

# STAFF REPORT

## *Consent Agenda Item*

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**DATE:** March 16, 2026

**TO:** Honorable Mayor and Council Members

**FROM:** Katey Schmidt, Senior Planner

**THROUGH:** Amy Nilsen, City Manager

**SUBJECT:** **Community Development Department Monthly Report for January and February 2026**

### **STAFF RECOMMENDATION:**

Receive report as an informational item.

### **EXECUTIVE SUMMARY:**

#### **Planning Division Activity:**

- The Planning Division processed 12 business licenses, 3 home occupation permits in January, and 6 business licenses, 8 home occupation permits in February in addition to the land-use projects shown in the table below.
- Staff participated in workshops with other City Staff to develop the City's Strategic Plan. Community Meetings to collect input will begin in March.
- Repeal of the City's existing non-compliant Accessory Dwelling Unit ordinance was heard by the Planning Commission in January and City Council in February and March.
- The Senior Planner held interviews with four local Developers and Builders to further the Development Streamlining Project implementing City Council Planning priorities, streamline and clarify development project processes, encourage appropriate development, and generate revenue. Additional interviews are scheduled and will be completed in March.
- Staff are planning to submit CDBG applications under the 2025 NOFA. The first public scoping meeting was held on February 19, 2026. Applications are due April 3, 2026.
- Planning staff continued to attend Regional Climate Action Plan meetings. The RCAP has been adopted by the County of Humboldt; staff will bring the plan to Council soon.
- Staff released Requests for Proposals for the upcoming Housing Element and General Plan Updates. Consultant selection will take place during March with community meetings commencing this Spring.

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

- January 13, 2026
  - The Planning Commission made a recommendation to Fortuna City Council to adopt amendments to Title 17 of the FMC to amend the Accessory Dwelling Unit Ordinance to comply with State Law.

- The Planning Commission approved a variance to allow reduced setback of existing structures and a lot line adjustment between Assessor Parcel Number 200-071-030 and Assessor Parcel Number 200-071-017.
- January 29, 2026
  - The Planning Commission Secretary presented training to the Planning Commission covering updates to the Brown Act and roles and responsibilities of Planning Commissioners.
- February 10, 2026
  - The Planning Commission made a recommendation to the City Council for approval of a zoning map amendment from Retail Commercial to Commercial Thoroughfare for Assessor’s Parcel Number 040-172-009 and finding the project exempt from the California Environmental Quality Act.

**Active Planning Projects:**

<b>Proposed Project</b>	<b>Project Description</b>	<b>Location</b>
Conditional Use Permit	CUP to bring 7 <sup>th</sup> Day Adventist Church and associated activities into conformance.	2331 Main Street
Design Review	Design review of a pre-engineered metal building to be used as a contractor’s shop on the M1 zoned portion of the subject parcel.	359 Main Street
Conditional Use Permit	CUP to allow “Ambulance Service” as a conditionally permitted use.	703 Main Street
Subdivision-Major	Subdivision of one parcel into six multi-family residential parcels to allow for 28 total condominium units.	1569 Newburg Road
Design Review	Design Review of a 5-Unit multi-family development.	121 12 <sup>th</sup> Street
Conditional Use Permit	CUP to allow multi-family use in Commercial Thoroughfare Zone.	121 12 <sup>th</sup> Street
Rezone	Rezone from Retail Commercial to Commercial Thoroughfare to allow for ambulance service as permitted use.	703 Main Street
Lot Line Adjustment	Lot Line adjustment to create increased setback to existing structure.	1125 Angel Heights Drive
Lot Line Adjustment	Lot line adjustment between two commercial parcels.	Mill Site Area
Lot Line Adjustment	Lot line adjustment to accommodate new residential development for the Humboldt Senior Resource Center.	3000 Newburg Road
Subdivision-Major	Phase 2 of the Twin Creeks subdivision to create 21 residential parcels.	Redwood Way
Subdivision-Major	Completion of the final phases of the Gulliksen subdivision to create 35 residential parcels.	Gulliksen Avenue
Subdivision-Minor	Minor subdivision of one parcel into three residential parcels.	Berry Creek Avenue

Subdivision-Minor	Minor subdivision of one parcel into three residential parcels.	Berry Creek Avenue
Subdivision-Minor	Minor subdivision of one parcel into two residential parcels.	1125 Angel Heights Drive
Subdivision-Minor	Subdivision of one parcel into three residential parcels.	3495 Rohnerville Road
Variance	Variance to allow non-conforming setback due to parcel constraints.	1125 Angel Heights Drive

**Grant Funding Updates:**

- **Northcoast Resource Partnership \$10,000**  
**Status:** Awarded technical assistance grant to provide consultant assistance to develop a comprehensive Community Forest Plan as a guiding document to manage, protect, and sustainably use city owned forests.
- **Community Development Block Grant Program Income and 2025 NOFA \$3,910,469**  
**Status:** Staff are planning to submit applications for Economic Development, ADA Barrier Removal, and Planning to utilize \$910,469 in Program Income and \$3,000,000 in new CDBG funding; applications due April 3, 2026.
- **California Department of Housing and Community Development Permanent Local Housing Allocation; \$149,769**  
**Status:** City to delegate allocated funds to the County of Humboldt to provide services for Fortuna citizens through their First-time Home Buyers Program. Delegation approved by City Council. Agreement to be finalized March 2026.
- **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:** Building Permit issued 11/17/2025. The library has temporarily relocated to Rohner Rec Hall during construction. Construction expected to be complete early March. Staff are determining additional funding sources to complete energy-efficiency upgrades.
- **Habitat Conservation Fund Vancil Forest Acquisition; Awarded \$175,750**  
Acquisition of a 6.25-acre forest adjacent to Rohner Park for community forest expansion, trails, and recreation areas.  
**Status:** Staff seeking compatible grants to fulfill 50% match requirement.
- **Land and Water Conservation Fund Vancil Forest Acquisition; \$126,000**  
Match funds for Vancil Forest Acquisition.  
**Status:** Application completed. City staff met with LWCF staff on 11/12/25 for a site visit to the project area. Awards announced 3/2026.
- **California Natural Resources Agency California River Parkway Grant; Awarded \$620,194**  
**California State Coastal Conservancy; Awarded \$250,000**  
**National Coastal Wetlands Conservation Grants Program; Awarded \$972,250**  
Lower Eel River Wetlands Acquisition Project. In partnership with the Wiyot Tribe, acquisition of approximately 250-acres to be utilized as a recreation area and preservation of open space. The city will assume ownership of 7.2 acres along Riverwalk Drive to

develop a public park and access to the Eel River. The Wiyot Tribe will assume ownership of the remainder for habitat restoration, preservation of open space, and cultural activities.

**Status:** City Council has approved purchase agreement with property owners.

**Building Division Activities:**

- The Building Division issued 19 permits in January 2026 and 13 permits in February 2026; permit detail summaries are attached.

**RECOMMENDED COUNCIL ACTION:**

Receive the January and February 2026 Community Development Department Monthly Report.  
Consent Agenda vote.

**CITY OF FORTUNA**

**BUILDING PERMIT SUMMARY**

**JANUARY  
2026**

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	4	\$772,610.00	\$49,396.58
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES	1	6	\$661,150.00	\$31,847.41
ADU RESIDENCES (DETACHED)				
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS				
REMODELS	2		\$9,036.00	\$447.60
GARAGES / CARPORTS				
ACCESSORY STRUCTURES				

**COMMERCIAL**

NEW STRUCTURES				
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL	2		\$261,355.91	\$1,760.36
REPAIRS	2		\$12,000.00	\$370.71
SIGNS				

**OTHER PERMITS**

ELECTRICAL	3		\$12,750.00	\$907.99
PLUMBING				
MECHANICAL	3		\$19,060.00	\$554.97
ROOFING	3		\$48,860.00	\$811.93
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM				
MISCELLANEOUS	1		\$5,000.00	\$420.40

<b>TOTAL THIS MONTH:</b>	<b>19</b>	<b>10</b>	<b>\$1,801,821.91</b>	<b>\$86,517.95</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>2026 - TOTAL YEAR TO DATE:</b>	<b>19</b>	<b>10</b>	<b>\$1,801,821.91</b>	<b>\$86,517.95</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**

**FEBRUARY  
2026**

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				
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
ADU RESIDENCES (DETACHED)				
ADU RESIDENCES (ATTACHED)				
MANUFACTURED RESIDENCES				
ADDITIONS		/		
REMODELS		/		
GARAGES/CARPORTS		/		
ACCESSORY STRUCTURES		/		

**COMMERCIAL**

NEW STRUCTURES		/		
ON-SITE IMPROVEMENTS/GRADING		/		
ADDITIONS	1	/	\$600,000.00	\$7,854.24
TENANT IMPROVEMENT / REMODEL		/		
REPAIRS		/		
SIGNS		/		

**OTHER PERMITS**

ELECTRICAL	2	/	\$4,255.00	\$491.13
PLUMBING	1	/	\$600.00	\$245.56
MECHANICAL		/		
ROOFING	8	/	\$155,870.00	\$2,766.40
GRADING - RESIDENTIAL		/		
SIDING / WINDOWS		/		
DECK		/		
SOLAR PHOTO-VOLTAIC SYSTEM	1	/	\$64,540.00	\$636.13
MISCELLANEOUS		/		

<b>TOTAL THIS MONTH:</b>	<b>13</b>	<b>0</b>	<b>\$825,265.00</b>	<b>\$11,993.46</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>2026 - TOTAL YEAR TO DATE:</b>	<b>32</b>	<b>10</b>	<b>\$2,627,086.91</b>	<b>\$98,511.41</b>
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<b># OF PERMITS</b>	<b>LIVING UNITS</b>	<b>VALUE/COST OF CONST</b>	<b>BUILDING PERMIT FEES</b>
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