

STAFF REPORT

City Council Consent Item

DATE: April 15, 2024

TO: Honorable Mayor and Council Members

FROM: Shari Meads, Community Development Director

THROUGH: Merritt Perry, City Manager

SUBJECT: **Community Development Department Monthly Report for March 2024**

STAFF RECOMMENDATION:

Receive report as an informational item.

PLANNING DEPARTMENT ACTIVITIES:

- Four (4) new planning applications were received and processed through the City's OpenGov portal including two Subdivision applications and two Pre-Application Meeting applications.
- Mill District Specific Plan efforts continue including Utility and Infrastructure Conceptual Design scoping, City staff weekly meetings with the project consultant team, and continued refinement of the environmental document project description.
- Participation in regional climate action planning efforts including interviews with the project consultants and County staff, meetings, document review, and formulation of mitigation measures.
- The Community Development Director presented a Community Development update at the March 27th Fortuna Sunrise Rotary meeting.
- The Community Development Director attended the March 28th Redwood Region Rise Meeting to discuss regional economic development.

PLANNING COMMISSION ACTIVITY:

- **March 12th meeting**
 - Housing Element Annual Progress Report and General Plan Annual Progress Report. The reports were filed with the California Department of Housing and Community Development and Governor's Office of Planning and Research as required by state law.
- **March 26th meeting**
 - Tru by Hilton Design Review was approved 6-0.

PLANNING PERMITS UNDER REVIEW:

- Olsen Sisemore Minor Subdivision located at 939 Fernwood Drive. The applicant seeks to subdivide a four-acre parcel into a one-acre parcel with a three-acre remainder parcel. Applicants: Heidi Olsen and Dan Sisemore.
- Lot Line Adjustment at Kenmar Road/Jayce Court as part of an in-process subdivision. Applicants: Tina Christensen and Abe Fockaert.
- Design Review Application for Crivello Motors for a new 18x40 foot carport. Applicant: Gary Crivello
- Conditional Use Permit Application to allow residential land use in the Retail Commercial zoning district at 619 Main Street. Applicant: Fernando Olea
- Major Subdivision at Kenmar Road. Phase 3 of a 3-phase subdivision. Phase 3 will result in seven lots available for residential construction. Applicants: Tina Christensen and Abe Fockaert.

GRANT STATUSES:

- CDBG Program Income Barrier Removal Project; Awarded \$624,990.65 for seven sites requiring numerous ADA improvements including sidewalk, ramp, and parking pad installations.
Status: Bid awarded to RAO Construction on March 26, 2024. Construction to begin soon.
- Building Forward Library Infrastructure grant; Awarded \$219,083 for: ADA Modifications, Solar PV and battery storage, emergency generator, window upgrades, electrical/communication wiring, and interior finishes.
Status: Construction is anticipated to begin Spring 2024.
- Habitat Conservation Fund Vancil Forest Acquisition; Application for \$175,750 Acquisition of a 6.25-acre forest adjacent to Rohner Park.
Status: Awarded 3/20/24
- Headwaters Fund Planning Grant: Awarded \$75,000 Planning grant to facilitate adoption of the Mill District Specific Plan.
Status: Public Outreach began January 2024; General Plan EIR updates underway, site design and design standards developed.
- Local Early Action Planning (LEAP) Grant: Awarded \$65,000 Planning grant to facilitate adoption of the Mill District Specific Plan.
Status: Public Outreach began January 2024; General Plan EIR updates underway, site design and design standards developed.

BUILDING DIVISION ACTIVITIES:

- The Building Division's permit summary for March 2024 is attached.

RECOMMENDED COUNCIL ACTION:

Receive Community Development Department Monthly Report (March). Consent Agenda vote.