

STAFF REPORT

City Council Consent Item

DATE: April 21, 2025

TO: Honorable Mayor and Council Members

FROM: Shari Meads, Community Development Director

THROUGH: Amy Nilsen, Interim City Manager

SUBJECT: Community Development Department Report for March 2025

STAFF RECOMMENDATION:

Receive a report highlighting March 2025 Community Development Department activities.

PLANNING DEPARTMENT HIGHLIGHTS:

- New Planning applications were received, including two Conditional Use Permits, three Home Occupation Permits, and a Mobile Food Vendor Permit. Staff continued to review an average of three Business License Applications per week.
- Staff continued to review Building Permit applications for zoning and other planning-related compliance.
- Ongoing development projects include minor and major subdivisions and other land use entitlements.
- Progress continued with the Multi-jurisdictional Hazard Mitigation Plan with adoption anticipated in late Spring or early Summer 2025.
- Progress continued with the Regional Climate Action Plan.
- On Thursday, March 6th, the Community Development Director participated in a Bay Cities Leadership Academy session.
- On Friday, March 7, 2025, the Community Development Director conducted the first round of Senior Administrative Assistant interviews.
- On Tuesday, March 11, 2025, the Community Development Director conducted the second round of Senior Administrative Assistant interviews with the top candidates.
- On Tuesday, March 18, 2025, the Community Development Director presented a funding request at the Regular Measure E meeting.
- On Wednesday, March 26, 2025, the Community Development Director submitted the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report to the California Office of Housing and Community Development and the Governor's Office of Land Use and Climate Innovation as mandated by State law.

- On Thursday, March 30, 2025, the Community Development Director attended a Humboldt County Multi-jurisdictional Hazard Mitigation Plan update meeting to develop Mitigation Actions.
- An open recruitment was held for a Plans Examiner/Building Inspector from March 10th through March 28th. Recruitment currently on hold.

PLANNING COMMISSION ACTIVITY:

- On March 25, 2025, the Community Development Director presented the 2024 General Plan Annual Progress Report and the 2024 Housing Element Annual Progress Report to the Planning Commission. The Commissioners accepted the reports and directed staff to submit them to the California Office of Housing and Community Development and the Governor's Office of Land Use and Climate Innovation (formerly the Office of Planning and Research) as mandated by State law.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Monthly Report. Consent Agenda vote.