

STAFF REPORT

Consent Agenda Item

DATE: September 21, 2026

TO: Honorable Mayor and Council Members

FROM: Brendan Byrd, Community Development Director/City Engineer

THROUGH: Amy Nilsen, City Manager

SUBJECT: Community Development Department Monthly Report for August 2026

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Planning Division Activity:

- The Planning Division processed 9 business licenses in August.
- The City is currently recruiting members for the General Plan Technical Advisory Group. Fortuna residents and individuals who work in the community are encouraged to participate in shaping the City's General Plan, a long-range policy document that will guide growth, development, and community priorities over the next 30 years.
- Community Development staff are working with local Mobile Home Parks to implement the Mobile Home Rent Stabilization Ordinance and establish Maximum Allowable Rents.
- City Council approved the award and Professional Service Agreement for the On-Call Administrative Hearing Officer to preside over public hearings related to the Mobile Home Rent Stabilization Ordinance and other applicable administrative hearings resulting from violations of the municipal code on August 17, 2026.
- Planning staff continue to attend Technical Assistance workshops presented by the California Department of Housing and Community Development to receive guidance on Cycle 7 Housing Element development and requirements.
- Community Development, Public Works, and Fortuna Fire staff participated in four pre-application meetings in August, consulting with local property owners, developers, and potential businesses regarding housing and new business ventures within the city.
- Planning staff submitted a Letter of Interest to the NorCal Small Business Development Center (SBDC) to express the City's intent to submit a proposal in response to SBDC's Request for Proposals to host an SBDC Neighborhood Branch at City Hall, providing business advising services to local small businesses. Proposals are due September 18, 2026.
- Planning staff presented to the Rohner Community Recreation and Parks District on August 5, requesting supplemental funding to support awarded grant funds and to cover incidental expenses and federally required expenses necessary to complete the acquisition of parkland at the Lower Eel River Riverwalk area and the Vancil Forest area.

Planning Commission Activity:

- The August 11th, and August 25th Planning Commission meetings were cancelled.

Active Planning Projects:

Proposed Project	Project Description	Location
Minor Subdivision	A minor subdivision of an existing developed parcel dividing the property into four individual parcels and one remainder parcel	701 S. Fortuna Blvd
Subdivision- Major	Subdivision of one parcel into six multi-family residential parcels to allow for 28 total condominium units.	1569 Newburg Road
Lot Line Adjustment	Lot line adjustment between two commercial parcels.	Mill Site Area
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

Engineering Division Activity:

- Staff have been coordinating with Sequoia Construction on the minor remodel project at City Hall, which will convert the former Building Counter area into a second public counter and workspace. Work is anticipated to begin in the fall.
- Division Staff have been working with the Community Development Department to finalize a number of larger building permits, including a new contractors yard at 359 Main Street, and the Newburg Glen Apartments.
- Staff have contracted with GHD for the Water System Master Plan and have been working with Public Works to fulfil a comprehensive data request for the update to the City's water system hydraulic model.
- The Engineering Division has continued to upgrade controllers at traffic signals throughout the City and has been collecting vehicle speed data for the City's 2026 Speed Survey update.
- Staff have been researching and evaluating a number of grant opportunities for the fall, including CDFW and WCB grants for the Mill Creek Habitat Connectivity Project and a Highway Safety Improvement Program Grant for Improvements to Rohnerville Road.

Grant Funding Updates:

- **Community Development Block Grant 2025 NOFA Planning Activity: General Plan Update; Application for \$279,307**
Status: Application is under review by California Department of Housing and Community Development staff.
- **Community Development Block Grant Program Income (PI); PI on hand~\$970,000**
Status: A Community Meeting is scheduled for September 24, 2026, to discuss potential uses of program income funds. A Public Hearing is scheduled for October 5, 2026, to approve selected activities and authorize submission of a Program Income Application.
- **Northcoast Resource Partnership Technical Assistance; Awarded \$10,000**
Status: Awarded technical assistance grant to provide consultant assistance to develop a comprehensive Community Forest Plan as a guiding document to manage, protect, and sustainably use City-owned forests. Staff are working with the technical advisor on the scope of the plan. Opportunities for community input will follow.
- **California Department of Housing and Community Development Permanent Local Housing Allocation (PLHA) 2026 NOFA; NEW FUNDS ALLOCATED: \$136,762 for CY 202425**
Status: The City is reviewing potential uses of allocated funds. Staff will bring the selected activity to Council prior to application.
- **Rohner Community Recreation and Park District; Funding Request: \$16,000**
Status: Approval of \$13,500 in funding for the Vancil Acquisition to cover the Lot Line Adjustment, State Historic Preservation Office requirements, including a Cultural Survey, and Yellow Book appraisal; Appraisal; \$12,500 for the Lower Eel River Acquisition to cover the Lot Line Adjustment and County LLA application fees.
- **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; Awarded \$144,500**
Partial match funds for Vancil Forest Acquisition.
Status: City Staff to work with State Parks staff to complete Federal requirements. Staff are seeking final funds for closing and incidental costs.
- **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: City Council has approved the purchase agreement with the property owners, and signatures have been obtained. Staff are seeking incidental funding for a lot line adjustment to separate the City and tribal portions of the parcel.

Building Division Activities:

- The Building Division issued 36 permits in August 2026; permit detail summaries are attached.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department Monthly Report. Consent Agenda vote.

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

AUGUST
2026TYPE OF PERMIT ISSUED

<u>RESIDENTIAL</u>	NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
SINGLE FAMILY RESIDENCES	1	1	\$305,800.00	\$8,939.14
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
ADU RESIDENCES (DETACHED)				
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS				
REMODELS				
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

COMMERCIAL

NEW STRUCTURES				
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS				
SIGNS	1		\$5,000.00	\$378.73

OTHER PERMITS

ELECTRICAL	3		\$28,214.13	\$816.69
PLUMBING	5		\$16,559.50	\$4,221.27
MECHANICAL	2		\$43,050.00	\$437.73
ROOFING	24		\$459,045.98	\$6,373.67
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM				
MISCELLANEOUS				

TOTAL THIS MONTH:	36	1	\$857,669.61	\$21,167.23
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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.

2026 - TOTAL YEAR TO DATE:	199	30	\$11,644,249.21	\$350,048.44
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# OF PERMITS	LIVING UNITS	VALUE / COST OF CONST	BUILDING PERMIT FEES
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