

STAFF REPORT

City Council Consent Item

DATE: July 21, 2025

TO: Honorable Mayor and Council Members

FROM: Shari Meads, Community Development Director

THROUGH: Amy Nilsen, City Manager

SUBJECT: Community Development Department Report for June 2025

STAFF RECOMMENDATION:

Receive the report as an informational item.

PLANNING DEPARTMENT HIGHLIGHTS:

- New Planning applications received include three significant pre-application meetings, design review, minor subdivision, and a mobile food vending permit. Staff continued to review between three to five 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, conditional use permits, and other land use entitlements.
- Progress continued on the Regional Climate Action Plan, including reviewing and editing the draft CEQA GHG streamlining checklist for new development and participating in work groups.
- On Tuesday, June 3rd, the Community Development Director and City Manager met with the Executive Director of the Humboldt County Association of Governments (HCAOG) to begin Regional Housing Needs Allocation (RHNA) discussions.
- On Friday, June 6th, the Community Development Director participated in a Humboldt County Regional Climate Action Plan (RCAP) discussion around the CEQA GHG checklist.
- On Wednesday, June 11th, the Community Development Director participated in the Cal Cities Planning and Community Development Department Business Meeting.
- On Thursday, June 12th and Friday, June 13th, the Community Development Director performed her civic duty at the County courthouse while on Jury Duty.
- On Tuesday, June 17th, the Community Development Director, along with other City staff, participated in an OpenGov permitting software technical assistance Zoom call.

- On Tuesday, June 24th, the Community Development Director and public works staff met to discuss the potential development of the southernmost portion of the Fortuna Mill Commerce Center to prepare for a preapplication meeting.
- On Wednesday, June 25th, the Community Development Director participated in a RHNA meeting at HCAOG.
- On Monday, June 30th, the Community Development Director met with HCD staff to discuss the City's Letter of Inquiry response.

PLANNING COMMISSION ACTIVITY:

- On Tuesday, June 10th, the Planning Commission approved a tentative parcel map to subdivide a 3.97-acre parcel into two parcels and found the project to be exempt from the California Environmental Quality Act.
- On Tuesday, June 24th, the Planning Commission approved an Addendum to the adopted McLean Community Center Mitigated Negative Declaration, a Conditional Use Permit and Design Review for Humboldt Senior Resource Center (HSRC) Supportive Housing, a sixty-six (66) unit supportive care facility to be operated by the Humboldt Senior Resource Center (HSRC). The project will be developed on a 1.9-acre portion of the McLean Community Center campus and requires approval of a Lot Line Adjustment, which is pending. All housing units will be deed-restricted for income-eligible individuals 65 years or better, with a few exceptions for income-eligible individuals with developmental or physical disabilities.

BUILDING DIVISION ACTIVITIES:

- The June 2025 Building Permit Summary is attached.

RECOMMENDED COUNCIL ACTION:

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