

STAFF REPORT

City Council Consent Item

DATE: June 17, 2024

TO: Honorable Mayor and Council Members

FROM: Shari Meads, Community Development Director

THROUGH: Merritt Perry, City Manager

SUBJECT: **Community Development Department Monthly Report for May 2024**

STAFF RECOMMENDATION:

Receive the May 2024 Community Development Department monthly report as an informational item.

PLANNING DEPARTMENT ACTIVITIES:

- Five (5) new planning applications were received and processed through the City's OpenGov portal, including one Lot Merger application, one application for a Major Subdivision, a Sign Permit application, and two Pre-Application Meeting applications.
- Mill District Specific Plan efforts continue, including an in-person meeting with the Mill District Commerce Center marketing team to discuss how best to market the site. A freeway-oriented sign proposal is in the works. Weekly meetings with involved City staff and the consultant team are ongoing, and progress continues to be made on project documents.
- Weekly meetings with the multijurisdictional Climate Action Plan stakeholders and consultants to discuss how to move Humboldt County's climate action efforts toward meeting state GHG reduction targets and other requirements. Mitigation measures have been drafted and are currently under review.
- The Community Development Director was invited and fully sponsored to attend the 6th National Adaptation Forum in Saint Paul, Minnesota. The National Adaptation Forum is a biennial convening to innovate, network, and focus on established and emerging climate adaptation issues. The forum is cross-disciplinary, bringing together practitioners from various sectors, spanning natural, built, and social systems. Participants include representatives from federal, state, local, and tribal governments, nonprofit organizations, businesses, scientists, and frontline community groups. The Community Development Director presented at and helped to facilitate the three sessions described below:

Monday, May 13th

Place-Based Climate Adaptation: Synthesizing Research, Theory, and Practical Knowledge

This session brought together the researchers and participants of a multi-year National Science Foundation project focused on place-based climate adaptation. The panelists shared their experiences and lessons learned from their work. In addition, the key findings from the national study were discussed and contextualized within the work of each of the panelists.

Tuesday, May 14th

CommuniTee-ing Up Action: Optimizing and Scaling Community Adaptation Training for Effective Implementation

This session explored the theory and practice of how communities implement meaningful climate change adaptations and reviewed findings from four years of research in partnership with eight communities across the U.S. (I represented the City of Santa Rosa as one of the eight communities). The research focused on developing effective place-based adaptation solutions.

Thursday, May 16th

Is Adaptation Working?

This session focused on developing and measuring adaptation measures and what we learn from our successes (and failures).

PLANNING COMMISSION ACTIVITY:

- The May 14th meeting was canceled due to a lack of items.
- May 28th meeting:
 - The Community Development Director presented the draft Fiscal Year 2023-2024 Capital Improvement Program recommending a finding of General Plan consistency as required annually by California Government Code Section 6540. The Planning Commission found the draft Fiscal Year 2023-2024 Capital Improvement Program consistent with the City's General Plan.
 - The Community Development Director gave a presentation on the Main Street Gateway Project

PLANNING PERMITS UNDER REVIEW:

- Olsen Sisemore Minor Subdivision located at 939 Fernwood Drive. The applicant seeks to subdivide a four-acre parcel into a one-acre parcel with a three-acre remainder parcel. Applicants: Heidi Olsen and Dan Sisemore
- Lot Line Adjustment at Kenmar Road/Jayce Court as part of an in-process subdivision. Applicants: Tina Christensen and Abe Fockaert

- The final phase of a three-phase Major Subdivision at Kenmar Road. This phase will result in seven lots available for residential construction.
Applicants: Tina Christensen and Abe Fockaert
- Design Review of a 26-unit multi-family development at 1569 Newburg Road
Applicants: Adams Commercial General Contracting
- Modification of a Conditional Use Permit to allow conversion of commercial space to residential
Applicants: Fortuna Mobile Home Park
- Design Review of Tenant Improvements at 118 South Fortuna Boulevard
Applicants: Beacom Construction
- Gulliksen Subdivision Phases 4 and 5 to create 30 residential parcels north of Towhee Street and Gulliksen Drive
Applicants: Wendt Construction
- Merger of two residential parcels to create one 1.4 Acre parcel on Thelma Street
Applicants: Amber and Jason Woodward
- Rezone approximately 14% of a 5.65-acre parcel on Rohnerville Road from the Residential Estates district to the Commercial Thoroughfare district.
Applicants: Tony and Janice Leonardo

GRANT STATUSES:

- Community Development Block Grant (CDBG) Program Income. Awarded \$624,990.65 for seven sites requiring numerous ADA improvements including sidewalk, ramp, and parking pad installations.
Status: Bid awarded to RAO Construction on March 26, 2024. Construction has begun and is expected to be completed by June 30, 2024.
- California State Library Building Forward Library Infrastructure Grant. Awarded \$219,083 for ADA modifications, solar PV and battery storage, emergency generator, window upgrades, electrical/communication wiring, and interior finishes.
Status: Construction is anticipated to begin in the summer of 2024.
- California Natural Resources Agency, Department of Parks and Recreation, Habitat Conservation Fund. Awarded \$175,750 for acquiring the Vancil Forest, a 6.25-acre forest adjacent to Rohner Park.
Status: Awaiting contract award.
- Humboldt County Economic Development Department Headwaters Fund Planning Grant: Awarded \$75,000 to facilitate the development of the Mill District Specific Plan.
Status: Supplemental EIR, Transportation and Circulation design, and Land Use designation finalization underway. Draft documents being reviewed by staff.

- California Department of Housing and Community Development Local Early Action Planning (LEAP) Grant: Awarded \$65,000 to facilitate the development of the Mill District Specific Plan.

Status: Supplemental EIR, Transportation and Circulation design, and Land Use designation finalization underway. Draft documents being reviewed by staff.

- California Department of Housing and Community Development Regional Early Action Planning (REAP) Grant: Awarded \$18,000 plus supplemental \$12,000 to facilitate the development of the Mill District Specific Plan.

Status: Supplemental EIR, Transportation and Circulation design, and Land Use designation finalization underway. Draft documents being reviewed by staff.

- Department of Transportation Clean California Local Grant: The award amount is being finalized. The funds will be used for the Main Street Gateway beautification project.

Status: City and Caltrans staff are finalizing the grant award amount, after which a project budget will be developed and grant agreements will be executed. Staff continues to receive and evaluate direct quotes for civil work, including excavation, concrete work, and landscaping.

BUILDING DIVISION ACTIVITIES:

- The Building Division's permit summary for May 2024 is attached.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department Monthly Report (May 2024). Consent Agenda vote.

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

MAY
2024TYPE OF PERMIT ISSUEDRESIDENTIAL

	NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
SINGLE FAMILY RESIDENCES				
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
ADU RESIDENCES (DETACHED)				
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS	1	/	\$71,000.00	\$1,459.43
REMODELS	5	/	\$261,596.13	\$2,995.61
GARAGES/CARPORTS		/		
ACCESSORY STRUCTURES		/		

COMMERCIAL

NEW STRUCTURES		/		
ON-SITE IMPROVEMENTS/GRADING		/		
ADDITIONS	1	/	\$150,000.00	\$2,293.22
TENANT IMPROVEMENT / REMODEL		/		
REPAIRS		/		
SIGNS		/		

OTHER PERMITS

ELECTRICAL	1	/	\$3,000.00	\$194.59
PLUMBING		/		
MECHANICAL	1	/	\$31,800.00	\$348.81
ROOFING	10	/	\$143,488.60	\$2,105.35
GRADING - RESIDENTIAL		/		
SIDING / WINDOWS		/		
DECK		/		
SOLAR PHOTO-VOLTAIC SYSTEM	7	/	\$239,453.83	\$3,592.90
MISCELLANEOUS		/		

TOTAL THIS MONTH:	26	0	\$900,338.56	\$12,989.91
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NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
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Building Permit Fees,
CA State Seismic Fee
CA State Housing Dev. Fee
Water Connection,
Water Cap. Conn. Fee,
Sewer Cap. Conn. Fee,
Storm Drainage Fee,
Traffic Improvement Fee,
Fortuna Elementary School Fee.

2024 - TOTAL YEAR TO DATE:	140	5	\$6,596,546.59	\$133,809.09
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# OF PERMITS	LIVING UNITS	VALUE/COST OF CONST	BUILDING PERMIT FEES
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