

STAFF REPORT

Consent Agenda Item

DATE: October 19, 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 September 2026

STAFF RECOMMENDATION:

Receive report as an informational item.

EXECUTIVE SUMMARY:

Planning Division Activity:

- The Planning Division processed 13 business licenses and two Home Occupation Permits in September.
- 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. Members will attend approximately two meetings per year over the next two years.
- On September 1st Community Development staff with the City Manager attended a meeting with ERV Community Center Foundation staff regarding permitting for the Fortuna Aquatic Center. An initial grading permit for subgrade improvements for the pool was issued on September 8, 2026.
- The Senior Planner attended a CalED led webinar "Retail Recruitment Essentials" on September 2 focused on the latest retail tenant and developer trends, tools for city staff recruitment, and a practical action checklist for site selection decisions.
- The Community Development Director and the Senior Planner attended the North Coast Catalyst Convening conference in Eureka on September 15. The convening brought together regional leaders, community-based organizations, and state representatives to advance community-driven climate, land-use, and economic resilience priorities. The event focused specifically on the North Coast region, allowing local stakeholders to influence state policy and share project strategies
- 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.

- The Senior Planner submitted a proposal to host a Neighborhood Branch of the NorCal Small Business Development Center at City Hall to bring direct support to small businesses in the Eel River valley. Awards will be announced on November 13, 2026.
- Community Development, Public Works, and Fortuna Fire staff participated in one pre-application meetings in September, consulting with a potential business representatives and developers regarding a new business venture within the city.
- The Senior Planner and City Manager met with representatives from the California Department of Natural Resources regarding progress on the grant funded acquisition of the Lower Eel River parcel on Riverwalk Drive. The project is on track to complete transfer in early 2027.
- The Community Development Director and Senior Planner met with consultants working on the General Plan, Zoning Code, and Housing Element updates for a site visit and tour of the City to review existing conditions, discuss planning opportunities and constraints, and identify issues that will inform development of the City's long-range planning documents.
- The Community Development Director and Senior Planner presented to the Fortuna Economic Development Working Group regarding preliminary plans under development for a Downtown Revitalization Vision and Community Development Block Grant (CDBG) funded Downtown Façade Improvement Grant Program.
- On September 24, the Senior Planner held a Community Scoping Meeting to receive input on proposed activities to expend CDBG Program Income. Activity selection and application submission authorization will go to City Council in October.

Planning Commission Activity:

- The September 8th and September 22nd Planning Commission meetings were cancelled.

Active Planning Projects:

Proposed Project	Project Description	Location
Lot Line Adjustment	A lot line adjustment between two co-owned adjoining undeveloped parcels to place two acres into sole ownership of a single owner.	Near Boone Street and School Avenue
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:

- City staff have been preparing for utilities potholing for the sewer main replacement project along Newburg Road. Within the next month staff anticipate that a contractor will be performing selected potholes near Randolph Way, Sunnybrook Drive, and Meadowbrook Lane.
- City staff participated in a kickoff meeting for the water master plan project and have been working to supply the City's engineering contractor with all of the required documentation and data for the project.
- City staff are finalizing the 2026 water valve replacement project. The final valve cluster to be replaced in the contract is located at Rohnerville Road and first street and are the valves that isolate the City's second largest water tank. Staff are working with the City's contractor, Wendt Construction, to complete this repair as night-work in mid-November, due to the fact that the majority of customers Kenmar Road and south could experience reduced water pressure, or loss of water service during the repair. Staff will be issuing detailed notice on the work as the work window approaches and a final repair date is set.
- Staff have continued to collect data to support the 2026 update to the speed surveys in the City of Fortuna. These surveys are used to inform current speed limits on certain roads and enable law enforcement to cite drivers for speeding.
- In September staff developed and submitted a \$300,000 grant request to the Caltrans Sustainable Transportation Grant program. The proposed grant program is a partnership with HCAOG, and if received would fund planning level work for roadway, pedestrian, and bicycle improvements within the downtown area.

Grant Funding Updates:

- **Community Development Block Grant Program Income (PI); PI on hand~\$1,500,000**
Status: A Community Meeting was held on September 24, 2026, to discuss potential uses of program income funds. A Public Hearing was scheduled for October 5, 2026, to approve selected activities and authorize submission of a Program Income Application. City Council Approved applications for a \$100,000 allocation to a Downtown Façade Improvement Grant Program and \$900,000 for a Business Assistance Loan Program. CDBG PI Only Application to be submitted in October. Additional opportunities for community input will be provided as the programs are developed.
- **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.
- **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: \$26,000**

Status: Approved \$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: Awarded. LWCF funds provide required 50% match for towards purchase costs.

- **Land and Water Conservation Fund Vancil Forest Acquisition; Awarded \$144,500**

Partial match funds for Vancil Forest Acquisition.

Status: Awarded. 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 38 permits in September 2026; permit detail summaries are attached.

RECOMMENDED COUNCIL ACTION:

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

CITY OF FORTUNA

BUILDING PERMIT SUMMARY

SEPTEMBER
2026TYPE OF PERMIT ISSUED

RESIDENTIAL	NUMBER OF PERMITS	LIVING UNITS	VALUE / COST OF CONSTRUCTION	BUILDING PERMIT FEES
SINGLE FAMILY RESIDENCES	2	2	\$1,003,000.00	\$45,428.21
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES	6	24	\$4,664,896.00	\$409,654.08
ADU RESIDENCES (DETACHED)				
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS	1		\$123,000.00	\$1,266.55
REMODELS				
GARAGES/CARPORTS				
ACCESSORY STRUCTURES				

COMMERCIAL

NEW STRUCTURES	1		\$300,000.00	\$14,285.66
ON-SITE IMPROVEMENTS/GRADING	2		\$900,000.00	\$25,196.84
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS	1		\$7,237.50	\$254.39
SIGNS	3		\$7,539.99	\$757.83

OTHER PERMITS

ELECTRICAL	1		\$2,500.00	\$252.61
PLUMBING				
MECHANICAL	4		\$31,591.00	\$887.81
ROOFING	15		\$305,534.00	\$4,103.20
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	2		\$69,735.00	\$1,291.10
MISCELLANEOUS				

TOTAL THIS MONTH:	38	26	\$7,415,033.49	\$503,378.28
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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:	237	56	\$19,059,282.70	\$853,426.72
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OF PERMITS	UNITS	OF CONSTRUCTION	PERMIT FEES
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