



**CITY OF FORT BRAGG
COMMUNITY DEVELOPMENT DEPARTMENT**

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MEMORANDUM

DATE: FEBRUARY 8, 2023
TO: FORT BRAGG PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT DEPARTMENT
SUBJECT: ANNUAL BUSINESS OPERATIONS FOR 2023 PLANNING YEAR

- I. SELECT A CHAIR AND VICE CHAIR:** The Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050).

ACTION:

- **Select Chair and Vice Chair**

- II. ADOPT A WORK SCHEDULE:** Commission meetings are currently held on the second and fourth Wednesday of each month at 6:00 p.m. At the beginning of each year, the Commission may adopt a specific meeting schedule that provides alternate meeting dates to avoid conflict with recognized City holidays. There will be no fourth Wednesday meetings in November and December. The meeting schedule shall be posted for public review at City Hall and on the City's website. (Ord. 740, §1, 1992) (Fort Bragg Municipal Code §2.20.060, 2.20.090 and 2.20.100).

ACTION:

- **Review Attachment 1 – PC Meeting Schedule 2023**
- **Confirm meeting dates to be maintained as published**

- III. REVIEW SUMMARY REPORT OF WORK FOR THE 2022 CALENDAR YEAR:** After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the City Council and may be used for reporting to County, State or Federal agencies. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.010).

The five-member Planning Commission is appointed by the City Council, to review land use and development permits (use permits, coastal permits, design review

permits, subdivisions, etc.) for consistency with the goals and policies of the Fort Bragg General Plan, the Land Use and Development Code, and the Fort Bragg Municipal Code.

The Planning Commission provides recommendations to the City Council on General Plan amendments and rezoning requests and provides direction to the Community Development Department regarding the development of new planning policies and the interpretation of all City planning policies and codes.

In 2022, the Fort Bragg Planning Commission held 16 meetings – 12 regular meetings and 4 special meetings. At these meetings there were 14 public hearings, 21 staff reports given and 21 planning resolutions adopted. The Planning Commission made decisions or recommendations on 10 planning permits and one ordinance amendment. The table below identifies the work of the staff of the Community Development Department as well as the work of the Planning Commission.

INDICATORS	2020	2021	2022	% Change
Development Permits (Coastal Development Permits, Use Permits, Design Review, Limited Term Permits, Subdivisions, etc.)	33	63	83	32
CEQA Documents (EIRs, MNDs, NDs)	2	1	2	100
Building Permits	76	146	136	-7
Code Enforcement Cases*	50	131	176	34
Legislative Activity	2	4	4	0
Draft Work/On-Going Tasks	-	2	1	-50
Grants	3	3	1	-67
Business Licenses-New Awarded	93	92	90	-2
Sign Permits	8	20	10	-50
No. Planning Commission Staff Reports	9	23	21	-9
No. Planning Resolutions (new)	2	12	29	140
No. CDC Staff Reports	3	10	12	20

Table 1 Performance/Workload Measures by Calendar Year

***NOTE ON CODE ENFORCEMENT:** In 2022, there were 176 code enforcement cases logged in CDD for the calendar year. Of those 176 cases, 54 were resolved and 57 are in active status. The remainder of the cases are in “pending” or “closed” status. “Pending” refers to cases that have yet to be initiated, and “Closed” refers to cases that, after further investigation, were determined to not be a violation handled by the City organization. Of the active cases carried over from the previous 2021 calendar year, 10 of the 34 cases were resolved.

As in previous years, the most common violations were for nuisance conditions. Nuisance conditions included an excess of trash, debris, junk on the premises or a lack of property maintenance. The second most common violations were for unpermitted activities such as unpermitted construction, unlicensed businesses, and violations of conditional use permits. Other common violations included storm water pollution and nuisance animals.

ACTION:

- **Review Attachment 2 – Report of 2022 Planning Permit Hearings**

- **Recommend Staff submit progress report to City Council**

IV. REVIEW COMMUNITY DEVELOPMENT DEPARTMENT CHANGES: There were multiple departmental changes made in 2022. Code Enforcement moved to the Police Department. Grants moved from Administration to Community Development, and the Assistant City Manager took on the role of Planning Director. The Assistant Planner position was filled, and recruitment is underway for a Planning Technician. Additionally, a consultant is providing 10 hours per week providing training and consultation services to department staff.

V. REVIEW PLANNING COMMISSION BYLAWS: Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides in part that the Planning Commission shall have the power, by resolution, to adopt rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. The last update to the Planning Commission ByLaws was in 2022. In order to ensure that the ByLaws are consistent with the operating procedures and practices, they should be reviewed annually.

ACTION:

- **Review Attachment 3 – Amended ByLaws Draft**
- **Provide direction to staff for ByLaws Amendments**