

STAFF REPORT

City Council Consent Item

DATE: May 19, 2025

TO: Honorable Mayor and Council Members

FROM: Shari Meads, Community Development Director

THROUGH: Amy Nilsen, City Manager

SUBJECT: Community Development Department Report for April 2025

STAFF RECOMMENDATION:

Receive the report as an informational item.

PLANNING DEPARTMENT HIGHLIGHTS:

- New Planning applications received include a Conditional Use Permit, a Lot Line Adjustment, a Design Review, a Home Occupation Permit, and a Pre-Application 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 and respond to Public Records Act requests.
- Ongoing development projects include minor and major subdivisions and other land use entitlements.
- Progress continued on the Multi-Jurisdictional Hazard Mitigation Plan, including the Community Development Director reviewing and editing Fortuna's Jurisdictional Annex. Adoption is anticipated in late Spring or early Summer 2025.
- Progress continued on the Regional Climate Action Plan, including reviewing and editing the draft CEQA GHG streamlining checklist for new development.
- On Thursday, April 3rd, the Community Development Director graduated from the Bay Cities Leadership Academy.
- Monday, April 7th, was Sr. Administrative Assistant Steven Merced Casanova's first day of employment.
- On Wednesday, April 9th, the Community Development Director participated in the Cal Cities Planning and Community Development Department Business Meeting.
- On Wednesday, April 9th, the Community Development Director (and City Manager) had a lunch interview with a potential contract building plans examiner/ building inspector.
- On Tuesday, April 15th, the Community Development Director (and City Manager) met with Jen Rice.

- On Friday, April 25th, the Community Development Director (and Mayor Pro Tem) attended the League of Women Voters annual state of the community luncheon.

PLANNING COMMISSION ACTIVITY:

No Planning Commission meetings were held in April 2025.

BUILDING DIVISION ACTIVITIES:

- The March 2025 and April 2025 Building Permit Summaries are attached

RECOMMENDED COUNCIL ACTION:

Receive the April 2025 Community Development Department Monthly Report. Consent Agenda vote.