

STAFF REPORT

Consent Agenda Item

DATE: January 20, 2026

TO: Honorable Mayor and Council Members

FROM: Katey Schmidt, Senior Planner

THROUGH: Amy Nilsen, City Manager

SUBJECT: Community Development Department Monthly Report

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Planning Division Activity:

- The Planning Division processed 8 business licenses, and 3 home occupation permits in addition to the land-use projects shown in the table below.
- Planning staff processed and recorded two minor subdivision parcel maps and one major subdivision final map resulting in ten new single-family residential parcels.
- The Senior Planner presented “SMART Goal” training to Building and CDD Administrative staff, sharing lessons learned during EDGE training.
- Staff are working with consultants to bring the City’s Accessory Dwelling Unit ordinance into compliance with State law. Repeal of the City’s existing non-compliant ordinance will be heard by the Planning Commission in January.
- The Senior Planner continues to work on the Development Streamlining Project to implement City Council Planning priorities, streamline and clarify development project processes, encourage appropriate development, and generate revenue. Staff will begin outreach in January.
- 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. Staff presented the first and second readings to City Council in December.
- Staff and consultants have completed all outstanding Housing Element Program implementation to maintain certification. The Department of Housing and Community Development will continue to review the City’s Annual Progress Report through the duration of the housing element planning period.

Planning Commission Activity:

- On December 9, 2025, the Planning Commission made a recommendation to Fortuna City Council to adopt amendments to the Zoning Map to implement the Fortuna General Plan Land Use Element amendments and the Mill District Specific Plan.

Active Planning Projects:

Proposed Project	Project Description	Location
Subdivision-Major	Subdivision of one parcel into six multi-family residential parcels to allow for 28 total condominium units.	1569 Newburg Road
Design Review	Design Review of a 5-Unit multi-family development.	121 12 th Street
Conditional Use Permit	CUP to allow multi-family use in Commercial Thoroughfare Zone.	121 12 th Street
Rezone	Rezone from Retail Commercial to Commercial Thoroughfare to allow for ambulance service as permitted use.	703 Main Street
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
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-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
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 in early 2026.
- **Community Development Block Grant NOFA**
Status: CDBG application portal opens February 2, 2026. Jurisdictions may submit up to 3 applications with a maximum aggregate total of \$3.6 million. Eligible projects must meet the program's National Objective to serve low- and moderate-income populations and may include public facilities, public infrastructure, economic development, etc.
- **California Department of Housing and Community Development Permanent Local Housing Allocation; \$149,769**
Status: City to delegate allocated funds to the County of Humboldt to provide services for Fortuna citizens through their First-time Home Buyers Program. Agreement to be finalized March 2026.
- **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: Building Permit issued 11/17/2025. The library has temporarily relocated to Rohner Rec Hall during construction.
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.
- **Land and Water Conservation Fund Vancil Forest Acquisition; \$126,000**
Match funds for Vancil Forest Acquisition.
Status: Application submitted. City staff met with LWCF staff on 11/12/25 for a site visit to the project area.
- **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 agreements with property owners.

Building Division Activities:

- The Building Division issued 17 permits in December 2025; permit detail summary is attached.
- The Building Division issued 255 permits in 2025. The 2025 Annual Building Department Permit Report is attached.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department Monthly Report. Consent Agenda vote.

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

DECEMBER
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		\$233,700.00	\$9,269.46
REMODELS	2		\$80,671.00	\$766.81
GARAGES/CARPORTS				
ACCESSORY STRUCTURES	1		\$10,580.00	\$298.39

COMMERCIAL

NEW STRUCTURES				
ON-SITE IMPROVEMENTS/GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS				
SIGNS				

OTHER PERMITS

ELECTRICAL	4		\$14,800.00	\$843.44
PLUMBING				
MECHANICAL	1		\$6,895.00	\$158.87
ROOFING	6		\$158,485.00	\$1,808.33
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	2		\$59,082.00	\$1,056.57
MISCELLANEOUS				

TOTAL THIS MONTH:	17	0	\$564,213.00	\$14,201.87
-------------------	----	---	--------------	-------------

NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
----------------------	-----------------	---------------------------------	-------------------------

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:	255	37	\$14,068,618.69	\$489,383.02
----------------------------	-----	----	-----------------	--------------

NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
----------------------	-----------------	---------------------------------	-------------------------

ANNUAL BUILDING DEPARTMENT REPORT FOR THE YEAR - 2025

2025	COMMERCIAL				RESIDENTIAL								MISCELLANEOUS / OTHER	
MONTH	NEW STRUCTURE		ADD/ALTER/OTHER		SINGLE FAMILY / ADU			MULTI-FAMILY			ADD/ALTER/OTHER		PERMITS	
JAN	0	\$0.00	1	\$6,125.00	0	0	\$0.00	1	4	\$846,300.00	1	\$93,500.00	16	\$268,689.63
FEB	0	\$0.00	0	\$0.00	1	1	\$110,000.00	0	0	\$0.00	2	\$54,250.00	12	\$303,569.18
MAR	0	\$0.00	3	\$79,090.00	0	0	\$0.00	0	0	\$0.00	2	\$86,000.00	19	\$383,195.69
APRIL	0	\$0.00	5	\$818,770.00	2	4	\$801,000.00	1	4	\$476,000.00	3	\$24,800.00	29	\$490,151.23
MAY	0	\$0.00	1	\$1,775.01	3	4	\$2,267,360.00	2	14	\$1,118,500.00	3	\$8,980.00	12	\$160,780.00
JUNE	0	\$0.00	1	\$115,145.00	1	1	\$682,800.00	0	0	\$0.00	1	\$75,000.00	12	\$361,119.00
JULY	0	\$0.00	2	\$183,645.00	1	1	\$682,800.00	0	0	\$0.00	2	\$84,750.00	10	\$282,869.00
AUG	0	\$0.00	2	\$50,000.00	2	4	\$416,000.00	0	0	\$0.00	6	\$208,913.00	22	\$372,095.00
SEPT	0	\$0.00	2	\$105,000.00	0	0	\$0.00	0	0	\$0.00	8	\$215,015.77	15	\$280,168.77
OCT	0	\$0.00	1	\$55,000.00	0	0	\$0.00	0	0	\$0.00	3	\$50,170.00	16	\$308,529.04
NOV	0	\$0.00	1	\$5,000.00	0	0	\$0.00	0	0	\$0.00	2	\$336,509.21	9	\$235,041.16
DEC	0	\$0.00	0	\$0.00	0	0	\$0.00	0	0	\$0.00	4	\$324,951.00	13	\$239,262.00
TOTALS	0	\$0.00	19	\$1,419,550.01	10	15	\$4,959,960.00	4	22	\$2,440,800.00	37	\$1,562,838.98	185	\$3,685,469.70

TOTAL YEAR OF 2025

TOTAL - BUILDING PERMITS ISSUED.	255	
TOTAL - NEW SINGLE FAMILY RESIDENCE.	10	
TOTAL - NEW LIVING UNITS.	37	I.E. RESIDENCE, ADU, MULTI-FAMILY, MANUFACTURED
TOTAL - CONSTRUCTION VALUE.	\$14,068,618.69	
FEE'S COLLECTED - BUILDING DEPARTMENT.	\$489,383.02	