

# **STAFF REPORT**

## *City Council Consent Item*

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**DATE:** June 20, 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 May 2023**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**SIGNIFICANT ACTIVITIES:**

- The Building Department’s permit summary for May 2023 is attached.
- Recent Planning Commission activity includes:
  - Coast Central Credit Union Design Review for exterior remodeling & site improvement approved by the Planning Commission on May 9, 2023.
  - Tanferani Alamar Way subdivision map extension request approved by the Planning Commission on May 9, 2023
  - Multi-Family Design Standards to the Planning Commission on June 27, 2023.
- In-process long-range planning activities for Community Development include:
  - 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.
  - 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 for the purposes of creating 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.
- Planning Permits Under Review:
  - CLK Kenmar Phase 2 Subdivision for eight single-family parcels and a remainder; Applicant: Tina Christensen; Location: Kenmar Road.

- Johnson Rohnerville Road minor subdivision for two parcels developed with single-family residences. Applicant: Ralph Johnson; Location: Rohnerville Road and Newburg Road.
- DeMille/King Atteberry Lane minor subdivision of one 9.83-acre parcel into four parcels. Applicants: Taryn DeMille and Cody King; Location: Atteberry Lane and Ross Hill Road.

**RECOMMENDED COUNCIL ACTION:**

Receive Community Development Department Monthly Report. Consent agenda vote.

**Subdivision Status Report**  
(Approved projects, not yet completed)

Project:	Approved:	Expires:	Status:
Adams Major Subdivision (6 multifamily lots; 36 units)	12/16/19	Recorded	Final map has been recorded, drainage, maintenance and construction agreements recorded and being tracked.
Tanferani Minor Subdivision (2 lots Alamar Way)	11/12/19	11/11/2021 2 <sup>nd</sup> extension expires 11/11/2024	Improvement plans being reviewed by RWQCB. 18 month Parcel Map extension approved by the Planning Commission on 5/9/23.
Twin Creeks Planned Unit Development (59 Lots/Units; Redwood Way)	7/15/19	Phase 1 Recorded	Phase 1 Final Map has been recorded.
Mildbrandt Subdivision (2 lots; Angel Heights Drive)	10/23/2018	Mylar submitted; automatic extension.	Next step: Mylar signed, City working with applicant on requirements for recording.
Campbell Minor Subdivision (4 lots and a remainder; Berry Creek and Second Ave)	1/26/2021	7/25/2024	Improvement plans approved; applicant obtaining utility signatures. Map extension approved by the Planning Commission 10/25/22.
White Circle Subdivision (Riverwalk; 2 lots)	3/27/2018	Recorded	Parcel map recorded. Subdivision Construction Agreement and maintenance bond tracked.

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**

**BUILDING PERMIT SUMMARY**

**MAY  
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	2	2	\$538,504.00	\$7,213.97
DUPLEX FAMILY RESIDENCES				\$4,637.98
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
SECOND DWELLING UNIT (ATTACHED)				
SECOND DWELLING UNIT (DETACHED)				
ADDITIONS				
REMODELS	8		\$313,466.00	\$3,212.09
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

<b>PUBLIC WORKS - SEWER &amp; WATER FEES</b>
\$8,412.72
\$8,362.54
\$0.00

COMMERCIAL

NEW STRUCTURES				
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL				
REPAIRS				
SIGNS	1		\$24,000.00	\$326.47

\$0.00

OTHER PERMITS

ELECTRICAL	1		\$2,000.00	\$138.11
PLUMBING	2		\$3,000.00	\$185.16
MECHANICAL				
ROOFING	9		\$299,571.00	\$2,090.33
GRADING - RESIDENTIAL				
SIDING / WINDOWS	1		\$9,000.00	\$185.26
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	4		\$76,215.00	\$1,829.21
MISCELLANEOUS	1		\$8,000.00	\$185.13

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

<b>TOTAL THIS MONTH:</b>	<b>29</b>	<b>2</b>	<b>\$1,273,756.00</b>	<b>\$20,003.71</b>
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<b>\$16,775.26</b>
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*Building Permit Fees,  
CA State Seismic Fee  
CA State Housing Dev. Fee*

*Water Connection Fee  
Water Capital Conn Fee  
Sewer Capital Conn Fee  
Storm Drainage Fee,  
Traffic Impact Fee*

<b>2023 - TOTAL YEAR TO DATE:</b>	<b>144</b>	<b>6</b>	<b>\$8,313,398.00</b>	<b>\$92,266.05</b>
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<b>\$54,680.74</b>
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**# OF PERMITS    LIVING UNITS    VALUE / COST OF CONST    BUILDING PERMIT FEES**

**PW - SEWER & WATER FEE**