

STAFF REPORT

City Council Consent Calendar Agenda Item

DATE: January 18, 2022

TO: Honorable Mayor and Council Members

FROM: Liz Shorey, Deputy Director of Community Development

THROUGH: Merritt Perry, City Manager

SUBJECT: **Community Development Department Monthly Report for December 2021**

STAFF RECOMMENDATION:

Receive report as an informational item.

BACKGROUND:

Attached is the Monthly Community Development Department Report for December 2021. The following attached tables provide detailed descriptions of the monthly activities of the Department.

ACTIVITIES & ACCOMPLISHMENTS

List of activities and recent accomplishments of the Department.

DEVELOPMENT APPLICATION ACTIVITY

Status of development projects that have been submitted and either approved or in process, including those activities considered by the Planning Commission and the Zoning Administrator.

SUBDIVISION STATUS REPORT

Subdivisions that have been approved but not finalized and status of improvement plan and/or final map review process.

BUILDING PERMIT ACTIVITIES

The Building Department's report for the month's permits and valuation is attached.

LONG-RANGE PLANNING PRIORITIES

Table of long-range Planning priorities as presented at Council workshop on December 19, 2018 with updates showing ongoing and completed programs.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department monthly report. Consent Agenda vote.

ONGOING ACTIVITIES & ACCOMPLISHMENTS

- The December building report will be provided in next month's report.
- Current in-process long-range projects for Community Development include:
 - SB2 grant contract underway to carry out Council priority and housing element programs, including ADU, multifamily, design review standards, GIS mapping, improvement standards, and infrastructure. ADU standards were approved by the City Council on November 1, 2021. Next up for public review are multifamily standards.
 - LEAP grant contract for Mill District infrastructure and land use planning has been approved. Headwaters grant funding has been approved. Planning activities are on pause while a development project is investigating the site. The funding deadline for the specific plan is December 2022.
 - Staff is preparing an urgency ordinance to adopt local standards in response to the State's SB 9 legislation, which allows subdivision of residential lots and construction of two single-family residential units per lot.
- Nuisance Abatement:
 - Significant property maintenance violations have been abated in 2021. Numerous other violations are being investigated and resolved by the Code Enforcement Officer with ongoing support from City departments.
- Other ongoing tasks completed in December:
 - City staff is continuing to meet with and support several businesses interested in new commercial development within the City by providing preliminary project review, site analysis, permit process information, and scheduling.
 - Coordinated with City departments for review and input on various ongoing City projects, public works improvements, and grant applications.
 - Reviewed and issued 5 business licenses.
 - Staff anticipates bringing a cannabis workshop to the Council for an update of County-wide activities and discussion of opportunities in Fortuna.

Development Activity/Planning Report for December 2021
Updated 1/10/2022

PROJECTS RECENTLY DECIDED:		Submittal	Complete	Status
Subject:	Design Review of (2) new four-plexes	10/22/2021	12/14/21	Approved by Planning Commission 12/14/2021
Applicant:	Travis Schneider			
APN:	200-461-038			
Project Site:	2410 and 2420 Newburg Court			
Zoning:	Multi-Family			
Subject:	Conditional Use Permit for a 13-Unit Multifamily Development on an Approximately 25,000 Square Foot Lot	10/22/2021	12/14/21	Approved by Planning Commission 12/14/2021
Applicant:	Travis Schneider			
APN:	200-461-038			
Project Site:	2410 and 2420 Newburg Court			
Zoning:	Multi-Family			
Subject:	18-Month Extension of an Approved Tentative Map to Subdivide a 1.82-Acre Parcel into a 5.99-acre Parcel into Two Parcels, 2 Acres and 3.99 Acres in Size.	11/10/2021	12/14/21	Approved by Planning Commission 12/14/2021
Applicant:	Ed Tanferani			
APN:	200-363-034			
Project Site:	South End of Alamar Way			
Zoning:	Freeway Commercial (FC)			
PROJECTS SUBMITTED AND PENDING:				
Subject:	Conditional Use Permit to Allow a Business Sign that Projects Five Feet Over the Public Right-of-Way in the Downtown Retail Commercial (R-C) District.	11/17/2021		Scheduled for Planning Commission 1/11/2022
Applicant:	Kim Brown, Cornerstone Realty			
APN:	040-203-001			
Project Site:	1131 Main Street			
Zoning:	Retail Commercial TRC)			
Subject:	Design Review of a new two-sided 5 foot 4 inch by 11 foot LED marquee sign to replace the existing marquee sign.	12/8/2021		Corrections returned to applicant
Applicant:	Allpoints Signs			
APN:	201-061-023			
Project Site:	140 S Fortuna Blvd			
Zoning:	Commercial Thoroughfare (CT)			

Subdivision Status Report
(Approved projects, not yet completed)
1/10/2022

Project:

Approved:

Expires:

Status:

Adams Major Subdivision (6 multifamily lots; 36 units)	12/16/19	12/15/21*	Next step: Applicant has submitted improvement plans, City corrections have been returned to applicant. Final Subdivision Map under City review. City staff is working with applicant to fulfill necessary steps to record the map (agreements, Council approval, fees, etc).
Tanferani Minor Subdivision (2 lots Alamar Way)	11/12/19	11/11/2021	Next step: Parcel Map review; Improvement plans being reviewed by RWQCB. 18 month Parcel Map extension approved 12/14/21.
Twin Creeks Planned Unit Development (59 Lots/Units; Redwood Way)	7/15/19	2/9/2023	Next step: Improvement plans approved and improvements are under construction. Phase 1 Final Map under city review. Steps being taken to record the map.
Fitze Minor Subdivision 12 th Street	11/9/2021	11/8/2023	Next step: Applicant to submit Mylar to be recorded.
Mildbrandt Subdivision (2 lots; Angel Heights Drive)	10/23/2018	4/22/2022	Next step: Improvement Plans approved. Parcel Map approved. Subdivision map extension request approved 12/8/20.
Campbell Minor Subdivision (4 lots and a remainder; Berry Creek and Second Ave)	1/26/2021	1/25/2023	Improvement plans submitted 12/23/21 for City review. Corrections returned to applicant.
Redwood Memorial Foundation – Lot Split	12/16/14	12/15/16	Final Map recorded. Improvements to be complete during building permit phase.
Luster Minor Subdivision (2 lots; Newburg Road)	6/25/19	6/24/21	Parcel map has been recorded. One-year maintenance warranty period in process.
Cook Subdivision-Alder Drive/Avery Court-Ph. 2 8 residential lots	11/19/2018	5/18/2022	Parcel Map has been recorded. One-year maintenance warranty period in process.
White Circle Subdivision (Riverwalk; 2 lots)	3/27/2018	3/26/2020	Parcel map recorded. Subdivision Construction Agreement to be released. One-year maintenance warranty period in process.

The Subdivision Map Act and Fortuna Municipal Code places responsibility for tracking expiration dates with the applicant. Extension requests must be made by the applicant by written submittal to the City Community Development Department.

*The Subdivision Map Act grants automatic extension upon timely submittal of a Final Map for imminent recordation.

CITY OF FORTUNA LONG-RANGE PLANNING PRIORITIES

Adopted November 19, 2018 Council Workshop

Updated 12/13/21

Priority #	Program	Discussion	Anticipated Schedule	Estimated Cost	Status
PROJECTS IN PROCESS:					
1	Mill District Rezone/Specific Plan	Rezone from Heavy Industrial (M-1) to commercial mixed use to conform to General Plan, or amend General Plan to retain Industrial as primary use. Specific Plan is recommended to promote orderly development (utilities, circulation, land use)	1-2 years	\$60,000 HCD LEAP grant	Second phase SB2 grant (LEAP) and Headwaters grant awarded for development of a Mill District to facilitate infrastructure and land use planning. Activities on pause while private developer is researching the site.
2	Housing Element programs	Update to accomplish housing goals and to comply with State housing law.	SB 2 Grant of over-the-counter funds. Projects must be completed by end of grant term—June 30, 2022	SB 2 Grant in amount of \$160,000 (max. for small cities).	Grant awarded 2/24/2020. Project planning underway.
a	H-7. Improvement Standards Update & review road standards	Review and update standards to ensure that balanced improvements are required of new developments, and review for possible ways to improve access and reduce costs.			
b	H-9. Residential Multifamily	Amend Code to replace CUP process with site			

	Development Review Process	plan review with list of standards.			
c	Accessory dwelling units (ADU's)	State mandate and housing element program			ADU ordinance adopted by City Council on 5/1/21.
d	Infrastructure provision and financing opportunities analysis	Housing element program			
e	Employee housing code adoption	Housing element program			
f	Design review guidelines	Create predictability and to streamline approvals			
g	GIS housing and infrastructure layers update	Create inventory of sites, constraints, and other housing data to facilitate development.			
6	Climate Action Plan	City is participating in Humboldt County CAP re measures; A City CAP will facilitate development projects and avoid legal challenge to potential development CEQA challenges	In process	Staff	City staff participating in County & City update program. Council workshop on 5/17/21. Draft CAP and EIR to be issued early 2022. Council presentation to be scheduled in early 2022.
PROJECTS IDENTIFIED BUT NOT YET PRIORITIZED:					
	Cannabis workshop	Review status, benefits, etc., & alternatives to prohibition.			Staff to schedule workshop.
	Sign Ordinance	Review for consideration of updating standards.	Not a top priority (housekeeping).	Staff	Discussed by Planning Commission on 10/8/19.
	Animal Keeping (roosters, bees)	Outdated or inefficient Code.	Low priority		

		Complaints are infrequent.			
	Sidewalk Vendor Ordinance	SB 946 allows vendors in absence of local regulation	Moderate staff time	Staff	
	Trail Master Plan	City-wide trail system, for easier funding and coordination	Build on ex. Plans; ID needs, location, and consensus.	Grant	
	Parkland Master Plan	Master plan will coordinate effort and easier funding.	I.D. general locations and purposes; build thru grants.	Grant	Ongoing—grant submittals
	Airport Area Annexation	Pending Council discussion and direction.			
	Food Truck Ordinance	Consider updating standards to remove barriers			
PROJECTS COMPLETED:					
2	ADU Ordinance	State pre-emption of local code.	Completed	Staff	ADU ordinance adopted by City Council 5/1/21.
1	Short Term Rental Ordinance	Outdated or inefficient Code.	Completed	Staff	Completed. Adopted on 5/16/2020
2	Riverwalk Zoning Amendment and General Plan Land Use Amendment	Council confirmed that this is still their highest priority.	Completed	Staff	Completed. Approved by Council on 5/1/19.
6	Economic Development Focused Business Development Program	Tracking business inquiries for follow-up support and identification of needs.	Ongoing	Staff	Ongoing tracking and assistance.
7	Water-efficient landscaping ordinance	State mandate. State code is automatically operative.	Ongoing	Staff	Completed. Staff-prepared handouts and forms for bldg. permits.