

# STAFF REPORT

## *City Council Consent Item*

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**DATE:** March 20, 2023

**TO:** Honorable Mayor and Council Members

**FROM:** Liz Shorey, Deputy Director of Community Development

**THROUGH:** Merritt Perry, City Manager

**SUBJECT:** **Community Development Department Monthly Report for February 2023**

**STAFF RECOMMENDATION:**

Receive report as an informational item.

**SIGNIFICANT ACTIVITIES:**

- The Building Department’s permit summary for February 2023 is attached.
- Recent Planning Commission activity includes:
  - Humboldt Veterinary Medical Group Conditional Use Permit and Design Review for a New Veterinary Clinic approved by the Planning Commission on 3/14/23; Applicant: Humboldt Veterinary Medical Group; Location: Riverwalk Drive; Building permit submitted.
- 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.
  - A draft noise ordinance is being prepared to establish Municipal Code noise standards to make it easier for Fortuna police officers to respond to and enforce to noise complaints, and to facilitate implementation and enforcement of the existing General Plan noise standards.
- Planning Permits Under Review:
  - CLK Kenmar Phase 2 Subdivision for Eight Single Family Parcel and a Remainder; Applicant: Tina Christensen; Location: Kenmar Road.

**RECOMMENDED COUNCIL ACTION:**

Receive Finance Department Monthly Report. Consent agenda vote.

**Subdivision Status Report**  
(Approved projects, not yet completed)  
3/13/23

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 extension expires 5/11/23	Next step: Parcel Map review; Improvement plans being reviewed by RWQCB. 18 month Parcel Map extension approved 12/14/21.
Twin Creeks Planned Unit Development (59 Lots/Units; Redwood Way)	7/15/19	Phase 1 Recorded	Phase 1 Final Map has been recorded.
Fitze Minor Subdivision 12 <sup>th</sup> Street	11/9/2021	Recorded	Mylar 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**

**FEBRUARY  
2023**

TYPE OF PERMIT ISSUED

**RESIDENTIAL**

SINGLE FAMILY RESIDENCES	1	1	\$298,690.00	\$5,679.57
DUPLEX FAMILY RESIDENCES				
MULTI-FAMILY RESIDENCES				
MANUFACTURED RESIDENCES				
SECOND DWELLING UNIT (ATTACHED)				
SECOND DWELLING UNIT (DETACHED)				
ADDITIONS				
REMODELS	7		\$167,635.00	\$3,657.81
GARAGES / CARPORTS	2		\$50,000.00	\$1,080.84
ACCESSORY STRUCTURES				

\$267.32
\$1,270.00
\$0.00

**COMMERCIAL**

NEW STRUCTURES	1		\$925,000.00	\$6,670.53
ON-SITE IMPROVEMENTS / GRADING				
ADDITIONS				
TENANT IMPROVEMENT / REMODEL	1		\$200,000.00	\$4,440.29
REPAIRS	3		\$162,601.00	\$2,393.31
SIGNS	1		\$6,500.00	\$367.10

\$8,308.52
\$5,169.00
\$0.00
\$0.00

**OTHER PERMITS**

ELECTRICAL	1		\$10,000.00	\$413.62
PLUMBING	1		\$1,200.00	\$92.58
MECHANICAL	1		\$4,500.00	\$138.20
ROOFING	6		\$90,670.00	\$1,163.18
GRADING - RESIDENTIAL				
SIDING / WINDOWS				
DECK				
SOLAR PHOTO-VOLTAIC SYSTEM	2		\$83,729.00	\$900.21
MISCELLANEOUS	1		\$10,000.00	\$184.45

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

<b>TOTAL THIS MONTH:</b>	<b>28</b>	<b>1</b>	<b>\$2,010,525.00</b>	<b>\$27,181.69</b>
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<b>\$15,014.84</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>51</b>	<b>2</b>	<b>\$2,650,175.00</b>	<b>\$38,552.27</b>
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<b>\$24,924.82</b>
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**# OF PERMITS    LIVING UNITS    VALUE / COST OF CONST    BUILDING PERMIT FEES**

**PW - SEWER & WATER FEE**