

# STAFF REPORT

## *City Council Consent Item*

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**DATE:** December 18, 2023

**TO:** Honorable Mayor and Council Members

**FROM:** Katey Schmidt, Community Development Department

**THROUGH:** Merritt Perry, City Manager

**SUBJECT:** **Community Development Department Monthly Report for September, October, November 2023**

### **STAFF RECOMMENDATION:**

Receive report as an informational item.

### **PLANNING DIVISION ACTIVITIES:**

#### **Planning Department Activity:**

- The Planning Division has launched Planning Project Applications through the OpenGov online portal. This will streamline the workflow and review process and allow applicants to view their project's progress in real-time.

#### **Planning Commission Activity:**

- On September 26, 2023, the Planning Commission made a recommendation to the City Council regarding amendments to the City of Fortuna Municipal Code related to multifamily residential and mixed-use projects that comply with adopted multifamily design standards and proposed amendments to FMC Section 17.03.040 related to allowing agricultural employee housing consistent with State law.
- On November 14, 2023, the Planning Commission approved the Ramirez Rohnerville Road minor subdivision to create two parcels, one developed with a single-family residence.  
Applicant: Luis Ramirez; Location: 5050 Rohnerville Road

#### **Planning Permits Under Review:**

- Lutheran Smith Lane Merger  
Applicant: Lutheran Home for the Aging of Humboldt; Location: 2042/2052 Smith Lane

#### **Ongoing Planning Activities:**

- Mill District Specific Plan for infrastructure, design standards, and land use planning is in process, funded by HCD's LEAP grant and Headwaters grant. Alternative land use scenarios are being designed for presentation at stakeholder and public meetings. Staff is

coordinating with the new owner of the Mill Site to create a plan that matches the owner's development interests with General Plan policies, public interest, and economic development.

- SB2 Planning Grant to implement housing element programs, including ADU, multifamily, design review standards, GIS mapping, improvement standards, and infrastructure. ADU standards were adopted by the City Council on November 1, 2021. The Multi-family Design Standards were adopted by the City Council on 8/21/23.
- Staff is developing a competitive solicitation process by which it can proceed with the negotiation for the sale of the lots at Drake and Penn to create low-income housing. The lots are held by the City as an asset with the specific purpose of creating low income under its Recognized Obligation Payment Schedule as a part of the City's Redevelopment Agency. The draft solicitation will be placed on a future Council agenda for approval prior to publication.
- Staff has prepared draft ordinances to comply with CA State Assembly Bills AB 1236 and AB 970 EV Charging Station Permit Streamlining, and AB 2188 Solar Energy Permit Streamlining.

### **Grant Updates**

- CDBG Program Income Barrier Removal Project; Awarded \$624,990.65  
Targets 7 sites requiring numerous ADA improvements including sidewalk, ramp, and parking pad installations.  
Status: 90% Plans received from the design consultant, under staff review. Project expected to go to bid early 2024.
- 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: On 9/8/23 City and County Staff met onsite with the architect to go over project details.
- Habitat Conservation Fund Vancil Forest Acquisition; Application for \$175,750  
Acquisition of a 6.25-acre forest adjacent to Rohner Park.  
Status: Site visit with California State Parks Grants Project Staff on 9/14/23.
- California Energy Commission CalAPP Grant; Awarded \$40,000  
Funding to establish online, automated online solar permitting program SolarApp+ and supporting online platform.  
Status: OpenGov and SolarAPP+ launched on 7/5/2023. OpenGov deployment and subscription fees have been reimbursed by the CalAPP grant.
- SB2 Planning Grant, Awarded \$160,000
- Planning grant to facilitate adoption and implementation of zoning code updates including -Improvement Standards and Specifications Update, Multi-Family Design Standards, ADU Ordinance Update, Infrastructure Provision and Financing Analysis, Employee Housing Zoning Code Update, GIS Update Layers Update, SB9 Tw0-Unit and Urban Lot Split Ordinance.  
Status: Grant close-out November 2023
- Headwaters Fund Planning Grant: Awarded \$75,000  
Planning grant to facilitate adoption of the Mill District Specific Plan.

Status: Public Outreach to begin in early 2024, General Plan EIR updates underway, site design and design standards developed.

**BUILDING DIVISION ACTIVITIES:**

The Building Division has launched OpenGov, an online building permit portal, and SolarApp+, a solar permit streamlining portal. As of November 30, 158 Building Permits have been issued through the online portal; most have been completed online with no City Hall trips required for the builders. Six Solar Permits have been issued instantly with the pre-screen tool SolarApp+.

The Building Division's permit summaries for September, October, and November 2023 are attached.

**RECOMMENDED COUNCIL ACTION:**

Receive Community Development Department Monthly Report (September/October/November).  
Consent Agenda vote.

**CITY OF FORTUNA**

**BUILDING PERMIT SUMMARY**

**SEPTEMBER  
2023**

**TYPE OF PERMIT ISSUED**

<b><u>RESIDENTIAL</u></b>	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
SINGLE FAMILY RESIDENCES	4	4	\$937,672.00	\$52,571.85
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
(ADU) ACCESSORY DWELLING UNIT (ATTACHED)				
(ADU) ACCESSORY DWELLING UNIT (DETACHED)	1	1	\$56,000.00	\$2,261.67
ADDITIONS	2		\$183,000.00	\$6,370.81
REMODELS	2		\$55,000.00	\$966.71
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

**COMMERCIAL**

NEW STRUCTURES				
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS	1		\$182,401.13	\$4,647.70
SIGNS				

**OTHER PERMITS**

ELECTRICAL	2		\$3,650.00	\$389.18
PLUMBING				
MECHANICAL	3		\$21,205.00	\$681.57
ROOFING	9		\$166,375.50	\$2,015.55
GRADING - RESIDENTIAL				
SIDING / WINDOWS	1		\$52,000.00	\$383.64
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	12		\$305,824.00	\$6,085.12
MISCELLANEOUS				

<b>TOTAL THIS MONTH:</b>	<b>37</b>	<b>5</b>	<b>\$1,963,127.63</b>	<b>\$76,373.80</b>
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<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
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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.*

<b>2023 - TOTAL YEAR TO DATE:</b>	<b>290</b>	<b>19</b>	<b>\$17,036,224.63</b>	<b>\$273,285.76</b>
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<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
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**CITY OF FORTUNA**

**BUILDING PERMIT SUMMARY**

**OCTOBER  
2023**

**TYPE OF PERMIT ISSUED**

<b>RESIDENTIAL</b>	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
SINGLE FAMILY RESIDENCES	4	4	\$1,604,033.00	\$75,384.94
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
(ADU) ACCESSORY DWELLING UNIT (ATTACHED)				
(ADU) ACCESSORY DWELLING UNIT (DETACHED)				
ADDITIONS				
REMODELS	5		\$199,300.00	\$3,873.72
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

**COMMERCIAL**

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

**OTHER PERMITS**

ELECTRICAL	2		\$41,000.00	\$1,149.95
PLUMBING	2		\$18,000.00	\$292.93
MECHANICAL				
ROOFING	9		\$168,920.10	\$2,059.40
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	1		\$9,760.00	\$450.55
MISCELLANEOUS				

<b>TOTAL THIS MONTH:</b>	<b>23</b>	<b>4</b>	<b>\$2,041,013.10</b>	<b>\$83,211.49</b>
	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>

*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.*

<b>2023 - TOTAL YEAR TO DATE:</b>	<b>313</b>	<b>23</b>	<b>\$19,077,237.73</b>	<b>\$280,123.45</b>
	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>

**CITY OF FORTUNA**

**BUILDING PERMIT SUMMARY**

**NOVEMBER  
2023**

**TYPE OF PERMIT ISSUED**

<b>RESIDENTIAL</b>	<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
SINGLE FAMILY RESIDENCES	1	1	\$698,670.00	\$20,909.97
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
(ADU) ACCESSORY DWELLING UNIT (ATTACHED)				
(ADU) ACCESSORY DWELLING UNIT (DETACHED)				
ADDITIONS				
REMODELS	3		\$146,250.00	\$2,235.56
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

**COMMERCIAL**

NEW STRUCTURES				
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS	1		\$12,500.00	\$438.78
SIGNS				

**OTHER PERMITS**

ELECTRICAL	3		\$80,550.00	\$196.10
PLUMBING	2		\$3,400.00	\$1,023.59
MECHANICAL				
ROOFING	9		\$119,582.00	\$1,910.81
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	2		\$56,190.00	\$906.87
MISCELLANEOUS	1		\$10,000.00	\$291.93

<b>TOTAL THIS MONTH:</b>	<b>22</b>	<b>1</b>	<b>\$1,127,142.00</b>	<b>\$27,913.61</b>
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<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
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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.*

<b>2023 - TOTAL YEAR TO DATE:</b>	<b>335</b>	<b>24</b>	<b>\$20,204,379.73</b>	<b>\$224,825.57</b>
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<b>NUMBER OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE / COST OF CONSTRUCTION</b>	<b>BUILDING PERMIT FEES</b>
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