



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda Community Development Committee

Tuesday, October 24, 2023

4:00 PM

Town Hall, 363 N. Main Street and Via Video
Conference

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar.

When: Oct 24, 2023 04:00 PM Pacific Time (US and Canada)

Topic: Community Development Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81990217445>

Telephone +1 669 444 9171 US

International numbers available: <https://us06web.zoom.us/j/kcj5u6s0vD>

Webinar ID: 819 9021 7445

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address.

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

MANNER OF ADDRESSING THE COMMUNITY DEVELOPMENT COMMITTEE: All remarks and questions shall be addressed to the Community Development Committee; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Chair or Acting Chair. Public comments are restricted to three (3) minutes per speaker.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Chair or Acting Chair may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. Any citizen, after being recognized by the Chair or Acting Chair, may speak on any topic that may be a proper subject for discussion before the Community Development Committee for such period of time as the Chair or Acting Chair may determine is appropriate under the circumstances of the particular meeting, including number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Committee's response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Committee members as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to the Community Development Department at cdd@fortbragg.com.

3. CONDUCT OF BUSINESS

3A. [23-349](#) Receive Oral Update on Central Business District Revitalization Efforts

Attachments: [October 2023 CBD Revitalization Plan Update](#)
[23-349 Public Comment Greene 10232023](#)

3B. [23-340](#) Discussion about an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

Attachments: [23-340 Public Comment Stanley 10232023](#)

3C. [23-342](#) Review of Subchapters 17.71.030 and 18.71.030 Limited Term Permit, Permit Procedures, and Application Fees

Attachments: [Memo Limited Term Permit 20231024](#)
[Memo Upcoming Fort Bragg Events October-November 20231024](#)

3D. [23-367](#) Receive Oral Report on Community Development Department Ten-Year Staffing and Budget

Attachments: [CDD Staffing](#)

4. MATTERS FROM COMMITTEE / STAFF



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Text File

File Number: 23-349

Agenda Date: 10/24/2023

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Oral Update on Central Business District Revitalization Efforts

Central Business District Revitalization Toolkit – October 2023 Update

| Economic Development Tool | Committee | Staff | Status | Updates |
|---|-----------|----------------|------------|--|
| Coordinate Downtown Business Conversation Regarding a Business Improvement District (BID) | CDC | Cristal | On-going | Regular quarterly meetings are occurring to develop relationships. The most recent meeting was held on Oct. 14. Merchants were asked to participate in Magic Market and Winter Wonderland. Next meeting: Sat. Jan. 20, 9–11 am. |
| Walking Tours (Historical) | VFB | Sarah/Cristal | In process | VFB Committee, Alleyway Art Project, and Idea Cooperative are developing an initial walking tour and a printed map. Alleyway Art Project is promoting it with Blue Zones (Adventist Health). |
| Improve Town Hall Restrooms | PW&F | Alfredo | In Design | Project currently in design, expected early 2024. Building Plans anticipated Fall 2024. |
| Increased Pedestrian Dedications | CDC | Not identified | HOLD | |
| Public Art | CDC | | In process | Alleyway Art Project continues to add murals; Raven Mural recently completed. Self-guided mural walk close to complete. |
| Improve Business Directory & Directional Signage | VFB | Cristal | In process | Still exploring options. |
| Install Trees, Planters and Landscaping downtown | PW&F | Not identified | HOLD | |
| Install Bollards to Block Vehicular Traffic for Special Events | PW&F | Chantell | Complete | |
| Reconsider Allowable Land Uses | CDC | Juliana | HOLD | Evaluate current land use tables and permitting requirements. |
| Employ Code Enforcement Actions | CDC | Chief Cervenka | In process | Successfully addressing quality-of-life and safety issues throughout the City. Still complaint based, but moving towards self-initiated. The majority of cases have been resolved though courtesy notification. A few cases require more extensive work, but those are the exception. Code Enforcement has adopted a robust education component as well. |
| Establish regular Walking Patrol to build positive public relations while deterring nuisances | PS | Chief Cervenka | In process | Patrols occurring regularly. |
| Temporary Waiver of Water/Sewer Capacity Fees | F&A | Sarah | Complete | |
| Create Public Gathering Space | CDC | Not identified | In process | Improvements to two gathering spaces are in the works: Bainbridge Park and the area just South of Town Hall. Currently no plans for additional spaces. |

From: City of Fort Bragg <granicus@fortbragg.com>
Sent: Tuesday, October 24, 2023 3:22 PM
To: Peters, Sarah <speters@fortbragg.com>
Subject: Public Restrooms

Message submitted from the <Fort Bragg, CA> website.

Site Visitor Name: Shelley Green
Site Visitor Email: mtn.morn@gmail.com

Thankfully Fort Bragg's economic sustenance now comes from appreciating the beauty of the Mendocino Coast, rather than from destroying it. Thousands of people travel for hours, or days, to spend a few days here on the Coast.

They leave with memories that will last a lifetime.

Offering sufficient, decent, well maintained public bathrooms is fundamental to their experience, and to our economy. Town Hall is an obvious location for public restrooms. It's centrally located, visible, the infrastructure is already in. There is space to accommodate an expansion of the restrooms. If you're gonna spend money on "remodeling" these restrooms; do once and do it right. Build enough stalls to serve the need. We don't want the line to get into the bathroom to look like the line to get into Cowlick's! And don't forget the signage (w arrows & distance, on street corners)!



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Text File

File Number: 23-340

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Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3B.

Discussion about an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

From: [Godeke, Jason](#)
To: [Flynn, Maria](#); [Cherry, Juliana](#)
Cc: [Vstanley](#)
Subject: Comment from Sherwood Valley Tribe (item 3B): indigenous tree varieties
Date: Monday, October 23, 2023 5:13:50 PM

Hi Maria, and Juliana,

See Valerie Stanley's email below with suggestions on the kinds of tree varieties Sherwood Valley Band of Pomo would like to see planted in Fort Bragg. I will be mentioning this input during that item of business, but let's please also include it as a public comment for the CDC agenda, for the record.

Thanks again Valerie for commenting.

Best Regards,

Jason

Jason Godeke
Vice Mayor, City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437
jgodeke@fortbragg.com

From: Vstanley <vstanley@sherwoodband.com>
Sent: Thursday, October 5, 2023 5:02 PM
To: Godeke, Jason <JGodeke@fortbragg.com>
Subject: Re: indigenous tree varieties

Hello Jason,

The Tribe would like
Bishop Pine - was overstory
And
Creeping Dogwood - was understory

To be considered for trees and shrubs within the city limits of Fort Bragg. These plants were all over where the City of Fort Bragg now stands.

Thank you,

Valerie Stanley



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Text File

File Number: 23-342

Agenda Date: 10/24/2023

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3C.

Review of Subchapters 17.71.030 and 18.71.030 Limited Term Permit, Permit Procedures, and Application Fees



CITY OF FORT BRAGG
416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE (707)961-2823

MEMORANDUM

DATE: October 24, 2023
TO: Community Development Committee & City Manager Peggy Ducey
FROM: Community Development Director Juliana Cherry
SUBJECT: Limited Term Permits Review Process, Costs, and Application Fees

Background: Link to [Inland Land Use and Development Code Section 18.71.030 Limited Term Permit](#). This section describes the permit purpose (see subsection A); short-term activities allowed or exempt from Limited Term Permits (LTPs) (see subsections E and F); application filing and processing (see subsections H, I, J, and K); and other criteria.

Following receipt of a Limited Term Permit (LTP) Event application, a Planner compares the request to adopted codes and requests comments from twelve members of a Technical Advisory Committee (TAC). TAC includes staff from Public Works and PW Corp Yard, Fire, Police, County Environmental Health, others and Community Development. A *draft* permit may be distributed. Permit findings and conditions are provided to the applicant. While no public notice or hearing is required, a typically adopted condition establishes that the Director’s decision may be appealed within 10 calendar days; see Section 18.71.030.I.2.

Costs: On the whole, the combined application fees paid annually do not cover the City’s cost to review and approve an average of 26 LTP applications annually (see attachment A). A Limited Term Permit application fee is \$165.

(1) Today LTP events using City property do not separately file an Encroachment Permit application or fee; rather this process is streamlined and encroachment permit review is incorporated into LTP application review. Therefore, additional encroachment fees are no longer captured even though City staff continues to prepare recommendations when use of City property is associated with a short-term event. Typical Encroachment Permit Fees are either Permit Review and Issuance Fee \$95; Sidewalk Closure Fee \$70; or Street Closure Fee \$160.

(2) Annually, the City sponsors several LTP applications. While there has not been direction from City Council to waive application fees, a previous Community Development Director discontinued staff’s practice of waiving LTP application fees for non-profits. Research has confirmed that some local groups assumed to be registered are rather a “collective group” and not a “nonprofit.”

During the first nine months of this year, Community Development Department staff have reviewed thirty LTP applications. For example, during September five LTP Event applications were processed; this represents roughly sixteen hours of CDD staff time and does not include technical advisory committee time.

Recommendation: Provide direction to amend [Subsection 18.71.030.F.2](#) that limits LTP Events to a 12-month period. Amendments could establish that the Director determine an appropriate term for a particular LTP Event application. For example, the Fort Bragg Water Fight on Stewart Street is an established annual event; the Director might find a three-year term for this event appropriate if specific conditions are adopted requiring the applicant to file updated insurance and unanticipated event changes.

Attachment – A. Recent 10-year History of Limited Term Permits

Attachment A

Recent 10-year History of Limited Term Permits

Ten Year Average: On average 25.9 permits are issued annually.

Ten Year Mode: Often 37 permits are issued each year.

Ten Year Median: 25.5 permits are typically issued each year.

| Calendar Year | Annual Count of LTPs Issued |
|----------------------|------------------------------------|
| 2022 | 37 |
| 2021 | 24 |
| 2020 | 17 |
| 2019 | 37 |
| 2018 | 28 |
| 2017 | 27 |
| 2016 | 19 |
| 2015 | 31 |
| 2014 | 20 |
| 2013 | 19 |



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MEMORANDUM

DATE: October 24, 2023
TO: Community Development Committee
FROM: Community Development Director Juliana Cherry
SUBJECT: Upcoming Fort Bragg events October - November

CDD staff issued Limited Term Permits for the following events:

- Oct 13-14 Latino Outdoors Stewardship Day adjacent to Noyo Headlands south trail.
- Oct 21 Tire Amnesty event in the parking lot north of City Hall, 420 N Franklin St.
- Oct 25 FB High School Track Team cross-county event along Noyo Point Road, aka Noyo Headlands trail.
- Oct 28 Magic Market located within the 300 and 400 block of N Franklin and the 100 block of E Laurel Street.
- Oct 28 Noyo Headlands Race, a 5K, 10K, half and full marathon, along Noyo Point Road.
- Nov 11 Community outreach event sponsored by Autism, Advocacy, and Intervention and located at Bainbridge Park.
- Nov 23 FB High School Track Team annual Turkey Trot along Noyo Point Road, aka Noyo Headlands trail.



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File Number: 23-367

Agenda Date: 10/24/2023

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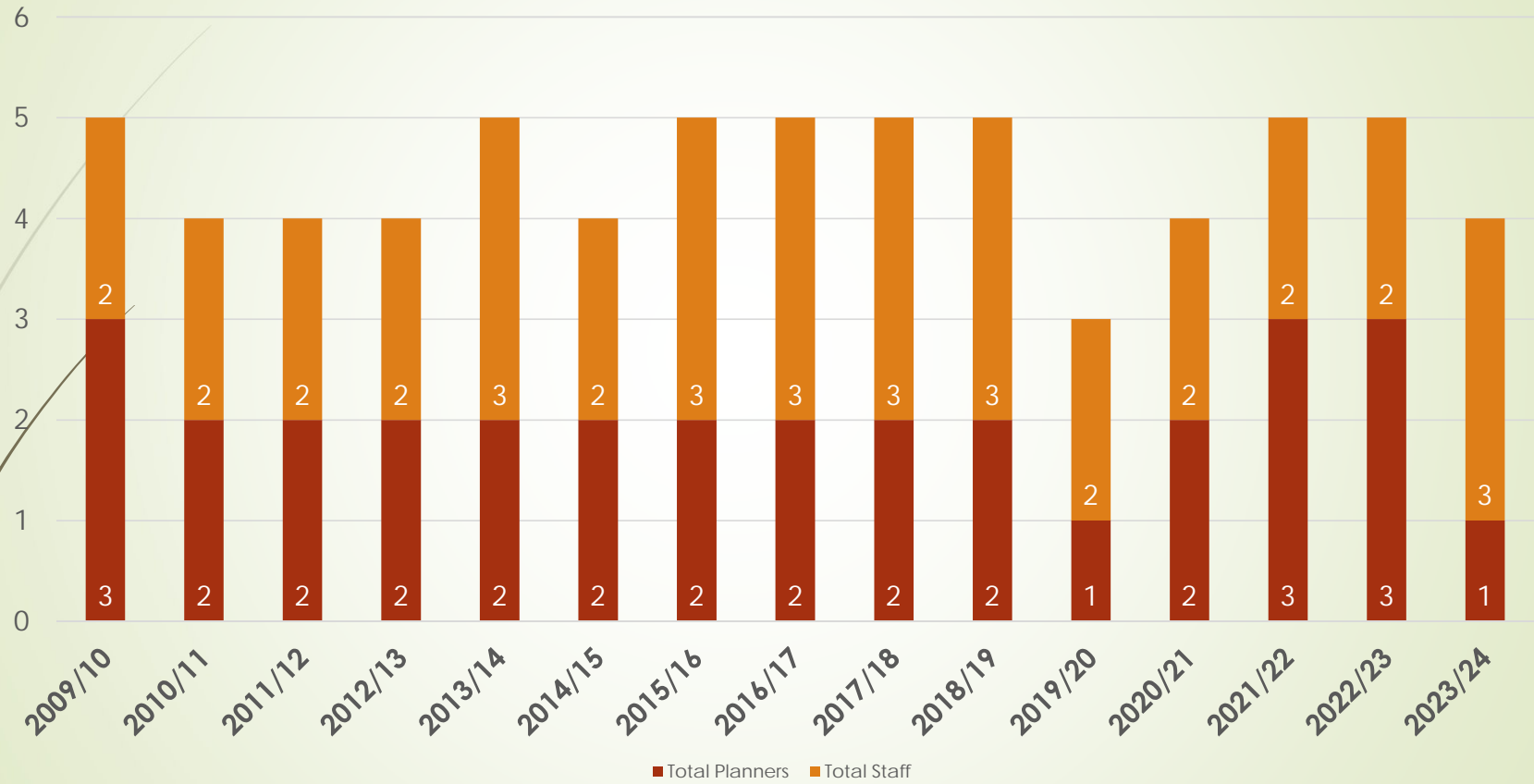
In Control: Community Development Committee

File Type: Staff Report

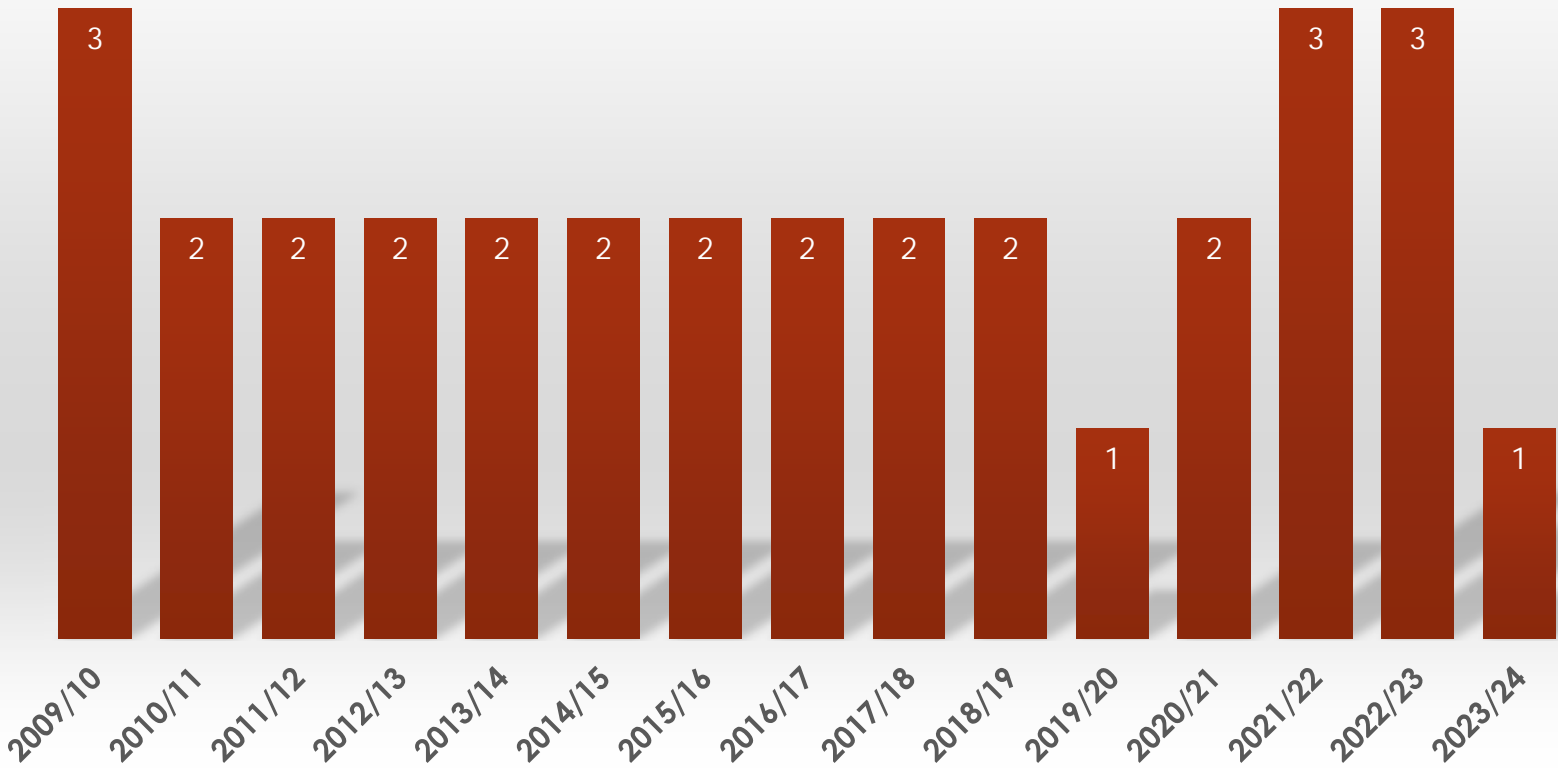
Agenda Number: 3D.

Receive Oral Report on Community Development Department Ten-Year Staffing and Budget

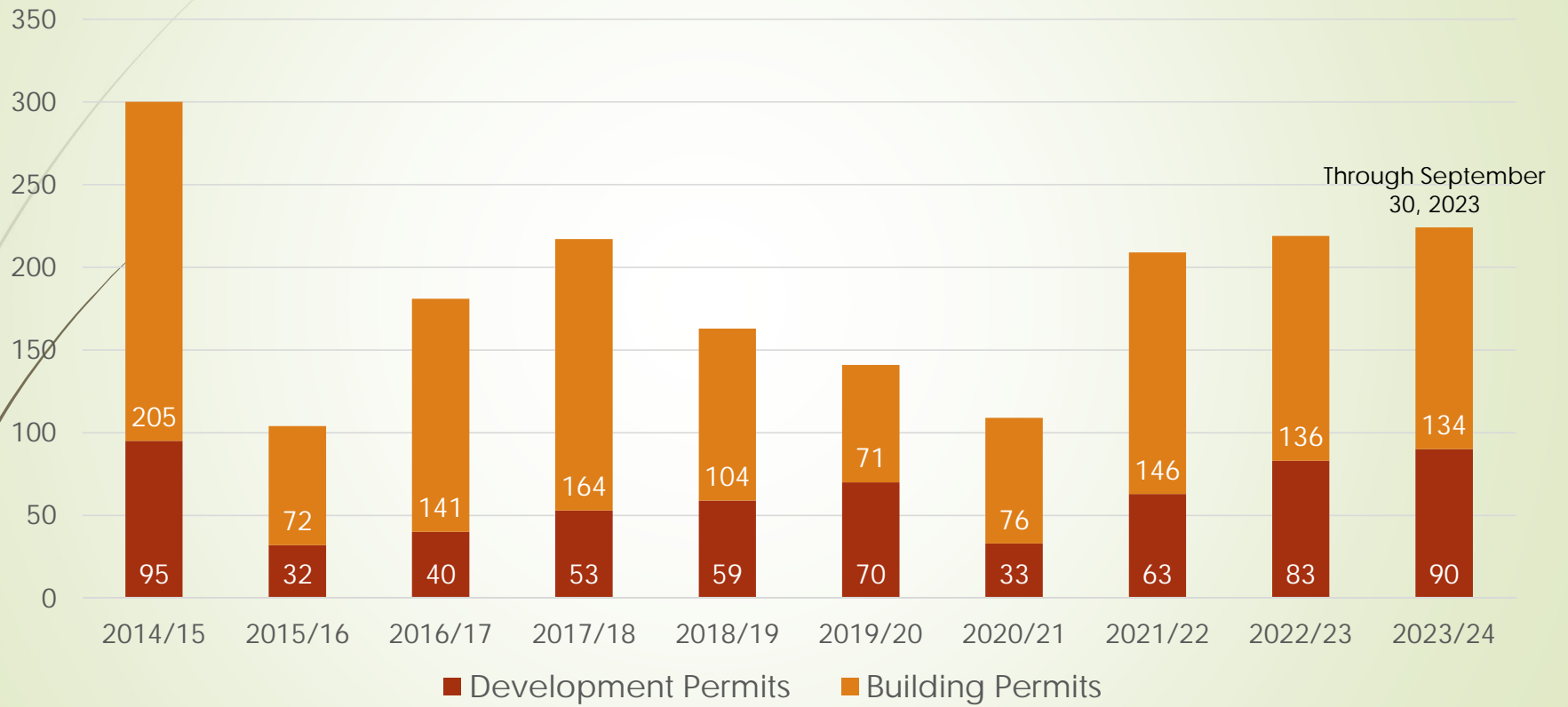
Total Community Development Staff



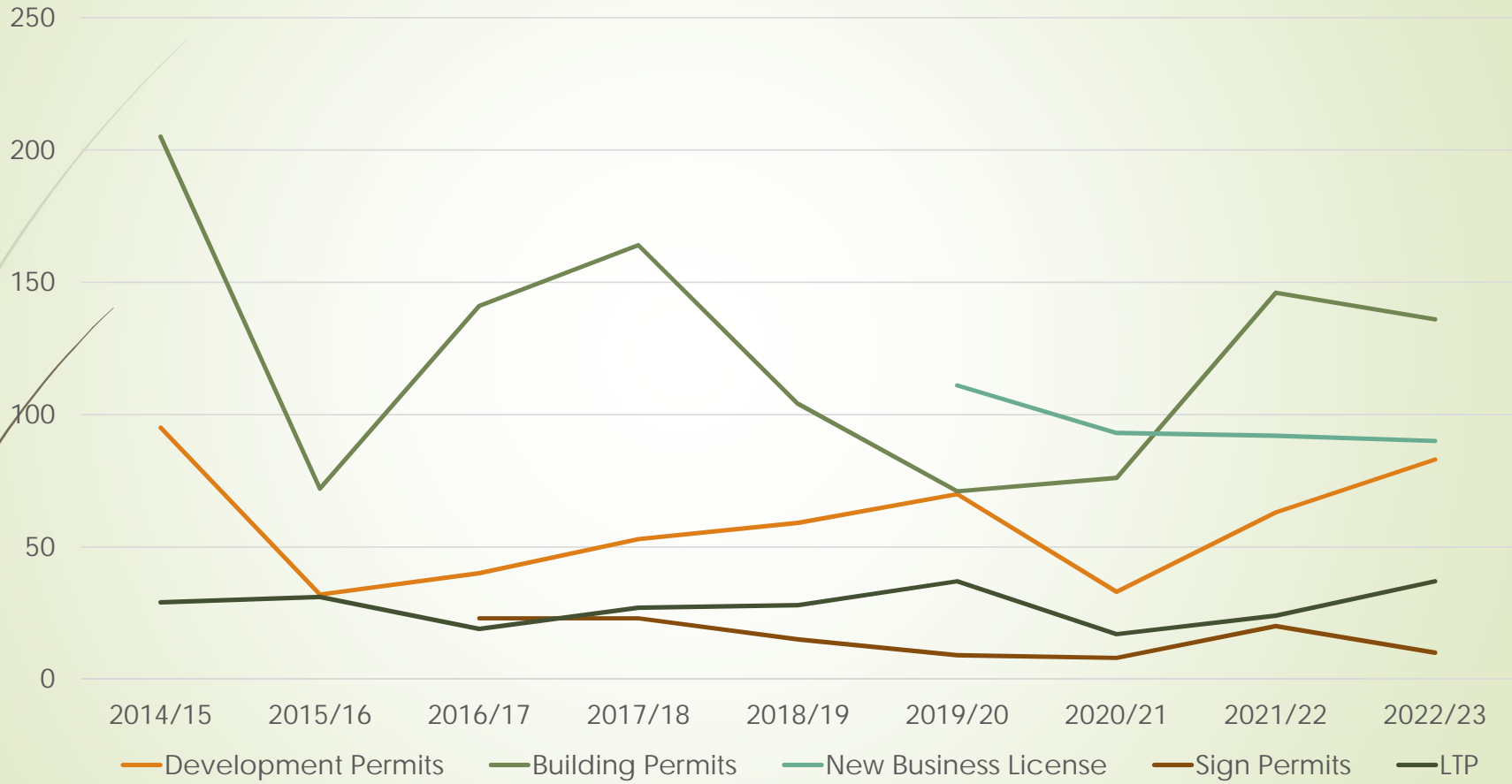
Community Development Planning Staff



Community Development Department Annual Workload Statistics



Community Development Services



Adopted CDD Budget by Year

