

STAFF REPORT

City Council Consent Item

DATE: May 20, 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 April 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 one (1) Conditional Use Permit application, one (1) Design Review application and two Pre-Application Meeting applications.
- Mill District Specific Plan efforts continue including an in person meeting with Bear River Band of the Rohnerville Rancheria Tribal Historic Preservation Officers at City Hall and a subsequent meeting at the project site. The City Manager and Community Development Director participated in a discussion around the economic development potential of the site and opportunities for potential collaboration with the Fortuna Mill Commerce Center owner and team, Sean Heaton, Managing Principal of the Cresa Portland Oregon office, and Scott Adair, Humboldt County Economic Development Director. Weekly meetings continue with the project consultant team and progress continues to be made on project documents.
- Continued 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 attended a Tri Counties Bank First-Time Homebuyer workshop to learn about resources and potential grant opportunities for aspiring homeowners.
- The Community Development Director attended a Humboldt County Association of Governments Regional Housing Needs Allocation meeting.

PLANNING COMMISSION ACTIVITY:

- **April 9th meeting**

The Planning Commission approved a Conditional Use Permit application to bring into conformity and allow the 60 square-foot expansion of an existing residential use in the

Commercial Thoroughfare Zoning District, and approve exceptions to Accessory Dwelling Unit height limit and outdoor stairs orientation requirements at 619 Main Street.

Applicant: Fernando Olea

- The April 23rd meeting was cancelled due to lack of items.

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
- Phase three of a three-phase Major Subdivision at Kenmar Road. This final phase will result in seven lots available for residential construction.
Applicants: Tina Christensen and Abe Fockaert
- Design Review of a 26-unit multi-family development at 1569 Newburg Road
Applicants: Adams Commercial General Contracting
- Modification of a Conditional Use Permit to allow conversion of commercial space to residential
Applicants: Fortuna Mobile Home Park
- Design Review of Tenant Improvements at 118 South Fortuna Boulevard
Applicants: Beacom Construction

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.

- Regional Early Action Planning (REAP) Grant: Awarded \$18,000
Planning grant to facilitate adoption of the Mill District Specific Plan.

Status: Grant funded traffic studies underway. Potential for additional funding from unallocated HCOAG funds.

BUILDING DIVISION ACTIVITIES:

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

RECOMMENDED COUNCIL ACTION:

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