

STAFF REPORT

City Council Consent Item

DATE: October 20, 2024

TO: Honorable Mayor and Council Members

FROM: Katey Schmidt, Senior Planner

THROUGH: Amy Nilsen, City Manager

SUBJECT: Community Development Department Monthly Report for August and September 2025

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Planning Division Activity:

- The Planning Division processed 24 business licenses, 5 home occupation permits, 2 mobile food vendor permits, and 1 zoning information request during August and September, in addition to the land-use projects shown in the table below.
- Planning staff met with the Executive Director of the Humboldt County Association of Governments in September to review HCOAG's allocation methodology for the 7th Regional Housing Needs Allocation cycle. The City Manager will recommend support for Fortuna's RHNA allocation to City Council at the October 20, 2025, Council meeting.
- Staff are identifying and prioritizing Fortuna Municipal Code Zoning Ordinance updates to bring the ordinance into conformance with state law, define and clarify vague and outdated code sections, and codify processes and procedures.
- Staff are working with Plan West Partners to adopt amendments to zoning regulations and the zoning map to achieve consistency with the Mill District Specific Plan and the 6th cycle Housing Element of the Fortuna General Plan, and to implement programs of the City's adopted Housing Element. On October 28, 2025, the Planning Commission will hold a public hearing to consider making a recommendation to the City Council to adopt the changes.
- Staff is developing Requests for Proposals for consulting services to assist with updates to the 2027-2035 Housing Element and the 2060 General Plan.

Planning Commission Activity:

- On August 12, 2025, the Planning Commission approved a one-year extension of the Tentative Map for Phase II of the CLK Kenmar Major Subdivision

Applicant: Fortuna Properties LLC; Location: Assessor's Parcel Numbers 203-031-018 and 203-031-019

- On September 9, 2025, the Planning Commission approved a lot line adjustment between two existing adjacent parcels of the Gene Lucas Campus.

Applicant: ERV Community Center Foundation and Humboldt Senior Resource Center;
Location: 3000-3200 Newburg Road

Active Planning Projects:

Proposed Project	Project Description	Location
Conditional Use Permit	Use permit for accessory structure height over the 15-foot maximum.	969 Elizabeth Barcus Way
Design Review	Design review of a multi-unit commercial structure.	930 Riverwalk Drive
Lot Line Adjustment	Lot Line adjustment to create increased setback to existing structure.	1125 Angel Heights Drive
Lot Line Adjustment	Lot line adjustment between two commercial parcels.	Mill Site Area
Lot Line Adjustment	Lot line adjustment to accommodate new residential development for the Humboldt Senior Resource Center.	3000 Newburg Road
Merger	Merger of 1 developed parcel and one undeveloped parcel into one residential parcel.	1745 Thelma Street
Subdivision-Major	Phase 2 of the Twin Creeks subdivision to create 21 residential parcels.	Redwood Way
Subdivision-Major	Completion of the final phases of the Gulliksen subdivision to create 35 residential parcels.	Gulliksen Avenue
Subdivision-Major	Phase 2 of the CLK Kenmar Subdivision project. Phase 2 will create 8 residential parcels	Kenmar Road
Subdivision-Minor	Minor subdivision of one parcel into three residential parcels.	Berry Creek Avenue
Subdivision-Minor	Minor subdivision of one parcel into three residential parcels.	Berry Creek Avenue
Subdivision-Minor	Minor subdivision of one parcel into two residential parcels.	1125 Angel Heights Drive
Subdivision-Minor	Subdivision of one parcel into three residential parcels.	3495 Rohnerville Road
Subdivision-Minor	Minor subdivision of one parcel into two residential parcels.	Berry Creek Avenue
Subdivision-Minor	Minor subdivision of one 4-acre parcel into two residential parcels.	Fernwood Drive
Variance	Variance to allow non-conforming setback due to parcel constraints.	1125 Angel Heights Drive

Grant Funding Updates:

- Community Development Block Grant Program Income**

Status: \$624,990.65 Barrier Removal Project Complete. Staff are developing potential projects to utilize \$750,000 in additional funding on hand; input from the community will be sought during outreach meetings.

- **Building Forward Library Infrastructure Grant; Awarded \$219,083**

ADA Modifications, Solar PV and battery storage, emergency generator, window upgrades, electrical/communication wiring, and interior finishes.

Status: City and County staff are working to prioritize project components within budget constraints. Staff are determining additional funding sources to complete energy-efficiency upgrades.

- **Habitat Conservation Fund Vancil Forest Acquisition; Awarded \$175,750**

Acquisition of a 6.25-acre forest adjacent to Rohner Park for community forest expansion, trails, and recreation areas.

Status: Staff seeking compatible grants to fulfill 50% match requirement.

- **California Natural Resources Agency California River Parkway Grant; Awarded \$620,194**

California State Coastal Conservancy; Awarded \$250,000

National Coastal Wetlands Conservation Grants Program; Awarded \$972,250

Lower Eel River Wetlands Acquisition Project. In partnership with the Wiyot Tribe, acquisition of approximately 250-acres to be utilized as a recreation area and preservation of open space. The city will assume ownership of 7.2 acres along Riverwalk Drive to develop a public park and access to the Eel River. The Wiyot Tribe will assume ownership of the remainder for habitat restoration, preservation of open space, and cultural activities.

Status: Staff working to complete purchase agreement with property owners.

- **California Energy Commission CalAPP Grant; Awarded \$40,000**

Funding to establish online, automated online solar permitting program SolarApp+ and OpenGov online platform.

Status: Final reimbursement of OpenGov maintenance and subscription fees submitted in September 2025.

Building Division Activities:

The Building Division issued 32 permits in August 2025 and 25 permits in September 2025.

The Building Division's permit detail summaries for August and September 2025 are attached.

RECOMMENDED COUNCIL ACTION:

Receive the August and September 2025 Community Development Department Monthly Report. Consent Agenda vote.

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

AUGUST
2025TYPE OF PERMIT ISSUEDRESIDENTIAL

	NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
SINGLE FAMILY RESIDENCES	1	3	\$401,000.00	\$20,027.11
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
ADU RESIDENCES (DETACHED)	1	1	\$15,000.00	\$796.46
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS	1	/	\$129,713.00	\$303.89
REMODELS	5	/	\$79,200.00	\$1,634.66
GARAGES / CARPORTS		/		
ACCESSORY STRUCTURES		/		

COMMERCIAL

NEW STRUCTURES		/		
ON-SITE IMPROVEMENTS / GRADING		/		
ADDITIONS		/		
TENANT IMPROVEMENT / REMODEL	2	/	\$50,000.00	\$5,384.79
REPAIRS		/		
SIGNS		/		

OTHER PERMITS

ELECTRICAL	2	/	\$5,500.00	\$419.89
PLUMBING	1	/	\$1,500.00	\$158.46
MECHANICAL		/		
ROOFING	15	/	\$228,841.00	\$3,820.28
GRADING - RESIDENTIAL		/		
SIDING / WINDOWS		/		
DECK		/		
SOLAR PHOTO-VOLTAIC SYSTEM	4	/	\$136,254.00	\$2,167.64
MISCELLANEOUS		/		

TOTAL THIS MONTH:	32	4	\$1,047,008.00	\$34,713.18
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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.

2025 - TOTAL YEAR TO DATE:	181	37	\$11,913,971.74	\$445,526.75
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# OF PERMITS	LIVING UNITS	VALUE / COST OF CONST	BUILDING PERMIT FEES
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CITY OF FORTUNA

BUILDING PERMIT SUMMARY

SEPTEMBER
2025TYPE 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	/	\$33,500.00	\$492.07
REMODELS	5	/	\$166,515.77	\$3,646.50
GARAGES / CARPORTS		/		
ACCESSORY STRUCTURES	2	/	\$15,000.00	\$841.49

COMMERCIAL

NEW STRUCTURES		/		
ON-SITE IMPROVEMENTS / GRADING		/		
ADDITIONS		/		
TENANT IMPROVEMENT / REMODEL	2	/	\$105,000.00	\$1,051.50
REPAIRS		/		
SIGNS		/		

OTHER PERMITS

ELECTRICAL		/		
PLUMBING	3	/	\$17,700.00	\$685.92
MECHANICAL	1	/	\$10,328.77	\$263.91
ROOFING	10	/	\$232,140.00	\$2,664.60
GRADING - RESIDENTIAL		/		
SIDING / WINDOWS		/		
DECK		/		
SOLAR PHOTO-VOLTAIC SYSTEM	1	/	\$20,000.00	\$612.85
MISCELLANEOUS		/		

TOTAL THIS MONTH:	25	0	\$600,184.54	\$10,258.84
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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.

2025 - TOTAL YEAR TO DATE:	206	37	\$12,514,156.28	\$455,785.59
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OF PERMITS	UNITS	OF CONSTRUCTION	PERMIT FEES
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