL PLAN AMENDMENT</b>			
Text and Map Changes	\$	7,200.00	
<b>B PLANNED DEVELOPMENTS</b>			
Planned Developments (Includes Zone Updates)	\$	6,400.00	
<b>C SPECIFIC PLANS</b>			
New Plans	\$10k deposit plus actual costs		
Master/Specific Admin	\$2k deposit plus actual costs		
<b>D REZONING</b>			
Rezone	\$	6,560.00	
Rezone with General Plan	\$	3,280.00	
<b>LAND DIVISIONS</b>			
Subdivision Map	\$	4,960.00	plus \$30 per lot over 4 lots
Parcel Map	\$	4,160.00	
Parcel Map - Ministerial	\$	2,080.00	
Revise Approved Map/Conditions (subdivision map)	\$	2,080.00	
Revise Approved Map/Conditions (parcel map)	\$	2,080.00	
Lot Line Adjustment or Minor Lot Split	\$	1,200.00	plus \$40 per lot over 4 lots
Certificate of Compliance	\$	880.00	
<b>E DESIGN/DEVELOPMENT PLAN REVIEW</b>			
City Council Review	\$	4,800.00	
Planning Commission Review	\$	3,040.00	
Single Family, Duplex, Fourplex	\$	75.00	
Multi Family Residence (initial unit and per unit)	\$	225.00	plus \$10 per lot
Signs	\$	75.00	
Commercial, Office 10,000 sq. ft. or less	\$	300.00	
Commercial, Office over 10,000 sq. ft.	\$	600.00	
Industrial 10,000 sq. ft. or less	\$	300.00	
Industrial over 10,000 sq. ft.	\$	600.00	
Time Extension	\$	760.00	
<b>F TENTATIVE MAP EXTENSION</b>			
Tentative Map Extension	\$	760.00	
<b>G CERTIFICATE OF COMPLIANCE</b>			
Major & Minor	\$	600.00	
<b>H USE PERMIT</b>			
Major	\$	4,800.00	
Minor (related to single-family residence or duplex, parking waiver, signs, temporary trailer)	\$	2,480.00	
	\$		
Amendments (major)	\$	2,400.00	50% of regular fee
Amendments (minor)	\$	1,240.00	50% of regular fee
Time Extensions - Major	\$	800.00	
Time Extensions - Minor	\$	800.00	
<b>I VARIANCE</b>			
Single Family Dwelling	\$	1,600.00	
Other	\$	3,200.00	
<b>J ZONING CLEARANCE</b>			
Signs, Home occupations	\$	75.00	
Special Event	\$	75.00	Per Event Hour
<b>K ENVIRONMENTAL IMPACT REPORT</b>			
First Initial Study	Actual Cost		Plus city overhead rate
Minor (parcel maps, variances, minor & major permits)	\$	760.00	
Major (subdivisions, general plan amendments, rezoning)	\$	3,600.00	

\*Does not include cost of special studies\*



Environmental Impact Reports	10k deposit + actual costs
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<b>L</b>	<b>SUTTER COUNTY NOTICE OF DETERMINATION FILING FEE</b>	
	Admin Processing Fee	\$ 50.00
	Fish & Game EIR	Actual Cost
	Fish & Game MND	Actual Cost

<b>M</b>	<b>IMPROVEMENT PLAN CHECK AND CONSTRUCTION INSPECTION FEES</b>	
	Improvement Plan Check	2% of City Engineer's Approval Estimate
	Construction Plan Check	2% of City Engineer's Approval Estimate

<b>N</b>	<b>ENCROACHMENT PERMIT</b>	<b>Hourly</b>
	Residential	\$ 60.00
	All others	Actual Cost - City Engineer Hrly Rate



**Effective July 1, 2028 + CPI Adjustments**

**Planning**

A		GENERAL PLAN AMENDMENT		
	Text and Map Changes	\$	9,000.00	
B		PLANNED DEVELOPMENTS		
	Planned Developments (Includes Zone Updates)	\$	8,000.00	
C		SPECIFIC PLANS		
	New Plans	\$10k deposit plus actual costs		
	Master/Specific Admin	\$2k deposit plus actual costs		
D		REZONING		
	Rezone	\$	8,200.00	
	Rezone with General Plan	\$	4,100.00	
		LAND DIVISIONS		
	Subdivision Map	\$	6,200.00	plus \$30 per lot over 4 lots
	Parcel Map	\$	5,200.00	
	Parcel Map - Ministerial	\$	2,600.00	
	Revise Approved Map/Conditions (subdivision map)	\$	2,600.00	
	Revise Approved Map/Conditions (parcel map)	\$	2,600.00	
	Lot Line Adjustment or Minor Lot Split	\$	1,500.00	plus \$40 per lot over 4 lots
	Certificate of Compliance	\$	1,100.00	
E		DESIGN/DEVELOPMENT PLAN REVIEW		
	City Council Review	\$	6,000.00	
	Planning Commission Review	\$	3,800.00	
	Single Family, Duplex, Fourplex	\$	75.00	
	Multi Family Residence (initial unit and per unit)	\$	225.00	plus \$10 per lot
	Signs	\$	75.00	
	Commercial, Office 10,000 sq. ft. or less	\$	300.00	
	Commercial, Office over 10,000 sq. ft.	\$	600.00	
	Industrial 10,000 sq. ft. or less	\$	300.00	
	Industrial over 10,000 sq. ft.	\$	600.00	
	Time Extension	\$	950.00	
F		TENTATIVE MAP EXTENSION		
	Tentative Map Extension	\$	950.00	
G		CERTIFICATE OF COMPLIANCE		
	Major & Minor	\$	750.00	
H		USE PERMIT		
	Major	\$	6,000.00	
	Minor (related to single-family residence or duplex, parking waiver, signs, temporary trailer)	\$	3,100.00	
	Amendments (major)	\$	3,000.00	50% of regular fee
	Amendments (minor)	\$	1,550.00	50% of regular fee
	Time Extensions - Major	\$	1,000.00	
	Time Extensions - Minor	\$	1,000.00	
I		VARIANCE		
	Single Family Dwelling	\$	2,000.00	
	Other	\$	4,000.00	
J		ZONING CLEARANCE		
	Signs, Home occupations	\$	75.00	
	Special Event	\$	75.00	Per Event Hour
K		ENVIRONMENTAL IMPACT REPORT		
	First Initial Study		Actual Cost	Plus city overhead rate
	Minor (parcel maps, variances, minor & major permits)	\$	950.00	
	Major (subdivisions, general plan amendments, rezoning)	\$	4,500.00	
*Does not include cost of special studies*				
	Environmental Impact Reports	10k deposit + actual costs		



<b>L</b>	<b>SUTTER COUNTY NOTICE OF DETERMINATION FILING FEE</b>	
	Admin Processing Fee	\$ 50.00
	Fish & Game EIR	Actual Cost
	Fish & Game MND	Actual Cost

<b>M</b>	<b>IMPROVEMENT PLAN CHECK AND CONSTRUCTION INSPECTION FEES</b>	
	Improvement Plan Check	2% of City Engineer's Approval Estimate
	Construction Plan Check	2% of City Engineer's Approval Estimate

<b>N</b>	<b>ENCROACHMENT PERMIT</b>	<b>Hourly</b>
	Residential	\$ 75.00
	All others	Actual Cost - City Engineer Hrly Rate



**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LIVE OAK AMENDING THE MASTER FEE SCHEDULE'S PLANNING FEE SECTION FOR CITY SERVICES**

**WHEREAS**, the City of Live Oak desires to maintain a policy of recovering the reasonable costs associated with providing municipal services so that general tax revenues are not used to subsidize services that benefit specific individuals or activities; and

**WHEREAS**, the City's Master Fee Schedule was last updated in 2021, and periodic updates are necessary to ensure fees remain aligned with the cost of providing services, inflation, and community needs; and

**WHEREAS**, the City has experienced increased costs related to labor, materials, administration, and program delivery; and

**WHEREAS**, the City conducted a comprehensive review of the Master Fee Schedule, with a focused analysis on Planning and Parks & Recreation fees, and determined that adjustments are necessary to improve cost recovery while remaining reasonable and community-oriented; and

**WHEREAS**, on April 15, 2026, the City Council adopted Resolution No. 10-2026 approving proposed fee updates for Parks & Recreation and other applicable City services; however, the proposed Planning fee updates were removed from adoption and Council directed staff to return with a revised Planning fee proposal incorporating a phased implementation approach through annual tiered discounts; and

**WHEREAS**, the Proposed Planning Fee Update Public Hearing was noticed in the Appeal Democrat on May 9 and May 14, 2026; and

**WHEREAS**, the City Council conducted a public hearing to receive testimony regarding the proposed Planning fee updates; and

**WHEREAS**, the City Council finds that the fees adopted herein do not exceed the estimated reasonable cost of providing the services for which the fees are charged, consistent with California Government Code Sections 66016 and 66018; and

**WHEREAS**, the City desires to adopt the updated Planning fee structure while applying a tiered discount structure consisting of a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, and no discount effective July 1, 2028, and to incorporate annual CPI adjustments during the implementation of the tiered discount structure and thereafter, in order to gradually transition applicants toward the full fee rates while balancing improved cost recovery with continued support for development and economic growth.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Live Oak hereby:

- 1. Approves the Master Fee Schedule – Planning Fee Section attached hereto as Exhibit “A” and incorporated herein by this reference, including a tiered discount structure consisting of a 40% discount effective June 1, 2026, a 20% discount effective July 1, 2027, no discount effective July 1, 2028, and annual CPI adjustments**

during the implementation of the tiered discount structure and thereafter, which is hereby adopted and shall supersede any previously adopted fee schedules or conflicting fee provisions

2. The fees established by this Resolution shall become effective on June 1, 2026, with the tiered discount structure and annual CPI adjustments applied in accordance with this Resolution.
3. The City Council hereby finds that all requirements of California Government Code Sections 66016 and 66018 have been satisfied, that the public hearing was properly noticed and conducted, and that the fees adopted herein are consistent with applicable legal requirements, including cost recovery limitations.

**PASSED AND ADOPTED** by the City Council of the City of Live Oak this 20th day of May, 2026, by the following vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**NOT VOTING:**

**APPROVED:**

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**Jeremy Chapdelaine, Mayor**

**ATTEST:**

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**Clarissa Menchaca, City Clerk**

# NOTICE OF PUBLIC HEARING

**NOTICE IS HEREBY GIVEN** that the City of Live Oak will conduct a public hearing by the City Council on May 20, 2026, at 6:00 P.M. in City Hall, 9955 Live Oak Blvd., Live Oak, CA, to review updates to Planning fees.

The purpose of the public hearing will be to give citizens an opportunity to object or protest or to provide other relevant information regarding these proposed updates of fees.

If you are unable to attend the public hearing, you may mail a written protest to City of Live Oak, 9955 Live Oak Blvd., Live Oak, CA 95953. Written protests must be received no later than 1:00 P.M. on May 19, 2026. In addition, information is available for review at the above address between the hours of 9:00 a.m. and 5:00 p.m. on weekdays.

In compliance with the Americans with Disabilities Act, the City of Live Oak encourages those with disabilities to participate fully in the public hearing process. If you have any special needs to allow you to attend or participate in this public hearing process, please call (530) 695-2112 **34** or to the public hearing, so that we may accommodate **34**.