We May Disagree, But We Will Be Respectful of One Another
All Comments Will Be Directed to the Issue at Hand, and Addressed to the Planning Commission
Personal Attacks are Unacceptable

I. OPENING/FLAG SALUTE/ROLL CALL

II. APPROVAL OF MINUTES- September 10, 2019

III. ORAL COMMENTS FROM THE PUBLIC
Members of the public may be heard on any item of interest not on the Agenda. Speakers addressing the Commission will be limited to 3 minutes per speaker. Be advised that, by law, the Commission is not able to deliberate or take action on issues presented during Oral Comments.

IV. BUSINESS

1. A Public Hearing to Consider A Lot Line Adjustment Between Two Adjoining Residential Parcels
   Applicant: Seventh Day Adventist Church (Fortuna Junior Academy)
   APN: 202-131-040 and 202-131-042
   Project Site: 1200 Ross Hill Road and 2185 Kenmar Road
   Zoning: Residential Single Family (R-1-6)

2. Fortuna Municipal Code Sign Ordinance (FMC 17.05.180)—Discussion and Direction to Staff Regarding Amendments

V. STAFF COMMISSION COMMUNICATIONS
Community Development Department Monthly Report for August

VI. ADJOURN

Copies of maps and other information for the agenda items are available for review at the Community Development Dept. at City Hall, 621 11th Street, between the hours of 8:00 a.m. to 4:00 p.m. Members of the public are invited to come to the meeting and comment on any item under discussion.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Building Department at (707) 725-7600. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 - 35.104 ADA Title II).

If you are not satisfied with a decision of the Planning Commission, you may appeal the decision to the City Council. If you appeal a decision, the appeal must be filed with the City Clerk within 15 days of the Planning Commission’s decision. NOTICE REGARDING CHALLENGES TO DECISIONS Pursuant to all applicable laws and regulations, including
without limitation, Calif. Gov. Code Section 65009 and or Calif. Public Resources Code Sec. 21177, if you wish to challenge in court any of the above decisions (regarding planning, zoning and/or environmental decisions), you may be limited to raising only those issues raised at the public hearing(s) described in this notice/agenda, or in written correspondence delivered to the City Clerk prior to this public hearing.
Minutes of the Fortuna Planning Commission  
Regular Meeting  
Tuesday, September 10, 2019 – 6:00p.m.  
Fortuna City Hall

Note: The following record contains motions and actions of the Fortuna Planning Commission. An audio library of the meeting proceedings is on file at Fortuna City Hall.

I. CALL TO ORDER:

Chairman Mobley called the meeting to order at 6:00 PM.

FLAG SALUTE:

Chairman Mobley led the flag salute.

ROLL CALL:

<table>
<thead>
<tr>
<th>Planning Commission</th>
<th>Staff Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Mobley</td>
<td>Deputy Director of Community Development Liz</td>
</tr>
<tr>
<td>Commissioner Blakely</td>
<td>Shorey</td>
</tr>
<tr>
<td>Commissioner Bradley</td>
<td>Community Development Sr. Administrative</td>
</tr>
<tr>
<td>Commissioner Halley</td>
<td>Assistant Katey Schmidt</td>
</tr>
<tr>
<td>Commissioner Moore</td>
<td></td>
</tr>
<tr>
<td>Commissioner Rogers</td>
<td></td>
</tr>
</tbody>
</table>

Commissioner Absent: Commissioner McClendon

Alternate: Vacant

II. APPROVAL OF MINUTES:

Commissioner Bradley moved, seconded by Commissioner Moore to approve the meeting record for August 27, 2019.

AYES: Rogers, Blakely, Bradley, Halley, Mobley

MOORE

NOES: 0

ABSTAIN: 0

ABSENT: McClendon,

MOTION: 6-0

III. ORAL COMMENTS FROM THE PUBLIC:

There being no public comment, Commissioner Bradley moved to close this Public Comment section.

IV. BUSINESS:
1. Conditional Use Permit for an Existing Single Family Residence and an Accessory Dwelling Unit in the Retail Commercial District

   Applicant: Tim Bender; Location: 1340 “L” Street; APN: 040-243-010

**STAFF RECOMMENDATION:**

Approve the proposed project with conditions of approval as described in the Planning Commission Resolution P-2019-3015.

**Staff Report:**

Deputy Director of Community Development Liz Shorey gave an oral and written report regarding the Conditional Use Permit application submitted by Tim Bender, including the parcel’s current non-conforming status, required parking and the State’s Additional Dwelling Unit standards.

The Planning Commission discussed aspects of the proposed unit, including water metering and fire safety.

**Public Comment:**

There being no public comment, Commissioner Bradley moved to close this Public Comment section.

**Planning Commission Action:**

Commissioner Bradley moved, seconded by Commissioner Rogers to approve “A Resolution of the Planning Commission of the City of Fortuna Approving a Conditional Use Permit for an Existing Single Family Residence and an Accessory Dwelling Unit in the Retail Commercial District”

Roll Call Vote:

AYES: Blakely, Bradley, Halley, Mobley, Moore, Rogers
NOES: 0
ABSTAIN: 0
ABSENT: McClendon
MOTION: 6-0

2. A Lot Line Adjustment Between Two Adjoining Multifamily Residential Parcels

   Applicant: Lutheran Home for the Aging; Location: 2130 Smith Lane; APN: 201-101-021&-028

**STAFF RECOMMENDATION:**

Approve the proposed project with conditions of approval as described in the Planning Commission Resolution P-2019-3018.
**Staff Report:**

Deputy Director of Community Development Liz Shorey gave an oral and written report regarding the Lot Line Adjustment application submitted by Lutheran Home for the Aging, including zoning, potential future development of the lot, and the retention of open space and landscaping along the entryway.

The Planning Commission discussed aspects of the lot line adjustment, including lot size and original set-backs.

**Public Comment:**

Edith Stromberg-Wall, President of the Lutheran Home for the Aging Board of Directors spoke regarding the future development of the parcel, which will include 8 low income senior units.

Wally Wright, local Licensed Surveyor spoke regarding a proposed additional lot line adjustment to the western lot line to mitigate for the existing sewer line on that parcel.

**Planning Commission Action:**

Commissioner Moore moved, seconded by Commissioner Bradley to approve “A Resolution of the Planning Commission of the City of Fortuna Approving the Lutheran Home Lot Line Adjustment”

Roll Call Vote:

AYES: Blakely, Bradley, Halley, Mobley, Moore, Rogers
NOES: 0
ABSTAIN: 0
ABSENT: McClendon
MOTION: 6-0

3. Conditional Use Permit for an Accessory Structure 22 Feet in Height

**STAFF RECOMMENDATION:**

Approve the proposed project with conditions of approval as described in the Planning Commission Resolution P-2019-3016.
**Staff Report:**

Deputy Director of Community Development Liz Shorey gave an oral and written report highlighting the topography of the area, zoning of the parcel, and the building’s architectural style.

The Planning Commission expressed approval of the project, noting the size and style of the proposed garage as appropriate for the existing homes and neighborhood.

**Public Comment:**

There was no public comment.

**Planning Commission Action:**

Commissioner Bradley moved, seconded by Commissioner Moore to approve “A Resolution of the Planning Commission of the City of Fortuna Approving a Use Permit for an Accessory Structure 22 Feet in Height”

Roll Call Vote:

AYES: Blakely, Bradley, Halley, Mobley, Moore, Rogers
NOES: 0
ABSTAIN: 0
ABSENT: McClendon
MOTION: 6-0

V. **Staff/Commission Communications:**

Deputy Director Shorey reported to the Planning Commission ongoing Community Development Department activities including completed and pending Abatement Hearings, subdivisions currently under review, and SB2 grant activities.

The Planning Commission expressed appreciation for the work of the Community Development Department, discussed Planning Commission attendance at potential future public hearings, and the possibility of a joint meeting with the Fortuna City Council to discuss municipal code updates including the sign ordinance.

VI. **ADJOURNMENT:**

There being no further business Commissioner Bradley motioned to adjourn the meeting at 6:45 PM.

Respectfully submitted by,
Katey Schmidt
Community Development Sr. Administrative Assistant
DATE: October 8, 2019

TO: Planning Commission

FROM: Liz Shorey, Deputy Director of Community Development

THRU: Merritt Perry, City Manager

SUBJECT: Fortuna Junior Academy Lot Line Adjustment Application

PROJECT INFORMATION:

Subject: Consideration of a lot line adjustment that proposes to adjust the property line between two adjoining parcels.

Applicant: Seventh Day Adventist Church

APNs: 202-131-040 & -042

Project Site: 1200 Ross Hill Road

STAFF RECOMMENDATION: Approve the project with conditions.

The applicant is proposing to relocate a property boundary between two adjoining parcels. The property line to be moved is the common side boundary between APN 202-131-040 (Vasquez) & 202-131-042 (Fortuna Junior Academy). The adjustment will relocate the common side boundary approximately 20 feet to the north, transferring this area from 202-131-040 to 202-131-042. Concurrently, the two northern parcels owned by the Fortuna Junior Academy will be merged (an administrative action). The lots are located on Ross Hill Road (Fortuna Junior Academy) and Kenmar Road (Vasquez).

The purpose of the lot line adjustment is to expand the area adjacent to the Fortuna Junior Academy buildings. During brush clearing, it was discovered that the Fortuna Junior Academy gym building was constructed on the property line. The expanded setback area will allow room for building maintenance, and will bring the building into conformance with the Municipal Code’s residential R-1-6 setback requirement (minimum 5-foot side setback). The property owners have agreed to place the line on the existing fence that runs to the north of the property line, as shown on the attached plot plan.

No new development is proposed, and there will be no increase in the number of parcels or change in density. Because this is a side property line involving a minor adjustment of up to 20 feet, access to each parcel will be maintained in the current configuration from the public roadway, and utilities will not be affected. Utility service providers have been contacted and have not objected to the property line adjustment. No new utility easements are required. Zoning standards will be improved, as the Fortuna Junior Academy parcel will have building setbacks that meet the minimum Code requirement. Analysis for conformance with the Residential Single Family (R-1-6) development standards is provided in Attachment A, Findings. The City
Surveyor has reviewed the plan and found that, based on the information presented by the applicant’s surveyor, the lot line adjustment does not result in the need to relocate or create any new easements and the adjustment conforms to the requirements of the Subdivision Map Act.

**Environmental Review:**

This project is exempt from the requirements of the California Environmental Quality Act under Section 15305, Exemption 5 (a), for “Minor Alterations in Land Use Limitations”, including “Minor lot line adjustments…not resulting in the creation of any new parcel”.

**RECOMMENDED COMMISSION ACTION:**

1. Receive staff presentation and review Commission questions with staff.
2. Open Public Comment.
3. Close Public Comment; voice vote.
4. Motion to Adopt Resolution P-2019-3019, and read by title only. Roll call vote.

Attachments: Location/Zoning Map
              AP Map
              Site Plan
              Resolution
Fortuna Jr. Academy Ross Hill Lot Line Adjustment
202-131-042/201-131-040
Assessor's Parcel Map
Fortuna Jr. Academy Ross Hill
Lot Line Adjustment
Aerial Map
Fortuna Jr. Academy Ross Hill
Lot Line Adjustment

Zoning Map
Resolution P-2019-3019
A Resolution of the Planning Commission of the City of Fortuna
Approving a Lot Line Adjustment for Fortuna Junior Academy

WHEREAS, Fortuna Junior Academy has applied for approval of a lot line adjustment to adjust the property lines between two adjoining parcels; and

WHEREAS, the project is exempt from the provisions of the California Environmental Quality Act under exemption 5 (a); and

WHEREAS, the Planning Commission has considered this project on this date, and made the determination that findings can be made, as described in Attachment A and adopted herein.

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Fortuna that the project shown on the tentative map dated August 27, 2019, is hereby approved, subject to the following conditions being satisfied prior to recordation of the applicable documents:

1. A title report shall be submitted for both parcels.

2. The applicant shall submit the new deeds to be recorded to the City of Fortuna Community Development Department for review and approval. The deeds shall be recorded with the Notice of Lot Line Adjustment.

3. The applicant shall submit a completed Notice of Lot Line Adjustment for each parcel. Such notice shall be approved by the City Surveyor and recorded with the new deeds.

PASSED AND ADOPTED on this 8th day of October, 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

____________________________
Chairman, Planning Commission

ATTEST:

____________________________
Secretary, Planning Commission
Attachment A
Findings for the Fortuna Junior Academy Lot Line Adjustment

The Fortuna Zoning Code, Section 16.56.1 requires that the decision of the Planning Commission be based on certain findings. The Planning Commission may approve a lot line adjustment only when it finds that:

1. “The lot line adjustment does not violate existing codes and policies”:

<table>
<thead>
<tr>
<th>Code Section:</th>
<th>Standard:</th>
<th>Discussion/finding:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.12.060.A—Lot area</td>
<td>Minimum required area: 6,000 square feet.</td>
<td>Meets standard: After the lot line adjustment, APN 202-131-040 (Vasquez) will be 12.6 acres in size, and 202-131-042 (Fortuna Junior Academy) will be 4.30 acres.</td>
</tr>
<tr>
<td>17.12.060.B—Lot Depth</td>
<td>Minimum depth of 60 feet.</td>
<td>Meets standard: The lot depth of each lot will be 953 feet and 3.66 feet, respectively [APN 202-131-040 (Vasquez) &amp; 202-131-042 (Fortuna Junior Academy)].</td>
</tr>
<tr>
<td>17.12.060—Maximum ground coverage</td>
<td>35%</td>
<td>Meets standard: Each parcel is developed, and each has less than 35% building coverage.</td>
</tr>
<tr>
<td>17.12.060.B—Lot Width</td>
<td>Minimum width of 60 feet along the parcel frontage measured at the 20 foot setback line.</td>
<td>Meets standard: Lot widths are approximately 296 feet and 600 feet, respectively [APN 202-131-040 (Vasquez) &amp; 202-131-042 (Fortuna Junior Academy)].</td>
</tr>
</tbody>
</table>

2. “The lot line adjustment will not create difficult or unreasonable access to parcels”:

The parcels will conform to the Fortuna Zoning Ordinance. The zone is Residential Single Family (R-1-6), which has a 6,000 square foot minimum lot size. The lot sizes will not be reduced below the minimum size allowed. Nor will the boundary adjustment result in the violation of any zoning standards such as lot size building coverage, or setbacks. The lot sizes will not be reduced below the minimum size allowed.

3. “The lot line adjustment would not require variances to permit standard development”:
The reconfigured lots will still meet the standards of the Zoning Code and therefore development may occur in the manner intended by the Code. There are no unique or unusual site conditions existing or as a result of the lot line adjustment that would necessitate a variance. Both parcels are developed, and no new development is proposed.

4. “Utilities and public services can be provided to the revised parcels”:

All utilities are currently provided to the parcels. The lot line adjustment will not affect existing utilities or public services. Service providers have been contacted and are satisfied with the conditions of the lot line adjustment.

II. Environmental Finding pursuant to CEQA: This project is subject to environmental review in accordance with the California Environmental Quality Act (CEQA), and qualifies for a Class 5 exemption from CEQA. This class exempts minor alterations in land use limitations:

15305. Minor Alterations in Land Use Limitations

Class 5 consists of minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density, including but not limited to:

(a) Minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcel;

(b) Issuance of minor encroachment permits;

(c) Reversion to acreage in accordance with the Subdivision Map Act.

Note: Authority cited: Section 21083, Public Resources Code; Reference: Section 21084, Public Resources Code.
DATE: October 8, 2019  
TO: Planning Commission  
FROM: Liz Shorey, Deputy Director of Community Development  
THRU: Merritt Perry, City Manager  
SUBJECT: Discussion of Fortuna Municipal Code Sign Ordinance (FMC 17.05.180) and Direction to Staff

Attached please find the Fortuna Municipal Code Section Sign Ordinance (17.05.180). This is being presented as an opportunity to review the ordinance, potentially identify areas to be addressed, and to provide staff with further direction. This is an initiation of discussion and a kick-off for more focused discussion in the future. The Planning Commission’s role with regards to zoning amendments is to make recommendations to the City Council. The Council has authority for final amendments.

Attachments:  
- Fortuna Municipal Code 17.05.180 Signs
17.05.180 Signs.
A. General Provisions. The purpose of this section is to establish standards to regulate the height, size, location, and appearance of signs, in order to safeguard and enhance property values; to protect public and private investment in buildings and open spaces; to preserve and improve the appearance of the city as a place to live and to work and as an attraction to nonresidents who come to visit or trade; to encourage sound signing practices as an aid to business and for the information of the public; to prevent excessive and confusing sign displays; to reduce hazards to motorists and pedestrians; and to promote the public health, safety, and welfare of the city.

B. Applicability. Except as provided in this section, no sign shall be painted or erected in the city, nor shall a sign be modified in structure unless a sign permit has been issued by the city. No permit shall be issued unless the sign conforms to the regulations of this section and has received review and approval as prescribed in this section.

A sign permit is not required for nonstructural modification of face, copy, color, or normal maintenance of any existing sign.

C. General Regulations.

1. Off-Premises Signs. Off-premises signs shall not be permitted within the city, except as follows:

   a. Political signs and posters;

   b. Civic event signs;

   c. Directional signs to institutes of an educational, religious, charitable, or civic nature, not to exceed four square feet in area;

   d. Directional signs to public events, not to exceed four square feet in area;

   e. Signs within 200 feet of Highway 101 in the industrial and commercial zone classifications. Signs subject to this provision shall be subject to design review in accordance with Chapter 17.07 FMC and subsection (D)(2)(d) of this section.

2. Temporary Signs.

   a. The placement of temporary signs shall not exceed 60 consecutive days. In addition to this time allowance, temporary signs promoting a specific event or date shall be removed within 14 days after that event or date.
b. Signs may be freestanding, or attached to existing structures or fences. They may be placed in a window.

c. Signs in any residential (R) zoning district shall be limited to four square feet and 48 inches in height.

d. Signs in any commercial or industrial zoned parcels shall be limited to 16 square feet.

e. No more than four signs shall be allowed on any one parcel.

3. Marquee Clearance. Signs attached under a marquee shall have a vertical clearance of eight feet between the existing or future grade of the finished sidewalk. Such signs shall be limited to four square feet in area on each side if a double-faced sign; a single-faced sign shall be limited to four square feet in area; one sign per occupant.

4. Visibility from Residential Zones. No sign exceeding 40 square feet shall be visible from an R district unless it is more than 100 feet from the R district or separated by a public road.

5. Traffic Safety. No sign shall be located so as to create a safety hazard by obstructing vision, or shall interfere with or resemble any authorized warning or traffic sign or signal.

6. Projecting Signs. A projecting sign shall have a minimum clearance of eight feet above the existing or future grade of the finished sidewalk and a minimum clearance of 15 feet above an area used for vehicular movement.

7. Freestanding Signs. Freestanding signs from ground level to eight feet in height shall be prohibited within 30 feet of the corner of two intersecting streets.

8. Flashing/Illumination. Signs shall not flash, revolve, move, or be animated in any way. All signs shall be illuminated by low-level indirect lighting devices, unless otherwise exempted by this section.

9. Duration of Permits. All permits shall be good for the life of the sign, except for permits for those signs that are expressly defined as temporary signs in accordance with this section.

10. Nullity of Permits. A sign permit shall become null and void if the sign for which the permit was issued has not been installed within six months after the permit has been issued.

11. Signs in Public Rights-of-Way. Private signs shall not be allowed in a public right-of-way, unless specifically allowed in this section or allowed by Chapter 12.30 FMC.
D. Permitted Signs.

1. Signs Not Requiring a Sign Permit. The following do not require a sign permit:

   a. Real Estate. One real estate sign advertising the sale or lease of a parcel of property or structure thereon, when the sign is not over four square feet in area. Such signs must be located on the property they advertise. Real estate signs advertising commercial, agricultural, or industrial property for sale or lease, or residential property in excess of one acre, shall be limited to 32 square feet in area;

   b. Political signs, subject to the provisions of subsection (C)(2) of this section. Temporary Signs:

      i. No political sign may be placed on public property;

      ii. No political sign may be placed on private property without the consent of the property owner;

   c. Historical. Names of buildings or dates of erection of buildings, when cut in a masonry surface or constructed of bronze or other incombustible material;

   d. Traffic and Municipal. Traffic or other municipal signs, railroad crossing signs, danger, and other emergency signs, including wording painted on streets;

   e. Special, Public, or Community Events. Signs of a directional nature, not to exceed 24 square feet in area each, are allowed for the duration of the special event, not to exceed 14 days;

   f. Educational, Religious, or Charitable. Permanent signs serving as directional signs to institutes of an educational, religious, charitable, or civic nature, not to exceed four square feet in area;

   g. Parking Lot Directional. Directional signs located within parking lots identifying the entrance, exit, and other directional information. Such signs shall not exceed four square feet each or eight square feet for all such signs per acre of parking;

   h. In-Window. In-window signs, other than permanent identification signs, to be allowed for not more than 45 days. Such signs shall not exceed 25 percent of any window area;
i. Public Facility. Signs showing the location of public telephone, rest rooms, and underground utility facilities;

j. Decals. Signs (or decals) advertising credit cards, association memberships, or trading stamps, not to exceed two square feet in area each;

k. New Businesses. Any and all signs, lights, banners, flags, or other promotional devices may be placed on the business property for a maximum of 60 consecutive days to announce the opening of a new business. Although no sign permit is required, city staff shall review and approve plans to ensure that they offer no hazards to the safe movement of traffic and do not block permanent identification signs on neighboring properties;

l. Governmental. Any sign, posting, or legal notice placed by or required by a governmental entity in carrying out its responsibility to protect the general health and welfare of the community;

m. Street Signs. Street signs and address numbers;

n. Subdivisions. Signs advertising the sale of lots within a subdivision may be posted for two years.

2. Signs Requiring a Sign Permit. Unless exempted by subsection (D)(1) of this section, no person shall erect, enlarge, alter, relocate, or add to a sign or sign structure in the city unless a sign permit has been issued and the sign conforms to the following standards:


i. One square foot of sign area is allowed for every ground level lineal foot of parcel frontage; or, in the case of buildings with multiple frontages, one square foot of sign area for every ground level lineal foot of the longest parcel frontage plus one-half square foot of signing for every lineal foot of a second frontage. In no case shall the total square footage of signs on a building exceed 450 square feet. Each business shall be allowed a minimum of 16 square feet of sign area.

ii. An additional 25 percent of total sign area shall be allowed for second story uses, to be utilized at that level. Such additional sign area shall be divided according to the percent of floor space for each use.
iii. No freestanding sign shall exceed 200 square feet. One hundred square feet of that area may be used for individual identification signs for tenants of a shopping center, to be uniform in size, shape, and lettering. Such sign shall not exceed 30 feet in height and shall have a minimum clearance of either eight feet from the finished grade or of the existing or future sidewalk. The planning commission, in special mitigated circumstances, may grant a waiver for signs higher than 30 feet.

iv. Bonus Provision. To encourage the use of sign types that meet the purposes and objectives of the residents of Fortuna, a bonus provision is provided. The sign area allowed by subsections (D)(2)(a)(i), (ii), and (iii) of this section may be multiplied by the bonus provision for every condition listed below that is met. The total bonus shall not exceed 1.6 times the area allowed. The conditions and bonuses are as follows:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only wall or window signs</td>
<td>1.4</td>
</tr>
<tr>
<td>No illumination</td>
<td>1.2</td>
</tr>
<tr>
<td>No plastic</td>
<td>1.1</td>
</tr>
<tr>
<td>Freestanding monument type</td>
<td>1.1</td>
</tr>
<tr>
<td>Lettering limited to the business name</td>
<td>1.2</td>
</tr>
</tbody>
</table>

v. In addition of other permitted signs, a shopping center may erect one freestanding sign. In no case shall there be more than one freestanding sign for the shopping center regardless of the number of parcels or the number of occupants of the property.

vi. Signs in commercial and industrial zones shall not overhang the public right-of-way by more than 12 inches.

vii. Regardless of any other provision in this section, no sign attached to a building shall exceed the roof height of the main building on a parcel, except for a single-story, flat-topped building, which may have a single rooftop sign not exceeding six feet in height above the roof line. Any sign on a single-story, flat-topped building shall be constructed so that it is an extension of the face of the building.
viii. Signs in commercial and industrial zones, if illuminated, shall not have directly exposed bulbs, lamps, or other illumination devices. Exposed tubes at low-level illumination shall be permitted.

b. In the Multifamily Residential (R-M) Zoning District.

i. The total permitted sign area is one-quarter square foot for each lineal foot of the longest property frontage. In no case shall a sign exceed 10 square feet in total area, except for commercial uses that shall not exceed 40 square feet.

ii. In no case shall there be more than one sign per use.

iii. Freestanding signs shall not exceed four feet in height. Signs shall not encroach into the public right-of-way.

iv. Signs attached to buildings shall not exceed the eave height of the first story of the main building on any parcel.

v. Bed-and-breakfast inns shall be allowed a sign four square feet in area.

c. In the Single-Family Residential (RE and R-1) Zoning Districts.

i. One sign not exceeding two square feet in total area attached to the principal structure on a parcel for the purpose of listing the occupant’s name and address.

ii. One sign not exceeding one square foot in total area attached to a curbside mailbox for the purpose of listing the occupant’s name and address on the mailbox.

iii. Signs shall not exceed the eave height of the first story of the principal structure on a parcel.

d. Signs within 200 feet of Highway 101 in industrial and commercial zone classifications shall be principal permitted uses. Such signs shall be reviewed and approved by the planning commission in accordance with Chapter 17.07 FMC. Signs permitted under this provision shall:

i. Have a minimum spacing of 500 feet from an adjacent off-site sign on the property;

ii. The parcel shall have a minimum frontage of 500 feet along Highway 101;
iii. No trees shall be removed to install an off-site sign; and

iv. A business or the city corporation yard shall be located within 1,000 feet of any off-site sign.

E. Exceptions.

1. Use Permit. Exceptions may be granted from the standards in this section by the planning commission, if a use permit is approved pursuant to the provisions of Chapter 17.07 FMC.

2. Findings. In order to grant an exception, the planning commission must make the following findings:

   a. The visual access to an existing sign shall not be blocked or impaired;

   b. The maximum size is not more than 50 square feet larger than the size provided for in subsection (D) of this section;

   c. The proposed sign is compatible with the immediate environment of the site in terms of height, mass, material, texture, color, and detail of construction; and

   d. The proposed sign is needed because of economic hardship.

F. Nonconforming Signs.

1. Existing Signs. All signs in all zones that do not meet the requirements of this section shall become nonconforming as of the effective date of the ordinance codified in this section. Nonconforming signs shall be removed or altered so as to be conforming upon a change of type of business and/or use.

2. Alterations to Existing Signs. No permit shall be issued for any additional sign for a business where the occupant has a nonconforming sign(s), until all such nonconforming signs are brought into conformity.

3. Damaged Signs. A nonconforming sign that is destroyed or damaged to an extent in excess of 50 percent of the estimated value shall not be replaced, except by a sign that conforms to the provisions of this section.

G. Maintenance and Removal.
1. Maintenance. Every sign, its parts, and supports, if any, shall be properly maintained in good condition and repair. In the event that any sign becomes dangerous or defective, and the owner of such sign does not make the sign safe by repairing it within 45 days of notice of such condition, the sign shall be removed. Any replacement of such sign shall conform to this section.

2. Removal of Nonconforming Signs. Nonconforming signs that advertise a business or activity that has relocated or ceased to exist shall be completely removed within 30 days from the time of relocation or cessation. A longer period of time may be granted by the city manager.

3. Removal of Conforming Signs. Conforming signs that advertise a business or activity that has relocated or ceased to exist shall have the sign area completely removed within 30 days from the time of relocation or cessation. Upon approval of the city manager, extensions of 30 days may be granted, not to exceed a total of 120 days.

H. Permit Applications and Review.

1. Permits. The following permits are required:

   a. Sign Permit. An application for a sign permit shall be filed by the owner, lessee, or other person having the right to the possession of the land for which the permit is sought. All applications shall be filed with the planning director on forms provided by the city.

   b. Building Permit. A building permit may be required, in accordance with Chapter 15.12 FMC.

   c. Encroachment Permit. An encroachment permit shall be required from the city public works department for any sign located within or projecting into the public right-of-way. A flush-mounted sign projecting not more than 12 inches from the structure shall not be considered an encroachment.

2. Application Materials. The application shall include the following:

   a. The location of the building, structure, or property on which the sign is to be attached or erected;

   b. The position of each sign in relation to adjacent signs, buildings, and structures;

   c. The height, size, shape, color, and design of each proposed sign and supporting structure;

   d. The size, location, and number of existing signs on the building, structure, and property;
e. The name, address, and telephone number of the applicant and the property owner.

3. Review. The planning director is responsible for coordinating the review of sign permit applications. A complete application must be acted on within 10 working days from the date the application is received. (Ord. 2014-712 § 1 (Exh. A); Ord. 2014-711 § 1 (Exh. A); Ord. 2014-709 § 1; Ord. 2014-706 § 1; Ord. 2011-692 § 2 (Exh. A)).
DATE: September 11, 2019

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 August 2019

STAFF RECOMMENDATION:
Receive report as an informational item.

BACKGROUND:
Attached is the Monthly Community Development Department Report for August 2019. The following attached tables provide detailed descriptions of the monthly activities of the Department.

ACTIVITIES & ACCOMPLISHMENTS
List of activities and recent accomplishments of the Department.

DEVELOPMENT APPLICATION ACTIVITY
Status of development projects that have been submitted and either approved or in process, including those activities considered by the Planning Commission and the Zoning Administrator.

SUBDIVISION STATUS REPORT
Subdivisions that have been approved but not yet finalized and status of improvement plan and/or final map review process.

BUILDING PERMIT ACTIVITIES
The Building Department’s report for the month’s permits and valuation is attached.

LONG-RANGE PLANNING PRIORITIES
Table of long-range Planning priorities as presented at Council workshop on November 19, 2018 with status updates.
ONGOING ACTIVITIES & ACCOMPLISHMENTS

- The draft Housing Element was submitted to the Department of Housing and Community Development (HCD) on June 10, 2019 for review, and conditional acceptance was received on August 5th. The Planning Commission reviewed the draft Housing Element on August 13, 2019, and recommended that it be adopted by the City Council. The Housing Element was adopted by the City Council on August 19, 2019.

- City staff held a priorities workshop with the City Council on June 3, 2019 to review the scheduled planning priorities. Staff explained that the Housing Element that an SB 2 housing program over-the-counter grant application is being submitted and if funded, will allow the City to implement several significant housing-related priorities. The Council also prioritized Accessory Dwelling Units, a Mill District specific plan, and a cannabis workshop.

- The Gene Lucas Community Center is continuing with construction and the Building Division is inspecting interior improvements. The McLean Foundation’s second building (Senior Center) is under construction with regular inspections taking place, and a building permit for a third building (Reaching for Independence) was issued in February. The City will be working with the McLean Foundation to seek grant funding for construction of the Reaching for Independence building in 2020.

- A total of 46 building permits were issued in August, including 12 residential remodels, and 2 additions; and 29 permits for plumbing, mechanical, roofing, and windows. The total value of improvements for August was $851,358.00 building permit fees were $11,240.77. The detailed building division report is attached.

- Nuisance Abatement: A property maintenance violation hearing was held for a property located on Acacia Drive on 7/31/19, and an order to abate was issued on 8/12/19. A violation hearing was held on 8/28/2019 for a significant property maintenance violation on Rohnerville Road. Code enforcement staff has contacted the Department of Housing and Community Development to pursue the State’s enforcement of property maintenance at a Fortuna Boulevard trailer park. Numerous additional violation investigations and follow-ups are being conducted by the Code Enforcement officer.

- Other ongoing tasks completed August:
  - City staff is continuing to meet with and support several businesses interested in new commercial development within the City by providing preliminary project review, site analysis, permit process information, and scheduling.
  - Coordinated with City departments for review and input on various ongoing City projects, public works improvements, and grant applications.
  - Reviewed and issued 12 business licenses.
  - Responded by phone, at the counter, and in writing to numerous requests for information needed for property purchases, building permits, permitted and allowable activities, business feasibility, permit inquiries, zoning verification letters, and related inquiries.

- County Tracking:
  - **Zoning Update:** The Council received a presentation from County staff on June 17th on the County-wide zoning amendments that are being studied by the Board of Supervisors to bring their zoning map into conformance with their updated General Plan.
Plan. At a follow up meeting with City staff on July 1st, the Council directed City staff to submit a letter to the Board of Supervisors requesting adoption of a Q-overlay cannabis prohibition within certain areas of the City’s Sphere of Influence. City staff submitted the letter to the County on August 15th.

- **Marijuana Ordinance:** Staff continues to track County cannabis permit activity and make public comment requesting protection of the City’s sphere of influence and future annexation opportunities. The City’s appeal to the Board of Supervisors against Boutique Gardens on was denied and the project is approved.
## Development Activity/Planning Report for July

**Updated 9/6/19**

### PROJECTS RECENTLY ACTED UPON:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Applicant</th>
<th>APN</th>
<th>Project Site</th>
<th>Zoning</th>
<th>Submittal</th>
<th>Complete</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor subdivision of a .58 acre parcel into one .28 lot and one .29 lot, and construction of two 5-plexes.</td>
<td>Brice Luster</td>
<td>200-363-034</td>
<td>Newburg Road, west of US Highway 101</td>
<td>Freeway Commercial (FC)</td>
<td>4/4/19</td>
<td>5/4/19</td>
<td>Approved by Planning Commission on 6/25/19.</td>
</tr>
<tr>
<td>A Planned Unit Development (PUD) subdivision of two parcels, totaling 13.35 acres, into 59 residential lots, ranging in size from 1,632 to 1,972 square feet and 12.85 acres of common open space. Infrastructure consists of a new 20-foot private road and 4-foot sidewalks, and utilities. Site includes portions of Strong Creek and Jameson Creek, and 0.04 acres of wetland. The General Plan Land Use is Residential Low (RL); Zoning is Residential Single Family (R-1-10).</td>
<td>Dennis Fitze</td>
<td></td>
<td></td>
<td></td>
<td>1/11/2019</td>
<td>5/3/19</td>
<td>6/25/19 approved by Planning Commission, approved by Council on 7/15/19.</td>
</tr>
<tr>
<td>Conditional use permit to convert existing conditioned space over garage into accessory dwelling unit (ADU).</td>
<td>Tim Bender</td>
<td>040-243-010</td>
<td>1340 L street</td>
<td>Commercial Thoroughfare (CT)</td>
<td>8/1/2019</td>
<td></td>
<td>Approved by Planning Commission 9/10/2019.</td>
</tr>
<tr>
<td>Project Site:</td>
<td>2130 Smith Lane</td>
<td>Zoning: Residential Multi-family (RM)</td>
<td></td>
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</tr>
<tr>
<td>Applicant:</td>
<td>Marion Brown</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>APN:</td>
<td>200-062-071</td>
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</tr>
<tr>
<td>Project Site:</td>
<td>2450 Hillside Drive</td>
<td>Zoning: Residential Estates (RE-43)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Multi-family subdivision of 1.635 acre parcel into 6 lots ranging in size from .22 to .31 acres. One 6 unit multi-family building to be constructed on each lot after split.</td>
<td></td>
<td>6/3/2019</td>
<td>Under City and agency review. Developer has resubmitted with corrections.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Will Adams</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>APN:</td>
<td>200-461-018</td>
<td></td>
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</tr>
<tr>
<td>Project Site:</td>
<td>Smith Lane</td>
<td>Zoning: RM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Subdivide 5.99 acre parcel into two lots of 2 acres and 3.99 acres on a Class 3 landfill regulated by the Regional Water Quality Control Board</td>
<td></td>
<td>5/3/2019</td>
<td>Under City and agency review; Regional Water Quality Control Board review pending.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Ed Tanferani</td>
<td></td>
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</tr>
<tr>
<td>APN:</td>
<td>200-363-034</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Project Site:</td>
<td>Alamar Way, west of US Highway 101</td>
<td>Zoning: Freeway Commercial (FC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Construct 9,600 sq/ft metal building for a diesel engine and generator repair shop. Subdivision of parcel is in process.</td>
<td></td>
<td>5/3/2019</td>
<td>Under City and agency review; Regional Water Quality Control Board review pending.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Dayle Lawrence</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>APN:</td>
<td>200-363-034</td>
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</tr>
<tr>
<td>Project Site:</td>
<td>Alamar Way, west of US Highway 101</td>
<td>Zoning: Freeway Commercial (FC)</td>
<td></td>
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</tr>
<tr>
<td>Subject:</td>
<td>Three-phased subdivision of a 3.65 acre parcel. Phase 1 will subdivide parcel into a lot measuring 7,739 square feet (~.18 acre) for existing residence. Phases 2 and 3 will subdivide remaining parcel into 17 single family parcels ranging in size from 6,002 square feet to 11,438 square feet.</td>
<td></td>
<td>3/20/2019</td>
<td>Applicant revising tentative map to show single lot and remainder.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Tina Christensen</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>APN:</td>
<td>203-031-017</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Project Site:</td>
<td>3120 Kenmar Road</td>
<td>Zoning: R-1-6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject:</td>
<td>Subdivision of a 1.9-acre parcel into three commercial parcels.</td>
<td></td>
<td>4/7/16</td>
<td>Wetland report requested by Calif. Dept. Fish &amp; Wildlife, per site visit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Wendt Construction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Site:</td>
<td>101 Gulliksen Drive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td>Kevin Bradley- Kreations Auto Body</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>APN:</td>
<td>040-193-005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Site:</td>
<td>280 12th Street</td>
<td>Zoning: Commercial Thoroughfare (CT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Subdivision Status Report
(Approved projects, not yet completed)

<table>
<thead>
<tr>
<th>Project:</th>
<th>Approved:</th>
<th>Expires:</th>
<th>Status:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fitze Planned Unit Development</td>
<td>7/15/19</td>
<td>7/14/21</td>
<td>Next step: Submit and record parcel map</td>
</tr>
<tr>
<td>(59 Lots/Units; Redwood Way)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Luster Minor Subdivision (2 lots;</td>
<td>6/25/19</td>
<td>6/24/21</td>
<td>Next step: Submit and record parcel map</td>
</tr>
<tr>
<td>Newburg Road)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook Subdivision Phase 1 (1 lot and</td>
<td>11/19/2018</td>
<td>11/18/2020</td>
<td>Phase 1 Parcel Map recorded 4/3/2019</td>
</tr>
<tr>
<td>remainder)-Alder Drive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook Subdivision-Alder Drive-8 lots</td>
<td>11/19/2018</td>
<td>11/18/2020</td>
<td>Next step: Improvement plans under City review</td>
</tr>
<tr>
<td>Mildbrandt Subdivision(2 lots; Angel</td>
<td>10/23/2018</td>
<td>10/22/2020</td>
<td>Next step: developer to submit improvement plans.</td>
</tr>
<tr>
<td>Heights Drive)</td>
<td></td>
<td></td>
<td>Resolution approved by the Planning Commission. Next</td>
</tr>
<tr>
<td>2 lots)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MacDonald - Ross Hill Road – 39 lots</td>
<td>8/21/06</td>
<td>2/20/20</td>
<td>Improvement Plans approved. Some storm drainage</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>installed. Next step: developer to submit improvement</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>plans.</td>
</tr>
<tr>
<td>Redwood Memorial Foundation – Lot</td>
<td>12/16/14</td>
<td>12/15/16</td>
<td>Final Map recorded. Improvements to be complete during</td>
</tr>
<tr>
<td>Split</td>
<td></td>
<td></td>
<td>building permit phase.</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

All applicants, upon project approval, have been provided with schedules showing the series of discretionary and non-discretionary extensions that are allowed by State legislation (SB 1185, AB 333, AB 208, and AB 116) and the Subdivision Map Act. The Map Act places responsibility for tracking expiration dates with the applicant. Upon project approval, applicants are provided with notification of expiration dates and renewal request process.
## CITY OF FORTUNA

### BUILDING PERMIT SUMMARY

#### AUGUST 2019

### TYPE OF PERMIT ISSUED

<table>
<thead>
<tr>
<th>Residential</th>
<th>Number of Permits</th>
<th>Living Units</th>
<th>Value / Cost of Construction</th>
<th>Building Permit Fees</th>
<th>Public Works - Sewer &amp; Water Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residences</td>
<td>1</td>
<td>1</td>
<td>$271,841.00</td>
<td>$3,817.24</td>
<td>$9,294.00</td>
</tr>
<tr>
<td>Duplex Family Residences</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Multi-Family Residences</td>
<td></td>
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</tr>
<tr>
<td>Manufactured Residences</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Second Dwelling Unit (attached)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Dwelling Unit (detached)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additions</td>
<td>2</td>
<td></td>
<td>$9,500.00</td>
<td>$430.29</td>
<td>$0.00</td>
</tr>
<tr>
<td>Remodels</td>
<td>12</td>
<td></td>
<td>$218,944.00</td>
<td>$2,119.83</td>
<td>$0.00</td>
</tr>
<tr>
<td>Garages/Carparks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accessory Structures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMMERCIAL

| New Structures | | | | |
| On-Site Improvements/Grading | | | | |
| Additions | | | | |
| Tenant Improvement / Remodel | 1 | | $70,000.00 | $303.65 | $0.00 |
| Repairs | | | | |
| Signs | 1 | | $5,000.00 | $203.15 | $0.00 |

### OTHER PERMITS

| Electrical | | | | |
| Plumbing | 2 | | $3,578.00 | $203.75 | $0.00 |
| Mechanical | 8 | | $61,745.00 | $1,061.73 | $0.00 |
| Roofing | 16 | | $209,750.00 | $2,979.18 | $0.00 |
| Grading - Residential | | | | |
| Siding / Windows | 1 | | $2,000.00 | $121.95 | $0.00 |
| Deck | | | | |
| Solar Photo-Voltaic System | | | | |
| Miscellaneous | | | | |

**TOTAL THIS MONTH:** 46 1 $881,358.00 $11,240.77

**2019 - TOTAL YEAR TO DATE:** 235 23 $13,480,736.00 $188,743.60

*Public Works - Sewer & Water Fees*
- Building Permit Fees
- Water Connection Fee
- CA State Seismic Fee
- Water Capital Conn Fee
- CA State Housing Dev. Fee
- Storm Drainage Fee
- Traffic Impact Fee

$233,315.17

Page 7 of 12
# CITY OF FORTUNA LONG-RANGE PLANNING PRIORITIES

*Per November 19, 2018 Council Workshop*
*Updated 6/3/2019*

<table>
<thead>
<tr>
<th>Priority #</th>
<th>Program</th>
<th>Discussion</th>
<th>Anticipated Schedule</th>
<th>Estimated Cost</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PROJECTS COMPLETED:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Riverwalk/Freeway Commercial Zoning Amendment and General Plan Land Use Amendment</td>
<td>Council confirmed that this is still their highest priority.</td>
<td>3 months report preparation; 2 months public hearings (1 planning commission &amp; 2 council hearings); scheduled for March &amp; April.</td>
<td></td>
<td>Completed. Approved by City Council on April 1, 2019.</td>
</tr>
<tr>
<td>5</td>
<td>Needle Exchange Ordinance &amp; Land Use Regulation</td>
<td>Anticipated needle exchange programs are operating in the City without land use considerations and public safety. High priority due to potential for needle distributors acting within the City.</td>
<td>Requires several months of staff time due to level of controversy, consideration of options, and minimum three public hearings (commission &amp; council).</td>
<td>Staff</td>
<td>Completed. Approved by City Council on March 18, 2019.</td>
</tr>
<tr>
<td>New</td>
<td>Economic Development Focused Business Development Program</td>
<td>Created a tracking system to track business inquiries to aid in follow-up support and identification of needs.</td>
<td></td>
<td>Staff</td>
<td>Ongoing tracking and assistance.</td>
</tr>
</tbody>
</table>

<p>| | | | | |
| | | | | |
| <strong>PROJECTS IN PROCESS:</strong> | | | | |
| 2 | Rezone of 280 12th Street from PF to a zone as needed per applicant | Prepare &amp; post a Notice of Exemption from CEQA; Planning Commission hearing &amp; two Council hearings. | 5 ½ weeks time frame | Staff | Pending purchase offer. |
| 3 | Housing Element Update | In process; RHNA allocated by HCAOG. State update deadline is August 2019. | On schedule | $24,000 consultant fees | Submitted to HCD for public review. Scheduled for Council adoption |</p>
<table>
<thead>
<tr>
<th></th>
<th>Housing Element programs</th>
<th>Update to accomplish housing goals and to comply with State housing law.</th>
<th>SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022</th>
<th>SB 2 Grant in amount of $160,000 (max. for small cities).</th>
<th>RFP for consultant services in process (followed by award &amp; implementation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>H-12. Transitional and Supportive Housing</td>
<td>Amend Code to confirm that these are allowable uses in all residential zones allowed as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure.</td>
<td>SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022</td>
<td>SB 2 Grant in amount of $160,000 (max. for small cities).</td>
<td>RFP for consultant in process (followed by award &amp; implementation)</td>
</tr>
<tr>
<td>4-c</td>
<td>Update GIS to add housing, etc. data</td>
<td>Update GIS layers to identify and track inventory of sites, constraints, and other housing data to facilitate development.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-d</td>
<td>H-7. Improvement Standards Update &amp; review road standards</td>
<td>Review and update the Improvement Standards and Specifications to ensure that balanced improvements are required of new developments, and review for possible alternative public access standards to improve access and reduce costs.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4-e</td>
<td>First Time Homebuyers Program</td>
<td>Create an effective program to assist low-income home buyers.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Design Review guidelines</td>
<td>Identify guidelines to create predictability and to streamline approvals</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Housing Element Programs, detailed list:**

- **4-a** H-12. Transitional and Supportive Housing
  - Amend Code to confirm that these are allowable uses in all residential zones allowed as permitted uses subject to only the same restrictions on residential uses contained in the same type of structure.
  - SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022
  - SB 2 Grant in amount of $160,000 (max. for small cities).
  - RFP for consultant services in process (followed by award & implementation)

- **4-b** H-9. Residential Multifamily Development Review Process
  - Amend Code to replace CUP process with site plan review with list of standards.

- **4-c** Update GIS to add housing, etc. data
  - Update GIS layers to identify and track inventory of sites, constraints, and other housing data to facilitate development.

- **4-d** H-7. Improvement Standards Update & review road standards
  - Review and update the Improvement Standards and Specifications to ensure that balanced improvements are required of new developments, and review for possible alternative public access standards to improve access and reduce costs.

- **4-e** First Time Homebuyers Program
  - Create an effective program to assist low-income home buyers.

- **5** Design Review guidelines
  - Identify guidelines to create predictability and to streamline approvals
<table>
<thead>
<tr>
<th>#</th>
<th>Climate Action Plan</th>
<th>Participate in Humboldt County effort to plan for climate change, identify reduction policies, and avoid independent City plan; Comply with CEQA by providing measurable reduction goals; Avoid legal challenge to future development CEQA challenges</th>
<th>Through 2019</th>
<th>Staff</th>
<th>City staff participating in County &amp; City update program.</th>
</tr>
</thead>
</table>

### PROJECTS TO BE PRIORITIZED:

<table>
<thead>
<tr>
<th>Accessory dwelling units (ADU’s)</th>
<th>State mandate (Fortuna relying on State ADU standards until local code is updated). Also required as a housing element program</th>
<th>SB 2 Grant of over-the-counter funds awarded through Nov. 30, 2019. Projects must be completed by end of grant term—June 30, 2022</th>
<th>SB 2 Grant in amount of $160,000 (max. for small cities).</th>
<th>RFP for consultant in process (followed by award &amp; implementation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mill District Rezone/Specific Plan</td>
<td>Rezone from Heavy Industrial (M-1) to commercial mixed use to conform to General Plan, or amend General Plan to retain Industrial as primary use. Specific Plan is recommended to promote orderly development (utilities, roads, parcel layout)</td>
<td>1-2 years</td>
<td>To be determined (potential consultant)</td>
<td>Staff to present Council with specific plan procedure and options.</td>
</tr>
<tr>
<td>Cannabis workshop</td>
<td>Review status, state law, cost/benefit, etc., and consider if the City should amend the existing commercial cannabis prohibition.</td>
<td></td>
<td></td>
<td>Staff to schedule workshop in near future.</td>
</tr>
<tr>
<td>Vacation rentals/Airbnb’s,</td>
<td>Outdated or inefficient Code.</td>
<td>City Manager high priority to allow collection of TOT</td>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>Sign Ordinance</td>
<td>Council recognized that 1) the sign ordinance is not being implemented consistently or per Code (for example, Eel Valley Appliance projecting sign [staff note: it was actually</td>
<td>Not a top priority (housekeeping).</td>
<td>Staff</td>
<td></td>
</tr>
</tbody>
</table>

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| **Code enforcement process & penalties** | Updated needed to improve enforcement ability and review fees. | Low priority—Utilize the Code enforcement officer & city attorney | Staff |
| **Animal Keeping (roosters, bees)** | Outdated or inefficient Code. Complaints are infrequent. | Low priority | |
| **Water-efficient landscaping ordinance** | State mandate, but currently no penalty. | Low-priority Public Works | |
| **General Plan programs (numerous; see list)** | Council review deferred. | To be determined. | To be determined |
| **Sidewalk Vendor Ordinance** | New State law (SB946) allows sidewalk vendors in absence of local regulation | Moderate staff time to understand the level of detail needed and City’s approach. | Staff |
| **Trail Master Plan** | City-wide trail system, allowing easier funding and coordinated efforts. | Build on John Campbell Greenway Trail; follow similar process of identifying needs, general location, and consensus. | Grant | Ongoing—grant submittals |
| **Parkland Master Plan** | Master plan will allow coordinated effort and easier funding. | I.D. general locations and purposes; build on plans thru grants. | Grant | Ongoing—grant submittals |
| **Airport Area Annexation** | Pending Council discussion and direction. | | |
| Food Truck Ordinance | Consider updating standards to remove barriers |  |  |  |