



City of Fort Bragg

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

Meeting Agenda City Council

**THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT SUCCESSOR
AGENCY**

Monday, March 13, 2023

6:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COUNCILMEMBERS PLEASE TAKE NOTICE

Councilmembers 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: Mar 13, 2023 06:00 PM Pacific Time (US and Canada)

Topic: City Council Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/81626825923>

*Or Telephone: +1 669 444 9171 or +1 346 248 7799 (*6 mute/unmute; *9 raise hand)*

Webinar ID: 816 2682 5923

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

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A. [23-069](#) Presentation of Proclamation Recognizing March 2023 as "Women's History Month"

Attachments: [04-Women's History Month](#)

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

MANNER OF ADDRESSING THE CITY COUNCIL: All remarks and questions shall be addressed to the City Council; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Mayor or Acting Mayor. 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 Mayor or Acting Mayor 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 Mayor or Acting Mayor, may speak on any topic that may be a proper subject for discussion before the City Council for such period of time as the Mayor or Acting Mayor 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 Council'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 Councilmembers 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 City Clerk June Lemos, jlemos@fortbragg.com.

3. STAFF COMMENTS

4. MATTERS FROM COUNCILMEMBERS

5. CONSENT CALENDAR

All items under the Consent Calendar will be acted upon in one motion unless a Councilmember requests that an individual item be taken up under Conduct of Business.

- 5A. [23-060](#)** Adopt City Council Resolution Approving the Establishment of the Police Sergeant - Intermediate P.O.S.T. - Acting Classification; and Confirming Master Salary Rate Compensation Plan for All City of Fort Bragg Established Classifications

Attachments: [RESO Acting Sergeant](#)
[Exhibit A](#)

- 5B. [23-063](#)** Receive and Accept the City of Fort Bragg's 2022 General Plan Annual Progress Report and the 2022 Housing Element Annual Report as Required by State Law

Attachments: [General Plan Report 2022](#)
[Housing Element Annual Progress Report 2022](#)

5C. [23-064](#) Approve Minutes of February 27, 2023

Attachments: [CCM20230227](#)

5D. [23-073](#) Approve Minutes of March 1, 2023 City Council Goal Setting Retreat

Attachments: [CCM20230301 Goal Setting Retreat](#)
[public comment 5D](#)

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

When a Public Hearing has been underway for a period of 60 minutes, the Council must vote on whether to continue with the hearing or to continue the hearing to another meeting.

8. CONDUCT OF BUSINESS

8A. [23-042](#) Presentation from Housing Mendocino Coast, a 501(c)3 Non-Profit Community Land Trust Housing Program

Attachments: [HMC Strategic Plan](#)

9. CLOSED SESSION

ADJOURNMENT

The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.

**NEXT REGULAR CITY COUNCIL MEETING:
6:00 P.M., MONDAY, MARCH 27, 2023**

STATE OF CALIFORNIA)
)ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg and that I caused this agenda to be posted in the City Hall notice case on March 8, 2023.

June Lemos, MMC
City Clerk

NOTICE TO THE PUBLIC:

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <https://city.fortbragg.com> subject to staff's ability to post the documents before the meeting.*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Text File

File Number: 23-069

Agenda Date: 3/13/2023

Version: 1

Status: Mayor's Office

In Control: City Council

File Type: Proclamation

Agenda Number: 1A.

Presentation of Proclamation Recognizing March 2023 as "Women's History Month"

P R O C L A M A T I O N
RECOGNIZING MARCH 2023 AS WOMEN'S HISTORY MONTH

WHEREAS, Women's History Month is a celebration of women's contributions to history, culture and society and has been observed yearly during the month of March in Mendocino County since 1983 and is annually being observed in the United States since 1987. Women's History Month 2023 will take place from Wednesday, March 1 through Friday, March 31, 2023; and

WHEREAS, the celebration marks its 40th anniversary in Mendocino County to increase and acknowledge the roles of women at all levels of the community and to become knowledgeable about issues that affect their equality and to foster networks that extend and expand the creative, social, and political strength of women; and

WHEREAS, the 2023 National Women's History Theme is "Celebrating Women Who Tell Our Stories" recognizing women, past and present, who have been active in all types of media and storytelling; and

WHEREAS, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways and have served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, women have played and continue to play a critical economic, cultural, and social role in every sphere of the life of the Nation by constituting a significant portion of the labor force, working inside and outside of the home; and

WHEREAS, women have played a unique role throughout the history of the Nation by providing the majority of the country's volunteer labor force; and

WHEREAS, women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions; and

WHEREAS, American women have served our country courageously in the military; and

WHEREAS, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American women in history has been consistently overlooked and undervalued, in the literature, teaching and study of American history.

NOW, THEREFORE, I, Bernie Norvell, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim March as "Women's History Month."

SIGNED this 13th day of March, 2023

BERNIE NORVELL, Mayor

ATTEST:

June Lemos, MMC, City Clerk

No. 04-2023



City of Fort Bragg

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Text File

File Number: 23-060

Agenda Date: 3/13/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 5A.

Adopt City Council Resolution Approving the Establishment of the Police Sergeant - Intermediate P.O.S.T. - Acting Classification; and Confirming Master Salary Rate Compensation Plan for All City of Fort Bragg Established Classifications

Adoption of this resolution authorizes the creation of the Police Sergeant - Intermediate P.O.S.T. - Acting classification to facilitate police operations during staffing challenges resulting from vacancy created from recent transfer of Police Sergeant to Special Investigator while recruitment for Police Sergeant occurs and confirms all City of Fort Bragg established classifications and confirms Salary Rate Compensation Plan.

RESOLUTION NO. ____-2023

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING THE ESTABLISHMENT OF THE POLICE SERGEANT –
INTERMEDIATE POST – ACTING CLASSIFICATION AND CONFIRMING
MASTER SALARY RATE COMPENSATION PLAN FOR ALL CITY OF FORT
BRAGG ESTABLISHED CLASSIFICATIONS**

WHEREAS, the City is currently recruiting for Police Sergeant for one vacant position;
and

WHEREAS, the recruitment, testing, and hiring process of Police Sergeant candidates will take longer than 30 days, so the Police Department wishes to establish a Police Sergeant – Intermediate POST – Acting classification as a temporary, full-time, FBPA classification; and

WHEREAS, the Department has a Police Officer currently serving as Officer In Charge who is qualified to undertake the temporary assignment of Police Sergeant - Intermediate POST – Acting and the addition of this classification allows for compensation that more accurately reflects the responsibility and tasks undertaken when serving as Police Sergeant Intermediate POST - Acting; and

WHEREAS, it is important for the order and discipline of the Police Department to have someone serve in the position of Police Sergeant Intermediate POST – Acting; and

WHEREAS, the Fort Bragg City Council approves all salary schedules, which include classification titles and compensation rates as reflected in Exhibit A; and

WHEREAS, the establishment of this Resolution meets the requirement of 2 CCR Section 570.5 as confirmed by the California Public Employees' Retirement System (CalPERS); and

WHEREAS, the newly created Police Sergeant – Intermediate POST – Acting classification must be approved as part of the City's Master Salary Schedule; and

WHEREAS, CalPERS requires the City to have a publicly adopted and posted salary schedule; and

WHEREAS, the full salary schedule is available on the City's website; and

WHEREAS, based on all the evidence presented, the City Council finds as follows:

1. Establishing the Police Sergeant – Intermediate POST – Acting classification would provide the necessary staff supervision while Human Resources completes the recruitment and hiring process; and
2. There are budgeted funds available in the Police Department salary savings to cover this appointment; and
3. Confirming the Master Salary Rate Compensation Plan for the newly created Police Sergeant – Intermediate POST – Acting classification and confirming all City of Fort Bragg established classifications as identified in Exhibit A attached hereto **retroactively**

effective February 24, 2023 would allow the City to be compliant with the requirements of 2 CCR Section 570.5 California Public Employees' Retirement System (CalPERS).

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby authorize the establishment of the Police Sergeant – Intermediate POST – Acting classification and confirm the City's Master Salary Schedule as outlined in Exhibit A.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 13th day of March, 2023, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:**

BERNIE NORVELL
Mayor

ATTEST:

June Lemos, MMC
City Clerk

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Administrative Analyst (Confidential; Non-Bargaining)								
Hourly				26.71	28.05	29.45	30.92	32.47
Bi-Weekly				2,136.80	2,244.00	2,356.00	2,473.60	2,597.60
Monthly				4,629.73	4,862.00	5,104.67	5,359.47	5,628.13
Annual				55,556.80	58,344.00	61,256.00	64,313.60	67,537.60
Administrative Analyst - Police (Confidential; Non-Bargaining)								
Hourly				26.71	28.05	29.45	30.92	32.47
Bi-Weekly				2,136.80	2,244.00	2,356.00	2,473.60	2,597.60
Monthly				4,629.73	4,862.00	5,104.67	5,359.47	5,628.13
Annual				55,556.80	58,344.00	61,256.00	64,313.60	67,537.60
Administrative Assistant - Administration (FBEO)								
Hourly				24.62	25.85	27.14	28.50	29.93
Bi-Weekly				1,969.60	2,068.00	2,171.20	2,280.00	2,394.40
Monthly				4,267.47	4,480.67	4,704.27	4,940.00	5,187.87
Annual				51,209.60	53,768.00	56,451.20	59,280.00	62,254.40
Administrative Assistant - Community Development (FBEO)								
Hourly				24.62	25.85	27.14	28.50	29.93
Bi-Weekly				1,969.60	2,068.00	2,171.20	2,280.00	2,394.40
Monthly				4,267.47	4,480.67	4,704.27	4,940.00	5,187.87
Annual				51,209.60	53,768.00	56,451.20	59,280.00	62,254.40
Administrative Assistant - Confidential (Confidential; Non-Bargaining)								
Hourly				24.62	25.85	27.14	28.50	29.93
Bi-Weekly				1,969.60	2,068.00	2,171.20	2,280.00	2,394.40
Monthly				4,267.47	4,480.67	4,704.27	4,940.00	5,187.87
Annual				51,209.60	53,768.00	56,451.20	59,280.00	62,254.40
Administrative Assistant - Police (FBEO)								
Hourly				24.62	25.85	27.14	28.50	29.93
Bi-Weekly				1,969.60	2,068.00	2,171.20	2,280.00	2,394.40
Monthly				4,267.47	4,480.67	4,704.27	4,940.00	5,187.87
Annual				51,209.60	53,768.00	56,451.20	59,280.00	62,254.40
Assistant Director - Engineering Division (Mid-Management; Non-Bargaining)								
Hourly				36.44	38.26	40.17	42.18	44.29
Bi-Weekly				2,915.20	3,060.80	3,213.60	3,374.40	3,543.20
Monthly				6,316.27	6,631.73	6,962.80	7,311.20	7,676.93
Annual				75,795.20	79,580.80	83,553.60	87,734.40	92,123.20
Assistant City Engineer (FBEO)								
Hourly				33.24	34.90	36.65	38.48	40.40
Bi-Weekly				2,659.20	2,792.00	2,932.00	3,078.40	3,232.00
Monthly				5,761.60	6,049.33	6,352.67	6,669.87	7,002.67
Annual				69,139.20	72,592.00	76,232.00	80,038.40	84,032.00

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Assistant City Manager (Executive; At-Will)								
Hourly				49.29	51.75	54.34	57.06	59.91
Bi-Weekly				3,943.20	4,140.00	4,347.20	4,564.80	4,792.80
Monthly				8,543.60	8,970.00	9,418.93	9,890.40	10,384.40
Annual				102,523.20	107,640.00	113,027.20	118,684.80	124,612.80
Assistant Finance Director (Mid-Management; Non-Bargaining)								
Hourly				39.42	41.39	43.46	45.63	47.91
Bi-Weekly				3,153.60	3,311.20	3,476.80	3,650.40	3,832.80
Monthly				6,832.80	7,174.27	7,533.07	7,909.20	8,304.40
Annual				81,993.60	86,091.20	90,396.80	94,910.40	99,652.80
Assistant Planner (FBEO)								
Hourly				31.67	33.25	34.91	36.66	38.49
Bi-Weekly				2,533.60	2,660.00	2,792.80	2,932.80	3,079.20
Monthly				5,489.47	5,763.33	6,051.07	6,354.40	6,671.60
Annual				65,873.60	69,160.00	72,612.80	76,252.80	80,059.20
Associate Planner (FBEO)								
Hourly				32.79	34.43	36.15	37.96	39.86
Bi-Weekly				2,623.20	2,754.40	2,892.00	3,036.80	3,188.80
Monthly				5,683.60	5,967.87	6,266.00	6,579.73	6,909.07
Annual				68,203.20	71,614.40	75,192.00	78,956.80	82,908.80
City Clerk (Mid-Management; Non-Bargaining)								
Hourly				36.44	38.26	40.17	42.18	44.29
Bi-Weekly				2,915.20	3,060.80	3,213.60	3,374.40	3,543.20
Monthly				6,316.27	6,631.73	6,962.80	7,311.20	7,676.93
Annual				75,795.20	79,580.80	83,553.60	87,734.40	92,123.20
City Councilmember (Elected)								
Hourly								
Bi-Weekly				235.38				
Monthly				510.00				
Annual				6,120.00	Plus \$100/mo for Special District Meeting			
City Manager (Executive; At Will; Contract)								
Hourly				85.58				
Bi-Weekly				6,846.40				
Monthly				14,833.87				
Annual				178,006.40				
Code Enforcement Officer (FBEO)								
Hourly				31.67	33.25	34.91	36.66	38.49
Bi-Weekly				2,533.60	2,660.00	2,792.80	2,932.80	3,079.20
Monthly				5,489.47	5,763.33	6,051.07	6,354.40	6,671.60
Annual				65,873.60	69,160.00	72,612.80	76,252.80	80,059.20

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Community Services Officer (FBPA)								
Hourly				22.06	23.16	24.32	25.54	26.82
Bi-Weekly				1,764.80	1,852.80	1,945.60	2,043.20	2,145.60
Monthly				3,823.73	4,014.40	4,215.47	4,426.93	4,648.80
Annual				45,884.80	48,172.80	50,585.60	53,123.20	55,785.60
Construction Project Manager (Mid-Management; Non-Bargaining)								
Hourly				42.39	44.51	46.74	49.08	51.53
Bi-Weekly				3,391.20	3,560.80	3,739.20	3,926.40	4,122.40
Monthly				7,347.60	7,715.07	8,101.60	8,507.20	8,931.87
Annual				88,171.20	92,580.80	97,219.20	102,086.40	107,182.40
Construction Project Manager (Temporary, Part-time, At-Will)								
				42.39	44.51	46.74	49.08	51.53
Director - Community Development Department (Executive; At Will)								
Hourly				49.29	51.75	54.34	57.06	59.91
Bi-Weekly				3,943.20	4,140.00	4,347.20	4,564.80	4,792.80
Monthly				8,543.60	8,970.00	9,418.93	9,890.40	10,384.40
Annual				102,523.20	107,640.00	113,027.20	118,684.80	124,612.80
Director - Finance/City Treasurer (Executive; At-Will)								
Hourly				49.29	51.75	54.34	57.06	59.91
Bi-Weekly				3,943.20	4,140.00	4,347.20	4,564.80	4,792.80
Monthly				8,543.60	8,970.00	9,418.93	9,890.40	10,384.40
Annual				102,523.20	107,640.00	113,027.20	118,684.80	124,612.80
Director of Public Works (Executive; At Will)								
Hourly				49.29	51.75	54.34	57.06	59.91
Bi-Weekly				3,943.20	4,140.00	4,347.20	4,564.80	4,792.80
Monthly				8,543.60	8,970.00	9,418.93	9,890.40	10,384.40
Annual				102,523.20	107,640.00	113,027.20	118,684.80	124,612.80
Engineering Technician (FBEO)								
Hourly				30.15	31.66	33.24	34.90	36.65
Bi-Weekly				2,412.00	2,532.80	2,659.20	2,792.00	2,932.00
Monthly				5,226.00	5,487.73	5,761.60	6,049.33	6,352.67
Annual				62,712.00	65,852.80	69,139.20	72,592.00	76,232.00
Environmental Compliance Coordinator (FBEO)								
Hourly				34.87	36.61	38.44	40.36	42.38
Bi-Weekly				2,789.60	2,928.80	3,075.20	3,228.80	3,390.40
Monthly				6,044.13	6,345.73	6,662.93	6,995.73	7,345.87
Annual				72,529.60	76,148.80	79,955.20	83,948.80	88,150.40

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Finance Technician I (FBE0)								
Hourly				22.19	23.30	24.47	25.69	26.97
Bi-Weekly				1,775.20	1,864.00	1,957.60	2,055.20	2,157.60
Monthly				3,846.27	4,038.67	4,241.47	4,452.93	4,674.80
Annual				46,155.20	48,464.00	50,897.60	53,435.20	56,097.60
Finance Technician II (FBE0)								
Hourly				24.47	25.69	26.97	28.32	29.74
Bi-Weekly				1,957.60	2,055.20	2,157.60	2,265.60	2,379.20
Monthly				4,241.47	4,452.93	4,674.80	4,908.80	5,154.93
Annual				50,897.60	53,435.20	56,097.60	58,905.60	61,859.20
Finance Technician III (FBE0)								
Hourly				26.97	28.32	29.74	31.23	32.79
Bi-Weekly				2,157.60	2,265.60	2,379.20	2,498.40	2,623.20
Monthly				4,674.80	4,908.80	5,154.93	5,413.20	5,683.60
Annual				56,097.60	58,905.60	61,859.20	64,958.40	68,203.20
Government Accountant I (FBE0)								
Hourly				29.73	31.22	32.78	34.42	36.14
Bi-Weekly				2,378.40	2,497.60	2,622.40	2,753.60	2,891.20
Monthly				5,153.20	5,411.47	5,681.87	5,966.13	6,264.27
Annual				61,838.40	64,937.60	68,182.40	71,593.60	75,171.20
Government Accountant (Part-Time, Regular less than 20 hours weekly)								
Hourly				29.73	31.22	32.78	34.42	36.14
Bi-Weekly				1,189.20	1,248.80	1,311.20	1,376.80	1,445.60
Monthly				2,576.60	2,705.73	2,840.93	2,983.07	3,132.13
Annual				30,919.20	32,468.80	34,091.20	35,796.80	37,585.60
Grants Coordinator (FBE0)								
Hourly				29.73	31.22	32.78	34.42	36.14
Bi-Weekly				2,378.40	2,497.60	2,622.40	2,753.60	2,891.20
Monthly				5,153.20	5,411.47	5,681.87	5,966.13	6,264.27
Annual				61,838.40	64,937.60	68,182.40	71,593.60	75,171.20
Housing and Economic Development Coordinator (Confidential; Non-Bargaining)								
Hourly				33.25	34.91	36.66	38.49	40.41
Bi-Weekly				2,660.00	2,792.80	2,932.80	3,079.20	3,232.80
Monthly				5,763.33	6,051.07	6,354.40	6,671.60	7,004.40
Annual				69,160.00	72,612.80	76,252.80	80,059.20	84,052.80
Human Resources Analyst (Confidential; Non-Bargaining)								
Hourly				26.71	28.05	29.45	30.92	32.47
Bi-Weekly				2,136.80	2,244.00	2,356.00	2,473.60	2,597.60
Monthly				4,629.73	4,862.00	5,104.67	5,359.47	5,628.13
Annual				55,556.80	58,344.00	61,256.00	64,313.60	67,537.60

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Intern (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				18.00				
Laborer-Public Works (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.00				
Laborer-Water/Wastewater (Part-time, Less than 20 hours week; Non-Bargaining)								
Hourly				21.00				
Maintenance Worker I - Janitor (FBEO)								
Hourly				20.80	21.84	22.93	24.08	25.28
Bi-Weekly				1664.00	1747.20	1834.40	1926.40	2022.40
Monthly				3,605.33	3,785.60	3,974.53	4,173.87	4,381.87
Annual				43,264.00	45,427.20	47,694.40	50,086.40	52,582.40
Maintenance Worker II (FBEO)								
Hourly				23.64	24.82	26.06	27.36	28.73
Bi-Weekly				1,891.20	1,985.60	2,084.80	2,188.80	2,298.40
Monthly				4,097.60	4,302.13	4,517.07	4,742.40	4,979.87
Annual				49,171.20	51,625.60	54,204.80	56,908.80	59,758.40
Maintenance Worker III (FBEO)								
Hourly				24.82	26.06	27.36	28.73	30.17
Bi-Weekly				1,985.60	2,084.80	2,188.80	2,298.40	2,413.60
Monthly				4,302.13	4,517.07	4,742.40	4,979.87	5,229.47
Annual				51,625.60	54,204.80	56,908.80	59,758.40	62,753.60
Maintenance Worker IV (FBEO)								
Hourly				26.05	27.35	28.72	30.16	31.67
Bi-Weekly				2,084.00	2,188.00	2,297.60	2,412.80	2,533.60
Monthly				4,515.33	4,740.67	4,978.13	5,227.73	5,489.47
Annual				54,184.00	56,888.00	59,737.60	62,732.80	65,873.60
Maintenance Worker Lead (FBEO)								
Hourly				28.65	30.08	31.58	33.16	34.82
Bi-Weekly				2,292.00	2,406.40	2,526.40	2,652.80	2,785.60
Monthly				4,966.00	5,213.87	5,473.87	5,747.73	6,035.47
Annual				59,592.00	62,566.40	65,686.40	68,972.80	72,425.60
Manager-Special Projects (Mid-Management; Non-Bargaining)								
Hourly				36.44	38.26	40.17	42.18	44.29
Bi-Weekly				2,915.20	3,060.80	3,213.60	3,374.40	3,543.20
Monthly				6,316.27	6,631.73	6,962.80	7,311.20	7,676.93
Annual				75,795.20	79,580.80	83,553.60	87,734.40	92,123.20

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Mechanic (FBEO)								
Hourly				26.71	28.05	29.45	30.92	32.47
Bi-Weekly				2,136.80	2,244.00	2,356.00	2,473.60	2,597.60
Monthly				4,629.73	4,862.00	5,104.67	5,359.47	5,628.13
Annual				55,556.80	58,344.00	61,256.00	64,313.60	67,537.60
Office Assistant (Temporary Position)								
Hourly				20.00				
Operations Manager (Mid-Management; Non-Bargaining)								
Hourly				36.44	38.26	40.17	42.18	44.29
Bi-Weekly				2,915.20	3,060.80	3,213.60	3,374.40	3,543.20
Monthly				6,316.27	6,631.73	6,962.80	7,311.20	7,676.93
Annual				75,795.20	79,580.80	83,553.60	87,734.40	92,123.20
Operations Supervisor (FBEO)								
Hourly				34.87	36.61	38.44	40.36	42.38
Bi-Weekly				2,789.60	2,928.80	3,075.20	3,228.80	3,390.40
Monthly				6,044.13	6,345.73	6,662.93	6,995.73	7,345.87
Annual				72,529.60	76,148.80	79,955.20	83,948.80	88,150.40
Planning Technician (FBEO)								
Hourly				24.62	25.85	27.14	28.50	29.93
Bi-Weekly				1,969.60	2,068.00	2,171.20	2,280.00	2,394.40
Monthly				4,267.47	4,480.67	4,704.27	4,940.00	5,187.87
Annual				51,209.60	53,768.00	56,451.20	59,280.00	62,254.40
Police Captain (Mid-Management; Non-Bargaining)								
Hourly				55.55	58.33	61.25	64.31	67.53
Bi-Weekly				4,444.00	4,666.40	4,900.00	5,144.80	5,402.40
Monthly				9,628.67	10,110.53	10,616.67	11,147.07	11,705.20
Annual				115,544.00	121,326.40	127,400.00	133,764.80	140,462.40
Police Chief (Executive; At Will)								
Hourly				73.22	76.88	80.72	84.76	89.00
Bi-Weekly				5,373.60	6,150.40	6,457.60	6,780.80	7,120.00
Monthly				11,642.80	13,325.87	13,991.47	14,691.73	15,426.67
Annual				139,713.60	159,910.40	167,897.60	176,300.80	185,120.00
Police Sergeant Intermediate POST (FBPA)								
Hourly				41.68	43.76	45.95	48.25	50.66
Bi-Weekly				3,334.40	3,500.80	3,676.00	3,860.00	4,052.80
Monthly				7,224.53	7,585.07	7,964.67	8,363.33	8,781.07
Annual				86,694.40	91,020.80	95,576.00	100,360.00	105,372.80

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant Intermediate POST - Acting (FBPA, Temporary)								
Hourly				41.68	43.76	45.95	48.25	50.66
Bi-Weekly				3,334.40	3,500.80	3,676.00	3,860.00	4,052.80
Monthly				7,224.53	7,585.07	7,964.67	8,363.33	8,781.07
Annual				86,694.40	91,020.80	95,576.00	100,360.00	105,372.80
Police Sergeant Advance POST (FBPA)								
Hourly				44.07	46.27	48.58	51.01	53.56
Bi-Weekly				3,525.60	3,701.60	3,886.40	4,080.80	4,284.80
Monthly				7,638.80	8,020.13	8,420.53	8,841.73	9,283.73
Annual				91,665.60	96,241.60	101,046.40	106,100.80	111,404.80
Police Officer Basic POST (FBPA)								
Hourly				32.45	34.07	35.77	37.56	39.44
Bi-Weekly				2,596.00	2,725.60	2,861.60	3,004.80	3,155.20
Monthly				5,624.67	5,905.47	6,200.13	6,510.40	6,836.27
Annual				67,496.00	70,865.60	74,401.60	78,124.80	82,035.20
Police Officer Intermediate POST (FBPA)								
Hourly				34.07	35.77	37.56	39.44	41.41
Bi-Weekly				2,725.60	2,861.60	3,004.80	3,155.20	3,312.80
Monthly				5,905.47	6,200.13	6,510.40	6,836.27	7,177.73
Annual				70,865.60	74,401.60	78,124.80	82,035.20	86,132.80
Police Officer Advance POST (FBPA)								
Hourly				35.74	37.53	39.41	41.38	43.45
Bi-Weekly				2,859.20	3,002.40	3,152.80	3,310.40	3,476.00
Monthly				6,194.93	6,505.20	6,831.07	7,172.53	7,531.33
Annual				74,339.20	78,062.40	81,972.80	86,070.40	90,376.00
Police Recruit (1040 hours; FBPA)								
Hourly				27.88				
Police Services Transporter: (Part-Time/On-Call, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				18.00				
Public Works Administrative Analyst (FBEO)								
Hourly				26.71	28.05	29.45	30.92	32.47
Bi-Weekly				2,136.80	2,244.00	2,356.00	2,473.60	2,597.60
Monthly				4,629.73	4,862.00	5,104.67	5,359.47	5,628.13
Annual				55,556.80	58,344.00	61,256.00	64,313.60	67,537.60
Seasonal: Laborer (1000 Maximum Annual Hours; Non-Bargaining)								
Hourly				18.00				
Seasonal: Parking Enforcement Attendant (Part-Time, 1000 Max Annual Hours; Non-Bargaining)								
Hourly				18.00				

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Social Services Liaison-Crisis Worker (Non-Bargaining, Grant-Funded Position)								
Hourly				25.00				
Bi-Weekly				2,000.00				
Monthly				4,333.33				
Annual				52,000.00				
Special Investigator Basic POST (FBPA)								
Hourly				34.07	35.77	37.56	39.44	41.41
Bi-Weekly				2,725.60	2,861.60	3,004.80	3,155.20	3,312.80
Monthly				5,905.47	6,200.13	6,510.40	6,836.27	7,177.73
Annual				70,865.60	74,401.60	78,124.80	82,035.20	86,132.80
Special Investigator Intermediate POST (FBPA)								
Hourly				35.77	37.56	39.44	41.41	43.48
Bi-Weekly				2,861.60	3,004.80	3,155.20	3,312.80	3,478.40
Monthly				6,200.13	6,510.40	6,836.27	7,177.73	7,536.53
Annual				74,401.60	78,124.80	82,035.20	86,132.80	90,438.40
Special Investigator Advanced POST (FBPA)								
Hourly				37.53	39.41	41.38	43.45	45.62
Bi-Weekly				3,002.40	3,152.80	3,310.40	3,476.00	3,649.60
Monthly				6,505.20	6,831.07	7,172.53	7,531.33	7,907.47
Annual				78,062.40	81,972.80	86,070.40	90,376.00	94,889.60
Systems Analyst - Lead (Mid-Management; Non-Bargaining)								
Hourly				36.44	38.26	40.17	42.18	44.29
Bi-Weekly				2,915.20	3,060.80	3,213.60	3,374.40	3,543.20
Monthly				6,316.27	6,631.73	6,962.80	7,311.20	7,676.93
Annual				75,795.20	79,580.80	83,553.60	87,734.40	92,123.20
Systems Analyst (Confidential; Non-Bargaining)								
Hourly				29.73	31.22	32.78	34.42	36.14
Bi-Weekly				2,378.40	2,497.60	2,622.40	2,753.60	2,891.20
Monthly				5,153.20	5,411.47	5,681.87	5,966.13	6,264.27
Annual				61,838.40	64,937.60	68,182.40	71,593.60	75,171.20
Systems Technician (FBEO)								
Hourly				22.81	23.95	25.15	26.41	27.73
Bi-Weekly				1,824.80	1,916.00	2,012.00	2,112.80	2,218.40
Monthly				3,953.73	4,151.33	4,359.33	4,577.73	4,806.53
Annual				47,444.80	49,816.00	52,312.00	54,932.80	57,678.40
Treatment Plant Operator-in-Training (FBEO)								
Hourly				20.27	21.28	22.34	23.46	24.63
Bi-Weekly				1,621.60	1,702.40	1,787.20	1,876.80	1,970.40
Monthly				3,513.47	3,688.53	3,872.27	4,066.40	4,269.20
Annual				42,161.60	44,262.40	46,467.20	48,796.80	51,230.40

CITY OF FORT BRAGG SALARY RATE COMPENSATION PLAN

Effective 02.24.2023 Add Police Sergeant Intermediate POST - Acting classification
Reso XXXX-2023.

				Step 1	Step 2	Step 3	Step 4	Step 5
Treatment Plant Operator I (FBEO)								
Hourly				25.16	26.42	27.74	29.13	30.59
Bi-Weekly				2,012.80	2,113.60	2,219.20	2,330.40	2,447.20
Monthly				4,361.07	4,579.47	4,808.27	5,049.20	5,302.27
Annual				52,332.80	54,953.60	57,699.20	60,590.40	63,627.20
Treatment Plant Operator II (FBEO)								
Hourly				26.43	27.75	29.14	30.60	32.13
Biweekly				2,114.40	2,220.00	2,331.20	2,448.00	2,570.40
Monthly				4,581.20	4,810.00	5,050.93	5,304.00	5,569.20
Annual				54,974.40	57,720.00	60,611.20	63,648.00	66,830.40
Treatment Plant Operator - Wastewater, Lead (FBEO)								
Hourly				30.39	31.91	33.51	35.19	36.95
Biweekly				2,431.20	2,552.80	2,680.80	2,815.20	2,956.00
Monthly				5,267.60	5,531.07	5,808.40	6,099.60	6,404.67
Annual				63,211.20	66,372.80	69,700.80	73,195.20	76,856.00
Treatment Plant Operator - Water, Collection and Distribution, Lead (FBEO)								
Hourly				31.91	33.51	35.19	36.95	38.80
Biweekly				2,552.80	2,680.80	2,815.20	2,956.00	3,104.00
Monthly				5,531.07	5,808.40	6,099.60	6,404.67	6,725.33
Annual				66,372.80	69,700.80	73,195.20	76,856.00	80,704.00



City of Fort Bragg

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Text File

File Number: 23-063

Agenda Date: 3/13/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Report

Agenda Number: 5B.

Receive and Accept the City of Fort Bragg's 2022 General Plan Annual Progress Report and the 2022 Housing Element Annual Report as Required by State Law

The State requires the City to complete an annual Housing Element report and submit it to the State Department of Housing and Community Development (HCD) by April 1 of each year, per Government Code Section 65400. The State also requires the City to complete a General Plan Report in compliance with the requirements of the Office of Planning & Research. Both reports are provided to City Council for review and comment. The purpose of the annual progress report is to inform decision makers and the public of the progress in meeting our community's goals, specifically, how land use decisions relate to the goals, policies and programs of Fort Bragg's General Plan(s).



City of Fort Bragg

GENERAL PLAN

ANNUAL PROGRESS REPORT

2022



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Fort Bragg City Council

Bernie Norvell, Mayor Jason Godeke, Vice Mayor
Tess Albin-Smith, Council Member
Lindy Peters, Council Member
Marcia Rafanan, Council Member

Planning Commission

Jeremy Logan, Chair
Scott Deitz, Planning Commissioner
Dave Jensen, Planning Commissioner
Stan Miklose, Planning Commissioner
Jary Stavely, Planning Commissioner

Prepared by:
Community Development Department
City of Fort Bragg
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Presentation Date to the City Council

March 13, 2023

Date of Last General Plan Update

Coastal General Plan : 2008

Inland General Plan : 2012

Housing Element Amendment : 2019

Introduction

Government Code Section 65400 requires jurisdictions to submit an annual report on the status of the City's General Plan to the Office of Planning and Research (OPR) and to the Department of Housing and Community Development (HCD) prior to April 1st each year. The General Plan Annual Report is intended to assess General Plan implementation, and the effectiveness of the plan to support orderly growth and development; preservation and conservation of open space and natural resources; and the efficient expenditure of public funds. The report is provided for informational purposes only.

A General Plan provides the legal framework for decision-making regarding land use, development, and conservation. State law requires that General Plans be kept current and internally consistent and that the Housing Element be updated every eight (8) years.

The City has two General Plans, the Inland General Plan, adopted in 2012, and the Coastal General Plan adopted in 2008. The City Council adopted Fort Bragg's 6th Cycle (2019-2027) Housing Element, which was reviewed and certified by the Department of Housing and Community Development in 2019.

The General has seven State required elements and two additional elements:

- **Land Use Element** - Discusses the location, distribution, and extent of various permitted land uses within the City. This element identifies standards for population density and development intensity for each type of land use.
- **Public Facilities Element** - Establishes the essential public facilities and services to ensure that the existing and future population of Fort Bragg is provided with the highest feasible level of public services.
- **Conservation, Open Space, Energy and Parks Element**- Contains the State-mandated open space and conservation elements. Emphasis is placed on protecting the City's natural resources, protecting and enhancing environmentally sensitive areas, and providing open space and parks to meet the community's recreational needs. This element also includes specific policies and programs to ensure continued public access, preserve and enhance scenic views, protect wetlands, bluff tops, and other natural resources.
- **Circulation Element** - Contains policies and Levels of Service standards for the roadway system, which will be updated to reflect the Vehicle Miles Traveled. This element also contains policies for public transit, bicycle facilities, parking and transportation for the mobility impaired, taking into account the relationship between land use and transportation needs of the community.
- **Community Design Element** - Establishes policies and programs dealing with the appearance of the community. It includes urban design guidelines to ensure that development contributes to

the community's identity and unique sense of place, and policies to preserve historic sites and buildings.

- **Safety Element** - Contains policies and programs to reduce the risk of injury, loss of life, and property damage resulting from natural disasters and hazardous conditions and materials.
- **Noise Element** - Contains policies and programs to reduce the community's exposure to excessive noise.
- **Sustainability Element (Inland only)** - Includes policies and programs to reduce energy use, the production of greenhouse gases, and improve the sustainability of commercial and residential development through policies and programs that encourage green building design, materials and techniques in new construction.
- **Housing Element** - Includes policies and programs to meet the housing needs of all economic segments of the community, emphasizing increased mixed-use housing, effective utilization of infill sites, inclusionary housing, and providing additional housing for special needs groups such as seniors.

This report highlights some of the City's activities from the 2022 calendar year and how those activities relate to the General Plans.

Housing Element Implementation Activities

Due to the continued housing crisis locally and statewide, the City has prioritized activities that meet our housing goals. Numerous activities were pursued in 2022 to implement the City's Housing Element including the following:

The Plateau Project

The Danco Group finished their sixty-nine (69) housing unit Plateau project, which is composed of 20 Permanently Supportive Housing Units; 23 Affordable Senior Cottages; 25 Affordable Workforce Units; and a Manager's Unit. This \$27 million project includes a \$250,000 investment from the City's Housing Trust Fund, \$3 million in City-secured HEAP grant funds, and a \$3,089,000 IIG Grant that the City jointly submitted and endorsed. The project broke ground January 2021, and received Temporary Occupancy Certificate in October 2022. The project implemented the following General Plan policies:

General Plan Relevance:

- Policy H-1.6 Infill Housing: Encourage housing development on existing infill sites in order to efficiently utilize existing infrastructure.
- Goal H-2 Expand affordable housing opportunities for persons with special housing needs such as the elderly, the disabled, households with very low to moderate incomes, and first time home buyers.
- Policy H-2.1 Available Funding Sources: Utilize County, State and Federal programs and other funding sources that provide housing opportunities for lower-income and special needs households.
- Program H-2.7.1 Continue to provide expedited permit processing and reasonable accommodation program to projects targeted for persons with disabilities, including those with developmental disabilities. Encourage developers of supportive housing to develop projects targeted for persons with disabilities, including those with developmental disabilities. Place info about the reasonable accommodation program on the City's website.

Long-Term Care at 350 Cypress St.

Funded by a Community Development Block Grant, this 12-unit long-term residential care facility for disabled adults received coastal development approval in 2021, and a building permit was issued in April of 2022. The first phase of the project (4-units) will be completed in 2023. Parent's and Friend's Inc. is actively seeking funding for the other 8-units (site work and utilities completed for all 12-units). This project will provide housing for disabled adults requiring 24-hour care including both ambulatory, non-ambulatory, and bedridden.

General Plan Relevance:

- Goal H-1 Provide a range of housing, including single-family homes, townhouses, apartments, and other housing types to meet the housing needs of all economic segments of the community.
- Policy H-1.6 Infill Housing: Encourage housing development on existing infill sites in order to efficiently utilize existing infrastructure.
- Program H-1.7.4: Attract Multi-Unit Developers. Work to attract multi-unit housing developers to the Fort Bragg Market place.
- Goal H-2 Expand affordable housing opportunities for persons with special housing needs such as the elderly, the disabled, households with very low to moderate incomes, and first time home buyers.
- Policy H-2.4 Increase Affordable Housing Development: Encourage the construction of housing units which are affordable to households with very low to moderate incomes.

Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU)

In 2022, the City processed applications for the construction of 17 new ADUs. In addition, the City allocated grant funds to revise and update ADU/JADU regulations in both the Inland and Coastal Land Use Code. The revised amendments are expected to be completed by June 2023.

General Plan Relevance:

- Policy H-1.3 Secondary Dwelling Units: Continue to facilitate the construction of secondary dwelling units on residential properties.
- Program H-1.3.1 Secondary Dwelling Unit Design: Continue to implement the City’s free secondary unit program to provide affordable and aesthetically pleasing second unit designs for the development of secondary units in Fort Bragg.
- Program H-1.3.2 No Development Impact Fees for Secondary Units: Continue to refrain from charging Capacity Fees for second units.

Tiny Homes Ordinance

In 2022, the City adopted Ordinance 980-2022 which established regulations to allow Tiny Homes in the City of Fort Bragg. In 2023 the City will extend this ordinance to the Coastal Zone (CLUDC Amendment).

General Plan Relevance:

Program H-1.3.5 Allow Tiny Homes as Second Units: Consider revising the zoning ordinance so that people can park mobile residencies (residences built under the vehicle code) as a second unit, so long as the residence looks like a house ...

Community Land Trust (CLT)

In 2022, the City continued supporting the formation and development of a community land trust focused on providing homeownership opportunities to households earning up to 120% of the area median income. This effort allowed for the establishment of a new 501c3 nonprofit - Housing Mendocino Coast, which is well positioned to serve as adjunct staff to the City and support housing opportunities for local workforce.

General Plan Relevance:

- Program H-2.4.4 Consider Community Land Trust: Complete research regarding Community Land Trust and consider working with community partners to establish a Community Land Trust that serves Fort Bragg.
- Program H-2.8.2 Inter-Agency Cooperation: Continue to work with private, non-profit, County, and State agencies to provide transitional housing, supportive services and emergency housing for the homeless.

Land Use Element Implementation Activity

The Land Use Elements of the City’s General Plans provide an overview of the long-term development goals for the City. This element was implemented through the following activities in 2022:

Blue Economy

The City is actively facilitating a regional conversation to explore how a strategic approach to opportunities within the “Blue Economy” could improve local livelihoods and wages, while also nurturing healthy marine ecosystems. With the support of CA Sea Grant and other local organizations, the City hosted a four day event - Blue Economy Symposium & Learning Festival.

Momentum from this event spurred the City to request \$898,990 in grant funds from the California Coastal Commission, which was approved in October 2022. This investment will result in a Communication & Engagement Plan, Noyo Harbor Blue Economy Visioning, Resiliency & Implementation Plan, as well as a Local Coastal Program Amendment to incorporate findings.

General Plan Relevance:

- Coastal Goal LU-8 Encourage a mixture of commercial fishing, recreational boating and fishing, mixed commercial and visitor-serving uses consistent with coastal access policies.
- Inland Goal LU-4 Promote the economic vitality of the City’s existing commercial areas.
- Coastal Program LU-6.1.1: Work with the County of Mendocino, the Noyo Harbor District and other agencies to develop and adopt a Noyo Harbor Plan establishing standards for conservation and development for the entire Noyo River drainage area.

Small Business Development

The City continues to implement Community Development Block Grant Programs for the Business Assistance Loan Program and Microenterprise Technical Assistance. Additionally, the City received funds from the California Public Utilities Commission to fund pre-construction work related to deployment of municipal broadband infrastructure. Additionally, in an effort to increase economic opportunities, the City adopted Ordinance 979-22 to amend the Inland Land Use and Development Code to allow for indoor cannabis cultivation and amended the specific land use standards and zoning for cannabis dispensaries.

General Plan Relevance:

- Goal LU-4 Promote the economic vitality of the City’s existing commercial areas.

Public Facilities Element Implementation Activity

Capital Improvement Program

The Capital Improvement Program (CIP) provides direction and guidance for the City on carefully planning and managing its capital infrastructure assets. The following CIP projects were completed in 2022:

- C.V. Starr Center LED Lighting Project
- C.V. Starr Men’ Locker Room Floor Rehabilitation Project
- C.V. Starr Watt Stopper Upgrade Project
- 2021 Cure In Place Pipe Project

A CIP General Plan Analysis is completed annually. The 2022 Analysis can be found on the [City’s website](#).

Conservation, Open Space, Energy, and Parks Element Implementation Activity

Bainbridge Park Upgrades

In 2022, the City secured grant funding from the State to conduct improvements to upgrade Bainbridge Park. Public Works has designed new soccer fields and play equipment.

General Plan Relevance:

- Policy OS-9.3 Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.

Municipal Separate Storm Water System (MS4)

The City prepared a National Pollutant Discharge Elimination System (NPDES) Annual Report, submitted on October 14, 2022. This report lists the City's activities performed during the previous fiscal year concerning the Storm Water Management Plan. Examples of this effort include: 1) education and outreach to community members and contractors; 2) prevention of industrial pollutants from regulated facilities; 3) various community clean-up events; 4) trash standards; and 5) ensuring storm drains are clear and free of debris; and incorporating new self-certification forms for land-owners who are required to maintain LID features on their sites.

General Plan Relevance:

- IGP Policy OS-6.3 /CGP Policy OS-9.2: Minimize Increases in Stormwater Runoff. Development shall be designed and managed to minimize post-project increases in stormwater runoff volume and peak runoff rate, to the extent feasible, to avoid adverse impacts to coastal waters.
- CGP Policy OS-10.2: Post-Construction Stormwater Runoff Plan. All development that has the potential to adversely affect water quality shall submit a post-construction polluted runoff control plan ("Runoff Mitigation Plan"). This plan shall specify long-term Site Design, Source Control, and, if necessary, Treatment Control BMPs that will be implemented to minimize stormwater pollution and erosive runoff after construction, and shall include the monitoring and maintenance plans for these BMPs.
- IGP Policy OS-6.5 Municipal Activities to Protect and Restore Water Quality: The City shall promote both the protection and restoration of water quality. Water quality degradation can result from a variety of factors, including but not limited to the introduction of pollutants, increases in runoff volume and rate, generation of non-stormwater runoff, and alteration of physical, chemical, or biological features of the landscape.

Circulation Element Implementation Activity

In 2022, the City replaced of 1,700 linear feet of storm drain including new drain inlets along Maple Street, road paving, and six alleyways as well as the replacement of several sections of sidewalk with accessible (ADA) curb ramps. Additionally, the City replaced 17 school zone radar speed signs with new solar-powered electronic speed detector signs along Chestnut, Sanderson, Lincoln, and Dana Streets near the

school zones. Additionally, the City successfully secured a grant from the Mendocino Council of Government's Overall Work Program to address the parking in-lieu fee which has been waived for more than 10 years consecutively.

General Plan Relevance:

- IGP Program C1.3.2: Through the Capital Improvement Plan and related impact fees, the City shall ensure that adequate funds are provided to maintain the existing circulation network, and where feasible upgrade it to "complete street" design.
- IGP Program C-11.6.1: Continue to provide traffic controls and well-lit intersections in areas with a high volume of pedestrian movement.
- IGP Program C-7.1.1: Revise the Inland Land Use and Development Code to reduce parking requirements for: 1) affordable and senior housing developments; 2) commercial and mixed-use projects within a reasonable walking distance of downtown; and 3) small infill projects in areas with an abundance of on-street parking.
- CGP Program C-5.1.1: Continue, and update, as needed, the City's parking in-lieu fee program for the Central Business District.

Community Design Element Implementation Activity

In April, 2022, the City Council adopted a resolution approving updated Citywide Design Guidelines. In addition to protecting the visual resources of the coast and the historic character of the City, the design guidelines also encourage green building practices. The City also engaged in a Code Enforcement Program to encourage business owners in the downtown commercial area to improve the visual character of their properties and abate nuisance conditions. Additionally, the City regularly hosted quarterly meetings with downtown business owners to increase activity in the downtown. The City also helped fund the Alleyway Art Project which resulted in the creation of nine public art murals.

General Plan Relevance:

- IGP Program CD-1.1.1: Periodically update the Citywide Design Guidelines.
- IGP Program CD-1.4.1/CGP Program CD-2.6.1: Continue to implement and enforce the City's nuisance abatement ordinance, and update it, as necessary, to ensure that property values are maintained throughout the City.
- IGP Policy CD-2.3/CGP Policy CD-3.3 Economic Vitality: Continue to support the economic diversity and vitality of downtown businesses.
- IGP Policy CD-7.1/CGP Policy CD-8.1 Public Art: Encourage the provision of murals, fountains, sculptures, and other forms of public art in public spaces and parks.

Safety Element Implementation Activity

In addition to meeting the goals of the Circulation Element, the Maple Street Project also accomplished Safety Goals. In 2022, the City implemented a Care Response Unit Program to better meet the needs of the Community.

General Plan Relevance:

- IGP Policy SF-2.2/CGP Policy SF-3.2 Storm Drainage: Continue to maintain effective flood drainage systems and regulate construction to minimize flood hazards.
- Goal SF-6 Maintain effective police services.
- Goal SF-7 Maintain an effective medical emergency response system.

Noise Element Implementation Activity

In 2022, City staff reviewed over 80 planning entitlements. The Noise Element is used to assess whether a project will generate a noise levels that will impact public health, safety, and wellbeing. Projects that were reviewed and determined to be above the allowable decibels were conditioned for consistency.

Sustainability Element Implementation Activity

The Inland General Plan Sustainability Element is mostly implemented through the activities of developers. For example, the City streamlined permitting for 19 roof-top solar systems for residences in the City. Additionally, in response to the drought the City engaged in education and outreach regarding water conservation strategies, and through state funding, provided kits to help reduce residential water use. Additionally, the new Citywide Design Guidelines now incorporate “Preferred Standards” for green building. Another important project is the installation of a Biosolids Dryer at the Wastewater Treatment Facility. This equipment is essential for diverting waste from landfills and making the biosolids useable for agricultural fertilizer. Further, the City adopted ordinance 978-2022 which creates a target for organic waste disposal of 75% by 2025. This ordinance complies with SB 1383.

General Plan Relevance:

- IGP Policy S-2.5 Use of Local and Renewable Energy: Buildings and infrastructure that create and/or use locally and renewably generated energy are encouraged. Photovoltaic and wind energy systems are encouraged. The installation of solar panels or other clean energy power generation sources over parking areas is preferred.
- Policy S-3.1 Reduce Water Use: Minimize the use of potable water in new and existing development.
- Policy S-4.2 Recycling and Reuse of Solid Waste: Comply with State requirements to reduce the volume of solid waste through recycling and reduction of solid waste.

Summary of Development Activity and the General Plan(s)

The Community Development Department reviews and processes land use entitlements and building permits in compliance with the Inland and Coastal Land Use and Development Codes. This requires a General Consistency analysis for which the finding must be made that a project is consistent with the General Plan. City staff use the General Plan policies to evaluate the project and when necessary add conditions to achieve consistency.

Staff conducted a General Plan Analysis for 51 discretionary permit applications in 2022. ¹ The City received a record number of design review permits for murals proposed by the Alleyway Art Project which accounts for much of the increase in permit processing. There were also significantly more CDP applications than the two prior years.

Application Type	2016	2017	2018	2019	2020	2021	2022
Total	44	46	53	68	33	55	83
Use Permits	7	2	3	4	1	4	7
Minor Use Permit	3	5	5	5	7	6	4
Coastal Development Permit	7	3	9	14	2	6	15
Design Review	4	5	3	2	3	6	20
Subdivision	2	0	0	0	2	2	2
Lot Line Adjustments	2	2	2	1	0	3	1
Limited Term Permit	16	27	29	36	17	27	32
Variance	1	0	0	5	1	1	2

Additionally, in 2022, staff processed the following applications:

Application Type	2022
Cannabis Business Permit	3
Mobile Vending Unit	1
Sidewalk Vending Permit	1
Pre-Application Conference	4
Sign Permits	10
Livestock Permit	1

In 2021, the Planning Commission adopted the practice of documenting all project approvals with a resolution. Each resolution for either approval or denial of a project includes required findings that are outlined in the Land Use and Development Codes, including consistency with the General Plan and any required special conditions. The table below shows the significant increase in resolutions approved by

¹ Limited Term Permits do not undergo General Plan Analysis.

Planning Commission.

	2016	2017	2018	2019	2020	2021	2022
Resolutions Adopted	2	6	6	8	2	12	29

Building Permits

During 2022, the Community Development Department and Public Works Department collectively reviewed 136 building permit applications. Of these permits, 19 were for the construction of new housing units including accessory dwelling units. One permit was submitted for the conversion of a motel to long-term residential which will result in 21 new housing units.

Compliance with Office of Planning and Research Guidelines

The General Plans generally comply with OPR’s general plan guidelines **with the following exceptions:**

- Neither General Plan includes the required Environmental Justice Element. However, an Environmental Justice Element is optional to the City of Fort Bragg because poverty levels and environmental contamination is not high enough to trigger the need for an EJ Element. The Environmental Justice Element is required by statute to do the following:

An environmental justice element, or related goals, policies, and objectives integrated in other elements, must identify the disadvantaged communities within the area covered by the general plan of the city, if the city has a disadvantaged community. The environmental justice element, or related environmental justice goals, policies, and objectives integrated in other elements, shall do all of the following:

- (A) Identify objectives and policies to reduce the unique or compounded health risks in disadvantaged communities by means that include, but are not limited to, the reduction of pollution exposure, including the improvement of air quality, and the promotion of public facilities, food access, safe and sanitary homes, and physical activity.
- (B) Identify objectives and policies to promote civic engagement in the public decision-making process.
- (C) Identify objectives and policies that prioritize improvements and programs that address the needs of disadvantaged communities.

- The City should explore if its General Plans comply with Office of Planning & Research Fire Hazard Planning Technical Advisory which was adopted in 2020 by the State of California and may require the City to add new policies to the Safety Element.

The City engages in consultation with Native American tribes on all planning projects and planning regulations and General Plan updates as required by state law.

The City has an updated Housing Element.

Priorities for Land Use Planning

The City Council has identified the following general planning priorities for 2022 and 2023:

- The City continued its moratorium on the In-Lie parking fees for BCD development projects.
- The City is developing a CBD Parking Strategy and is in the process of hiring a consultant for this work.
- The City is engaging in a parcel by parcel study of development limitations in the Harbor for the Blue Economy Project
- The City has adopted an ADU and tiny Home ordinance and housing production and affordability remain key issues in the City that will continue to be addressed in the coming years. In 2023 the Local Coastal Program will be amended to incorporate all State requirements for housing development including new standards for ADUs, tiny homes, inclusionary housing and more.
- The City is engaged in litigation with the Skunk Train to ensure that the Mill Site is subject to the same development standards as the rest of Fort Bragg.
- The City is planning and engineering a raw waterline project that will replace the existing line.

While the City has accomplished a lot in the 10 years/14 years since the General Plans were adopted, the following remain as future activities for consideration:

Housing Element:

- Program H-1.3.3 Develop Amnesty/Legalization Program for Illegal Residential Units: Continue to provide a legalization program for illegal residential units, especially second units, that includes requiring property owners to undertake improvements to meet the requirements of the current building code.
- Program H-1.6.2: Planning Incentives: Consider adopting planning incentives for new residential development on infill sites.
- Program H-1.7.2: Site Improvements. Obtain grant funding for off-site improvements in support of affordable multi-unit housing projects.
- Program H-1.7.7: Simplify Design Review for Small Residential Projects. Continue the process of revising the Design Review Guidelines to make them more effective. Consider exempting 3 and/or 4 unit projects from the need to obtain a Design Review permit and/or consider simplifying the Design Review requirements for 3 and 4 unit projects.
- Program H-1.7.10: Tiny Home Community. Consider adopting new zoning regulations to allow for small home subdivisions, with small individual parcel ownership, in all residential zoning districts. Consider changing the minimum lot size and minimum parcel dimensions of the LUDC to accommodate tiny home communities as part of a planned unit development.
- Program H-1.7.12: Mitigation Banks. Consider establishing a habitat and/or wetland mitigation bank with a non-profit Land Trust to establish an offsite mitigation bank for impacts to wetlands and ESHA communities.

- Program H-4.1.2 Reduce Capacity Fees for Smaller Units: Consider charging water and sewer capacity fees based on the size of the unit (either square feet or number of bedrooms) in order to ensure that each unit pays its fair share for capacity costs.

Inland General Plan

- Program OS-5.1.1: Work with organizations and private property owners to enhance the City's watercourses for habitat preservation and recreation.
- Program OS-9.1.1: Establish and update periodically a Park and Open Space Development Impact Fee
- Program OS-9.4.1: Provide additional playground facilities and basketball courts at appropriate locations within neighborhoods.
- Program C-8.1.1: Work with the property owners to obtain temporary use, in the event of an emergency, of the logging road that begins on Cypress Street and provides access to Highway 20 (aka the A&W Haul Road), east of Fort Bragg.
- Program CD-2.5.2 Locate an area where a pocket park or a small plaza could be established for public gatherings, street fairs, concerts, and similar outdoor public events.
- Program CD-7.1.2: Consider implementing an ongoing outdoor sculpture exhibit adjacent to City Hall and/or in other locations, with an emphasis on supporting and showcasing local artists and reflecting the cultural life of the community.
- Program S-2.2.1: Revise the City's Zoning Ordinance to allow small wind, solar and geothermal systems for on-site use as a permitted use in all zones within the City.
- Program S-4.2.2: Continue to implement the City's Construction and Demolition Waste Recycling Ordinance. Periodically review the ordinance and consider increasing the target diversion amounts.

Coastal General Plan

- Program LU-3.1.4 Utilize City-owned land at the Guest House Museum, Town Hall, and City Hall for historic and cultural uses, public assembly, and entertainment.
- Program OS-1.2.1: Update the mapping of environmentally sensitive habitat areas as new information becomes available.
- Program OS-2.1.4: Seek Federal and State funding for the repair of streambank erosion, planting of riparian vegetation to stabilize creek banks, and removal of debris obstructing waterflow.
- Program OS-6.3.1: Revise the Coastal LUDC to allow alternative energy facilities for on-site use as a conditional use in all zones within the City. Solar energy facilities for on-site use shall be allowed as a permitted use in all zoning districts.
- Program OS-17.1.2: Establish a Park and Open Space Trust Fund as required by the Quimby Act and Government Code Sections 66000-66011.
- Policy C-6.1 Provide Additional Access Routes to Noyo Harbor: Consider constructing a new access route from the west side of Main Street to the north side of the Noyo Harbor. Any new access route to the north side of the Noyo Harbor shall be consistent with all applicable policies of

the LCP including, but not limited to, the wetland, environmentally sensitive habitat area, public access, and visual protection policies.

Conclusion

On March 13, 2023 the Fort Bragg City Council reviewed and accepted the General Plan Progress Report for 2022. Additional City Council comments received at the meeting are included as Appendix B. This report, including the annual Housing Element Report (Appendix A), shall be submitted to the Governor's Office of Planning and Research (OPR) and to the California Department of Housing and Community Development (HCD) by the April 1st deadline.

Appendix A – Housing Element Report (2022)

Fort Bragg’s 6th Cycle Housing Element was adopted by City Council on September 9, 2019 and addresses the planning period from 2019 to 2027. Section 65400 of the Government Code requires that the City to submit an annual report on the status and progress of implementing the Housing Element.

The City completed the 2022 Annual Housing Element Report and submitted it directly into California Department of Housing and Community Development’s (HCD) database on March 28, 2023. This on-line system provides information to HCD, and is included herein for the benefit of the Governor’s Office of Planning and Research. Data is collected on an excel spreadsheet, which contains the following sheets:

Table A	Housing Development Applications Submitted
Table A2	Annual Building Activity Summary Report – New Construction, Entitles, Permits, and Completed Units
Table B	Regional Housing Needs Allocation Progress – Permitted Units Issued by Affordability
Table C	Sites Identified or Rezoned to Accommodate Shortfall Housing Needs
Table D	Program Implementation Status pursuant to Government Code section 65583
Table E	Commercial Development Bonus Approved pursuant to Government Code section 65915.7
Table F	Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1, subdivision (c)
Table F2	Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2
Table G	Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of, pursuant to Government Code section 65400.1
Table H	Locally Owned Surplus Sites
Table I	Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)
Table J	Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Summary

LEAP Reporting

Appendix B – City Council Comments

City Council reviewed the 2022 General Plan Annual Report on Monday, March 18, 2023. City Council accepted the 2020 General Plan Annual Progress Report and 2020 Housing Element Annual Progress Report with the following comments:

-

Please Start Here

General Information	
Jurisdiction Name	Fort Bragg
Reporting Calendar Year	2022
Contact Information	
First Name	Sarah
Last Name	Peters
Title	Assistant Planner
Email	speters@fortbragg.com
Phone	7079612827
Mailing Address	
Street Address	416 N. Franklin St.
City	Fort Bragg
Zipcode	95437

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

[Click here to download APR Instructions](#)

12_28_22

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is reopened.

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: <https://apr.hcd.ca.gov/APR/login.do>

Submittal Instructions

Please save your file as Jurisdictionname2022 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2022

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. Online Annual Progress Reporting System - Please see the link to the online system to the left. This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. Email - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Fort Bragg	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Income					
1					2	3	4	5					
Prior APN ⁺	Current APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Date Application Submitted ⁺ (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted
Summary Row: Start Data Entry Below								0	0	0	3	0	37
008-092-08-A	00809208-A	245 LAUREL ST	Convert comm to res	UP 2-22	SFD	O	4/5/2022						
018-210-34	018-210-34	840 S. Franklin St	Mixed Use Dev	CDP10-22 UP5-22	MH	R	9/12/2022						2
008-046-22	008-046-22	245 W Fir St	ADU over garage	CDP5-22 +BP	ADU	R	6/17/2022						
008-041-04	008-041-04	729 West St.	ADU in coastal zone	CDP7-22 and BP	ADU	R	6/21/2022						1
018-210-17	018-210-17	311 N. Harbor Dr	ADU in coastal zone	CDP3-22 +BP	ADU	R	4/21/2022						1
018-080-51	018-080-51	538 Walnut St.	ADU in coastal zone	CDP1-22 + BP	ADU	R	3/17/2022						1
008-272-05	008-272-05	153 Livingston	Garage to ADU	BP 153 Liv	ADU	R	12/22/2022						1
008-277-09	008-277-09	645 E. Redwood	ADU on MF parcel	BP 645 Redwood	ADU	R	12/15/2022						1
018-121-16	018-121-16	500 N. Whipple	Attached ADU	BP 500 N Whipple	ADU	R	12/13/2022						1
018-052-16	018-052-16	411 S. Whipple	Garage to ADU	BP 411 S. Whipple	ADU	R	7/22/2022						1
008-186-06	008-186-06	230 N. Whipple	Garage to ADU	BP 230 N Whipple	ADU	R	7/11/2022						1
008-961-02	008-961-02	425 N. Whipple	Garage to ADU	425 N Whipple	ADU	R	12/21/2021						1
008-250-18	008-250-18	300 Morrow St.	Garage to ADU	300 Morrow St	ADU	R	12/23/2021						1
018-080-79	018-080-79	369 Cypress St.	Convert comm to res	369 Cypress	SFD	R	11/16/2021						1
008-231-10	008-231-10	638 E Oak ST	Convert comm to res	638 E. Oak BP	MH	R	12/5/2022						21
008-193-06	008-193-06	134 N Harrison St.	Convert SFR to MFH	134 N. Harrison	MH	R	8/25/2022						3
018-090-12	018-090-12	350 Cypress St.	Demo SF construct MH	350 Cypress St.	MH	R	10/5/2021				12		
008-194-02	008-194-02	110 S. Harrison St.	New ADU	110 S. Harrison	ADU	R	5/5/2022						1
008-264-24	008-264-24	151 Halsey Way	New SFR	151 Halsey	SFD	O	5/2/2022						
020-510-79	020-510-79	205 Acorn	New SFR	205 Acorn	SFD	O	1/10/2022						
008-101-05	008-101-05	205 Brandon	New ADU	205 Brandon	ADU	R	12/16/2022						1
008-250-33	008-250-33	937 Cedar St.	New SFR	937 Cedar	SFD	O	10/25/2022						
008-302-57	008-302-57	1328 Cedar St.	New SFR	1328 Cedar	SFD	O	9/19/2022						
018-100-42	018-100-42	485 S Lincoln St.	New SFR	485 S Lincoln	SFD	O	12/13/2021						
008-185-10	008-185-10	327 N Corry St.	ADU on Garage	327 N Corry	ADU	R	12/15/2021						1
008-264-20	008-264-20	141 Halsey Way	New SFR	141 Halsey Way	SFD	O	11/23/2021						
008-103-31	008-103-31	645 N Harold St.	ADU	645 N Harold	ADU	R	11/8/2021						
018-182-18	018-182-18	320 Redwood	3 ADUs in Carport	320 Redwood	ADU	R	9/13/2022				3		
008-272-07	008-272-07	165 Livingston St.	Permit unpermitted adu	165 Livingston St.	ADU	R	9/30/2022						1

id
3S

mitted

Income	Total Proposed Units by Project	Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Notes
	6	7	8	9	10		11	12
Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes ⁺
8	48	12	0					
1	1	1	0	No	No	N/A	Approved	
	2	2	0	No	No	N/A	Approved	Land Use approved, BP carried over to 2023 but approved
1	1	1	0	No	No	N/A	Approved	
	1	1	0	No	No	N/A	Approved	
	1	1	0	No	No	N/A	Approved	
	1	1	0	No	No	N/A	Approved	
	1	0	0	No	No	N/A	Pending	
	1	0	0	No	No	N/A	Pending	
	1	0	0	No	No	N/A	Pending	
	1	0	0	No	No	N/A	Pending	Inspector correction letter
	1	0	0	No	No	N/A	Pending	Inspector correction letter
	1	0	0	No	No	N/A	Pending	Inspector correction letter
	1	0	0	No	No	N/A	Withdrawn	Too costly
	1	1	0	No	No	N/A	Approved	
1	22	0	0	No	No	N/A	Pending	
1	4	0	0	No	No	N/A	Pending	Pending plan revision submission
	12	12	0	No	No	N/A	Approved	Res care fac for spec need adults
	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
	1	0	0	No	No	N/A	Pending	
1	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
1	1	0	0	No	No	N/A	Pending	Inspector correction letter
	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
1	1	1	0	No	No	N/A	Approved	
	3	0	0	No	No	N/A	Pending	Under Review
	1	0	0	No	No	N/A	Pending	Under Review

Jurisdiction	Fort Bragg
Reporting Year	2022 (Jan. 1 - Dec. 31)
Planning Period	6th Cycle 08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: indicates an optional field
Cells in grey contain auto-calculation formulas

A2 Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units																							
Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement							Affordability by Household Incomes Building Permits									
1					2	3	4							5	6	7					8		
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, MH)	Tenure R=Renter O=Owner	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Entitlement Date Approved	# of Units Issued Entitlements	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Building Permits Date Issued
Summary Row: Start Data Entry Below							0	0	0	0	0	0	7	4	11	0	0	6	0	7	3	3	
008-041-04	008-041-04	729 West St.	ADU in coastal zone	CDP7-22 and BP	ADU	R						1	9/10/2022	1									11/4/2022
008-046-22	008-046-22	245 W Fir St	ADU over garage	CDP5-22 +BP	ADU	R						1	8/25/2022	1									
008-092-08-A	00809208-A	245 LAUREL ST	Convert comm to res	UP 2-22	SFD	R						1	6/6/2022	1									
008-103-31	008-103-31	645 N Harold St.	ADU	645 N Harold	ADU	R								0									10/7/2021
008-185-10	008-185-10	327 N Corry St.	ADU on Garage	327 N Corry	ADU	R								0									3/9/2022
008-194-02	008-194-02	110 S. Harrison St.	New ADU	110 S. Harrison	ADU	R						1	5/5/2022	1									6/13/2022
008-250-33	008-250-33	937 Cedar St.	New SFR	937 Cedar	SFD	O						1	10/25/2022	1									
008-264-20	008-264-20	141 Halsey Way	New SFR	141 Halsey Way	SFD	O						0	11/23/2021	0									3/24/2022
008-264-24	008-264-24	151 Halsey Way	New SFR	151 Halsey	SFD	O						0	5/2/2022	0									1/20/2023
008-302-57	008-302-57	1328 Cedar St.	New SFR	1328 Cedar	SFD	O						1	9/19/2022	1									11/15/2022
018-080-51	018-080-51	538 Walnut St.	ADU in coastal zone	CDP1-22 + BP	ADU	R						1	5/27/2022	1									11/4/2022
018-080-79	018-080-79	369 Cypress St.	Convert comm to res	369 Cypress	SFD	R						0	11/16/2021	0									6/2/2022
018-090-12	018-090-12	350 Cypress St.	Demo SF construct MH	350 Cypress St.	MH	R								0		6		6					4/22/2022
018-210-17	018-210-17	311 N. Harbor Dr	ADU in coastal zone	CDP3-22 +BP	ADU	R						1	7/22/2022	1									9/16/2022
018-210-34	018-210-34	840 S. Franklin St	Mixed Use Dev	CDP10-22 UP5-	MH	R						2	11/22/2022	2									
020-510-79	020-510-79	205 Acorn	New Single Family Residence	205 Acorn	SFD	O						1	1/10/2022	1									2/22/2022
008-264-17	008-264-17	1342 Cedar St.	New Single Family Residence	1342 Cedar St.	SFD	O								0									

9	Affordability by Household Incomes - Certificates of Occupancy							13	14	15	16	17	18	19	Demolished/Destroyed Units			21	Density Bonus			25			
	10	11	12	20	22	23	24																		
# of Units Issued Building Permits	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Certificates of Occupancy or other forms of readiness (see instructions) Date issued	# of Units issued Certificates of Occupancy or other forms of readiness	How many of the units were Extremely Low Income?*	Was Project APPROVED using GC 68913.4(b)? (SB 35 Streamlining) Y/N	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units - Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*	
19	0	0	0	0	0	1	2		3	0	0						1		0						
1									0															Yes	
0									0																
0									0																
1						1		5/10/2022	1	0	n	y			Size of unit		0			0.0%		3	Development Standards Modification, On-Site Improvements	Yes	
1									0																
0									0																
0									0																
1							1	12/1/2022	1	0	N	Y					0			0.0%					
1									0																
1									0																
1									0																
1									0																
12									0		N	Y	CDBG	Other		1000	1	Demolished	R						Longterm Residential Care Facility
0									0																
0									0																
1									0																
0							1	8/1/2022	1	0	N	Y								0.0%					

Jurisdiction	Fort Bragg	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

ANNUAL ELEMENT P Housing Element Imp

jurisdiction name and current year data. Past year information comes from previous APRs. ~~jurisdiction name and current year data. Past year information comes from previous APRs.~~ the material supplied here

Table B														
Regional Housing Needs Allocation Progress														
Permitted Units Issued by Affordability														
Income Level		1 RHNA Allocation by Income Level	Projection Period - 01/01/2019 - 08/14/2019	2								3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level	
				2019	2020	2021	2022	2023	2024	2025	2026			2027
Very Low	Deed Restricted	60	-	-	27	-	-	-	-	-	-	-	27	33
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	31	1	-	43	-	6	-	-	-	-	-	50	-
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Moderate	Deed Restricted	23	-	-	-	-	7	-	-	-	-	-	24	-
Above Moderate	Non-Deed Restricted		4	7	2	1	3	-	-	-	-	-		
Total RHNA		137												
Total Units			12	12	75	2	19	-	-	-	-	-	120	37
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).														
		5 Extremely low-Income Need		6								7 Total Units Remaining		
				2019	2020	2021	2022	2023	2024	2025	2026		2027	Total Units to Date
Extremely Low-Income Units*		30	-	-	-	-	-	-	-	-	-	-	-	30

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	Fort Bragg		
Reporting Year	2022	(Jan. 1 - Dec. 31)	
Table D			
Program Implementation Status pursuant to GC Section 65583			
Housing Programs Progress Report			
Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.			
1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Program H-1.1.1 Inventory of Infill Sites	Maintain the inventory of vacant and underdeveloped residentially designated land in the City's GIS system. Provide copies of the inventory for public distribution on the City website.	Ongoing, as vacant sites are developed the GIS system is updated and a map and list of vacant sites is posted on the City's website	Updated in 2019 and revised in 2023.
Program H-1.3.1 Secondary Dwelling Unit Design	Continue to implement the City's free secondary unit program to provide affordable and aesthetically pleasing second unit designs for the development of secondary units in Fort Bragg.	Ongoing	In 2021, the City utilized SB-2 grant funds to develop designs and engineering for two sets of construction plans for Fort Bragg's Pre-Approved ADU Program: 1) 720 SF one-bedroom; and 2) 960 SF two-bedroom. Currently available to all residents. In 2022, the City began preparing for a Local Coastal Program Amendment to revise housing and ADU regulations.
Program H-1.3.2 No Development Impact Fees for Secondary Units	Free secondary unit program to provide affordable and aesthetically pleasing second unit desgns.	Ongoing	The City currently does not charge water or sewer capacity fees for ADUs and JADUs.
Program H-1.3.3 Develop Amnesty/Legalization Program for Illegal Second Units	Continue to provide a legalization program for illegal residential units, especially second units, that includes requiring property owners to undertake improvements to meet the requirements of the current building code.	Ongoing	Implemented in 2015. The City charges no penatly fees or back payment for illegal units that submit building permit to be legalized and per State Law, do not require correction of non-conforming issues on site.

Program H-1.3.4 Junior Accessory Dwelling Units	Consider revising the zoning ordinance to allow junior accessory dwelling units (units no more than 500 SF and contained entirely within an existing single-family structure) in single-family residential and multifamily zoning. The Junior Accessory units would be in addition to a second unit, allowing up to 3 units per parcel by right.	2021-2023	Completed in 2020 for the Inland Land Use Code. Activity will be completed for Coastal Land Use Code in 2023.
Program H-1.3.5 Allow Tiny Homes as Second Units	Consider revising the zoning ordinance so that people can park mobile residences (residences built under the vehicle code) as a second unit, so long as the residence looks like a house (e.g. external siding that is compatible with the residential neighborhood, skirted if the wheels would otherwise be visible from the public right of way, etc.).	2022	Received SB-2 Grant funding. Ordinance allowing Tiny Homes was adopted on April 25, 2022.
Program H-1.3.6 Alternative Designs for Second Units	Explore options for allowing cutting edge construction techniques for second units including but not limited to: straw bale, rammed earth, prefabricated second units, etc.	2023	To be considered
Program H-1.6.1 List of Vacant Parcels	Continue to update the vacant parcels map and provide information to potential developers about infill development opportunities in Fort Bragg.	Ongoing. As vacant sites are developed, the GIS system is updated and a map and list of vacant sites is posted on the City's website.	Updated in 2019 and will be revised in 2020-2022
Program H-1.6.2 Planning Incentives	Consider adopting planning incentives for new residential development on infill sites	Consider updating the LUDC to provide a mechanism for market rate housing projects to request up to one planning incentive for development of market rate housing on infill sites (as defined by CEQA).	Presented to Council 2020 as part of an Economic Policy Manual. Received direction to move forward. Plans to implement 2020-2025

<p>Program H-1.6.3 Redevelopment of Non-Vacant Sites</p>	<p>Require the replacement of housing units subject to the requirements of Government Code, section 65915, subdivision (c)(3) on sites identified in the site inventory when any new development (residential, mixed-use or non-residential) occurs on a site that has been occupied by or restricted for the use of lower-income households at any time during the previous five years. This requirement applies to: 1) non-vacant sites and 2) vacant sites with previous residential uses that have been vacated or demolished.</p>	<p>The replacement requirement will be implemented by 2020/21 and applied as applications on identified sites are received and processed.</p>	<p>To be implemented</p>
<p>Program H-1.7.1 Permit Steamlining</p>	<p>Develop a streamline permitting process for local and out of area developers to permit affordable and market-rate multi-unit housing projects. Project streamlining for larger vacant parcels (2 to 10 acres) could consist of: 1) completion of all resource studies (botanical, traffic, cultural resources, etc.); 2) completion of the CEQA analysis; and/or 3) completion of the site plan, elevations, and all permitting for a vacant parcel.</p>	<p>2020-2025</p>	<p>Plans to implement in 2023.</p>
<p>Program H-1.7.2 Site Improvements</p>	<p>Obtain grant funding for off-site improvements in support of affordable multi-unit housing projects</p>	<p>Ongoing</p>	<p>Partnered with developer, Danco, to apply for Infill Infrastructure Grant funds and was awarded nearly \$3.1 million for "The Plateau" project. The project was opened for occupancy on November 1, 2023.</p>
<p>Program H-1.7.3 Market Study</p>	<p>Complete a housing market study for market rate multi-family housing development in Fort Bragg and use it to market Fort Bragg to housing developers.</p>	<p>Ongoing</p>	<p>To be implemented</p>
<p>Program H-1.7.4 Attract Multi-Unit Developers</p>	<p>Work to attract multi-unit housing developers to the Fort Bragg Market place.</p>	<p>Ongoing</p>	<p>Currently working with multi-unit developer, DANCO.</p>

<p>Program H-1.7.5 Allow Higher Density by Right</p>	<p>Consider revising the zoning ordinance to allow for one or more of the following: 1) allow multi-family development in Medium Density and High Density zoning districts (by right) without Use Permit approval; 2) allow multi-family development (by right) without use permit approval in all zoning districts if the project includes 20 percent or more of its units affordable to lower income household; and/or 3) allow multi-family projects of 5 units or less without use permit approval in Medium and High density zoning districts.</p>	<p>2020-2022</p>	<p>To be considered</p>
<p>Program H-1.7.6 Allow Higher Densities in Single Family Residential Districts with Use Permit Approval</p>	<p>Consider revising the zoning ordinance to allow three or four unit developments on larger parcels within Single Family Residential Zoning districts with a Use Permit. Consider revisions to the Lot Coverage Ratio and Floor Area Ratio to control building size and massing.</p>	<p>2020-2021</p>	<p>In 2023, staff is preparing an amendment for consideration that would allow a duplex by right on all residentially zoned parcels by right. This is in addition to an ADU and JADU that could be built on a low density parcel.</p>
<p>Program H-1.7.7 Simplify Design Review for Small Residential Projects</p>	<p>Continue the process of revising the Design Review Guidelines to make them more effective. Consider exempting 3 and/or 4 unit projects from the need to obtain a Design Review permit and/or consider simplifying the Design Review requirements for 3 and 4 unit</p>	<p>Ongoing.</p>	<p>To be considered.</p>

Program H-1.7.8 Workforce Housing in Mixed-Use Zoning	Continue to allow workforce housing in all zoning districts that allow mixed-use development.	Ongoing	Implemented
Program H-1.7.9 Live-Work Housing in Industrial Zoning Districts	Continue to allow live-work housing in all industrial zoning districts.	Ongoing	Implemented
Program H-1.7.10 Tiny Home Communities	Consider adopting new zoning regulations to allow for small home subdivisions, with small individual parcel ownership, in all residential zoning districts. Consider changing the minimum lot size and minimum parcel dimensions of the LUDC to accommodate tiny home communities as part of a planned unit development.	2020-2021	Will be completed in 2023.
Program H-1.7.11 Public Private Partnership for Major Subdivisions	Consider establishing a partnership between the City and existing property owners to complete subdivisions of 4+ lots for resale of parcels. This program could consist of the City taking the role of agent for the subdivision of underutilized parcels into smaller lots in Fort Bragg in order to facilitate utilization of these parcels for residential development. For example, the City could complete all the studies and the subdivision to divide the main lot into smaller lots, which the property owner could then sell. The City could be repaid by the property owner upon sale of the parcels or receive a dedication of one parcel for affordable housing.	2020-2025	The City has created a Community Land Trust to facilitate this work.
Program H-1.7.12 Mitigation Banks	Consider establishing a habitat and/or wetland mitigation bank with a non-profit Land Trust to establish an offsite mitigation bank for impacts to wetlands and ESHA communities.	2020-2021	To be considered

<p>Program H-1.7.13 Rezone a Portion of the GP Mill Site for Housing</p>	<p>Continue the community-based planning process and consider rezoning a portion of the Mill Site for workforce and affordable housing. Consider submitting a Local Coastal Program to the Coastal Commission for the approval of at least 25 acres of residential zoning on the Mill Site.</p>	<p>2020-2025</p>	<p>This process is currently stalled due to litigation regarding the ownership and applicability of City and State planning regulation of the Mill Site.</p>
<p>Program H-1.8.1 Repair and Replace</p>	<p>Give preference to the repair or replacement of residential structures whenever it is economically feasible (repair of less than 75% of structure) over replacement with non-housing structures.</p>	<p>Ongoing</p>	<p>Implementation is ongoing</p>

<p>Program H-1.8.2 Substandard Housing Program</p>	<p>Participate in the Franchise Tax Board (FTB) Substandard Housing Program, which assists the state and local agencies responsible for addressing unsafe living conditions that violate health and safety codes. Property owners in violation of health and safety code standards are not allowed to make certain deductions on their personal tax returns pursuant to California Revenue & Taxation Code (CR&TC) Sections 17274 and 24436.5. That additional revenue collected by FTB is transferred to the Local Code Enforcement Rehabilitation fund. These funds are then disbursed to the cities and counties that generated the notification of substandard housing to the FTB. The City will use funds collected from Franchise Tax Board (FTB) Substandard Housing Program for code enforcement for residential properties and to address health and safety issues in residential properties that would otherwise be red-tagged.</p>	<p>Ongoing</p>	<p>The City received CDBG grant funds to develop and implement a code enforcement program, focused on strengthening residential neighborhoods and will fold this program into efforts.</p>
<p>Program H-1.9.1 Building Permits</p>	<p>Consider hiring a contract building inspector to bring building inspection services into the City in order to improve timeliness and inspection certainty.</p>	<p>2020-2025</p>	<p>To be considered</p>
<p>Program H-1.9.2 Reduce Cost of Construction</p>	<p>Explore the feasibility of adopting a modified version of the Uniform Building Code and consider not adopting some of the costly new 2020 UBC requirements.</p>	<p>2020</p>	<p>Determined to be unfeasible.</p>

Program H-2.1.1 Available Funding	Seek available State and Federal assistance to develop affordable housing for seniors, the disabled, persons with developmental disabilities, lower-income large households, and households with special housing needs. Work with non-profit and for-profit affordable housing developers to apply for State and Federal funding. Seek funding for affordable housing from all sources.	Apply for funding as funding cycles occur	In 2022, local non-profit partner, Parents and Friends began construction of housing for developmentally disabled adults. Funding was provided by CDBG through the City of Fort Bragg. The City continues ongoing work with Danco and Rural Housing and Community Development Corporation to seek opportunities for more low income, senior, and disabled housing.
Program H-2.2.1 Affordable Senior Housing	Maintain an inventory which identifies properties which are potentially well-suited for senior housing. Work with developers to facilitate funding and construction of senior housing.	Periodically update inventory of properties suitable for senior housing.	Completed.
Program H-2.2.2 House Sharing	Work with area non-profits to explore the feasibility of establishing house sharing programs for seniors by creating a matching and vetting process.	2020-2025	To be implemented
Program H-2.2.3 Encourage Housing for Seniors with Pets	Consider methods to encourage developers of senior housing to include pet friendly units and/or accommodations for pets, especially service animals for seniors.	2020-2025	To be considered
Program H-2.2.4 Encourage Housing with Dementia Care and Assisted Living for Seniors	Work to attract a business that provides dementia care and assisted living facilities to Fort Bragg to serve our aging senior population. Identify vacant parcels that would be suitable for an Assisted Living facility. Consider if the zoning ordinance should be revised to make it easier to develop an assisted living facility in Fort Bragg.	2020-2025	To be considered

Program H-2.4.1 Inclusionary Housing Ordinance	Continue to implement the City's Inclusionary Housing Ordinance. Monitor the Inclusionary Housing Ordinance to determine if it constrains new housing development and if it does, take action to mitigate the constraint on new housing development.	Monitoring 2020-2023 & take action 2023-2025	Ongoing
Program H-2.4.2 Support Self Help Housing	Continue to provide one or two planning incentives for self-help affordable housing.	Ongoing	Ongoing
Program H-2.4.3 Support SRO Housing	Continue to encourage and facilitate Single- Room Occupancy Units by allowing rooming and boarding with a Minor Use Permit in the RM and RH zones. Consider allowing SRO housing in RVH zones by right (without Use Permit approval).	Changes to the zoning code have been completed. Implementation	Implemented
Program H-2.4.4 Consider Community Land Trust	Complete research regarding Community Land Trust and consider working with community partners to establish a Community Land Trust that serves Fort Bragg.	2020-2025	The Community Land Trust was established in 2022.
Program H-2.4.5 Prioritize City Services for Housing Developments	Continue to implement procedures to grant priority service for sewer and water services to residential developments.	Ongoing	Ongoing
Program H-2.4.6 Support Effective Use of Housing Vouchers	Work with non-profit partners to develop a program that may include one or more of the following: assist landlords to bring units up to minimum requirements for voucher program; complete a new study on the cost of living to increase the voucher payment rate; develop an 10 Housing Element 2019 10-14 education program for landlords about the benefits of the voucher program; and/or provide case work services for voucher tenants.	2020-2025	In process. Successively worked with the Strategic Committee of Mendocino Continuum of Care to place an incentive/education program for landlords in the Stratigic Plan. The CDC is organization implementing benefit program.

<p>Program H-2.4.7 Supportive Housing</p>	<p>Revise the City’s zoning ordinance so that it complies with AB 2162, which requires the City to allow supportive housing by right in all multi-family zoning districts and in all mixed-use zoning districts.</p>	<p>2022-2023</p>	<p>To be implemented in 2023</p>
<p>Program H-2.4.8 Maximize Housing Density by Right for Projects with 20%+ Affordable Units</p>	<p>Revise the LUDC to allow the maximum density permissible within a zoning district by right (no Use Permit) for all residential projects that include at least 20% of units deed restricted at rents affordable to low income households and that have been listed in the last two Housing Elements as an eligible site in the Vacant Parcel Inventory for the RHNA, these parcels are listed on the Vacant Parcel Inventory and include: 008-172-09, 251 So Franklin St; 018-440-58, 1151 So Main St; 018-150-61, 1190 So Main St; 018-090-02, 700 River Dr.; 018-090-16, 700 River Dr.; 008-010-31, 1020 Glass Beach Dr.; 018-113-03, 970 Chestnut St; 008-010-33, 1080 Glass Beach Dr.; 008-290-73, 1329 Cedar St; 008-302-28, 1328 Cedar St; 008-290-34, 1325 Cedar St; 018-100-42, 485 So Lincoln St; 018-210-29, 860 Hazelwood St; 020-520-22, 1600 Oak St; 018-440-50, 200 We Ocean View Dr.; 018-113-01, 552 S Lincoln St; 018-440-38, 350 Ocean View Dr.; 018-440-49, 250 We Ocean View Dr.; 018-340-04, 441South St; 018-340-03, 601 Cypress St; 008-350-60, 920 Stewart St; 018-150-58, No Street Address; 018-150-56, No Street Address; 018-150-55, 100 East Ocean View Dr.</p>	<p>Ongoing.</p>	<p>To be considered and implemented.</p>

Program H-2.4.9 Encourage and Support Land Divisions to Support Affordable Housing	The City shall encourage lot line adjustments and land divisions resulting in parcels sizes that facilitate multifamily developments affordable to lower income households on all sites in the Vacant Land Inventory.	2019-2027	Ongoing
Program H-2.6.1 Seek Funding to Develop or Rehabilitate Housing for Large Low-Income Families	Continue to work with affordable housing developers to identify potential new construction or rehabilitation projects that will serve large lower-income families and obtain and administer a grants specifically to accommodate large families.	Ongoing	Completed for the Danco Project and Ongoing for new proposed projects at Glass Beach Drive.
Program H-2.7.1 Expedited Permit Processing and Reasonable Accommodation Program	Continue to provide expedited permit processing and reasonable accommodation program to projects targeted for persons with disabilities, including those with developmental disabilities. Encourage developers of supportive housing to develop projects targeted for persons with disabilities, including those with developmental disabilities. Place info about the reasonable accommodation program on the City's website.	Ongoing	Completed Parents and Friends project and Danco Project for a total of 20 units of permanent supportive housing and 4 units for people with disabilities.
Program H-2.8.1 Ongoing Estimates of the Demand for Emergency Housing	Continue to work with the Fort Bragg Police Department and homeless service providers in the community to maintain ongoing estimates of the demand for emergency housing in Fort Bragg and to develop strategies to meet that demand.	Annual Update	Ongoing
Program H-2.8.2 Inter-Agency Cooperation	Continue to work with private, non-profit, County, and State agencies to provide transitional housing, supportive services and emergency housing for the homeless.	Ongoing	Ongoing. In 2022, a new Crisis Respite with four beds and Danco Permanent Supportive Housing with 20 units. The City continues to coordinate with local non-profits and local motels to offer winter shelter services.

Program H-2.8.3 Transitional and Supportive Housing	Continue to regulate transitional and supportive housing as a residential use subject to the same restrictions that apply to other residential use types and dwellings of the same type in the same zone.	Changes to the zoning code have been completed. Implementation is ongoing.	Implemented and ongoing.
Program H-2.8.4 Transitional and Supportive Housing	Consider working with area non-profits to establish a tiny home (small cottage) community for Transitional Housing.	2020-2025	Under consideration
Program H-2.8.5 Emergency Shelters	Continue to allow emergency shelters as a permitted use in the General Commercial (CG) zoning district.	Changes to the zoning code have been completed. Implementation is ongoing.	Implemented.
Program H-2.8.6 Emergency Shelter for Families	Work with area non-profits to establish an emergency shelter for families.	2020-2025	Implemented at Hospitality House.
Program H-2.8.7 Emergency Shelters Regulatory Changes	Consider revising the LUDC to ensure that emergency shelters are subject only to the following requirements (per State law): 1) maximum number of beds; 2) off-street parking based upon demonstrated need; 3) size and location of onsite waiting and intake areas; 4) provision of onsite management; 5) proximity to other shelters; 6) length of stay; 7) lighting; and 8) security during hours when the shelter is open.	Changes made to ILUDC.	Implemented. The zoning code allows emergency shelters as a permitted use in the General Commercial zone.
Program H-2.8.8 Evidence-Based Homeless Services	Consider the key findings of research and evidence-based approaches when considering funding solutions for homelessness.	Ongoing	Ongoing. In 2019, City staff joined Mendocino County Homeless Services Continuum of Care Strategic Planning Committee, and attends regular monthly board meetings.

Program H-2.8.9 Safe Pilot Parking Program	The City Council will consider developing a safe parking program that may consist of one or more of the following actions: 1) analyze the issue to determine how best to address the issue of homeless people sleeping in their cars; 2) identify and engage local stakeholder; 3) develop and implement a plan of action.	2020-2022	no progress.
Program H-2.8.10 Define Group Home	Revise the ILUDC and CLUDC to define group homes that serve 6 or fewer as a permitted use in all zones in which a singlefamily home is permitted, and to define group homes with 7 or more residents as an organizational house.	2020-2022	Implemented in the ILUDC, changes will be updated in the CLUDC in 2023.
Program H-2.9.1 First Time Home Buyers	Consider whether to require, through the inclusionary housing ordinance, the provision of housing units affordable to first time home buyers who qualify for affordable housing.	2020-2025	Adopted.
Program H-2.9.2 Funding Sources for First Time Home Buyers	Continue applying for funding sources for first time home buyers, if the housing market and funding requirements will result in a successful program, and provide referrals to FHA programs offered by local lenders and sweat-equity programs operated by non-profit housing organizations.	Ongoing	Ongoing.

Program H-2.9.3 Revise Annexation Rules	Consider revising the regulations regarding annexations to increase the amount of land zoned for residential development within City limits, especially as water storage and wastewater treatment are less of a limit to the expansion of the City limits, and as some areas adjacent to the City do not have the correct soils for septic systems and/or do not have an onsite water source.	2019-2025	Two parcels with failing septic systems were added to the Municipal Services District in 2022.
Program H-3.1.1 Housing Discrimination Complaints	Continue to facilitate equal housing opportunity by referring housing discrimination complaints to the Fair Housing Division of HUD. Continue to distribute information regarding equal housing opportunity laws and the equal housing opportunities for Fair Housing at City Hall.	Ongoing	Ongoing
Program H-3.1.2 Non-discrimination Clauses	Include non-discrimination clauses in rental agreements and deed restrictions for housing constructed with City assistance.	Ongoing	Ongoing.
Program H-3.2.1 Use Housing Funds	Use housing funds as available, to support renovations and improvements to accessibility in affordable housing for qualified seniors, persons with disabilities and persons with developmental disabilities.	Ongoing	Ongoing.

<p>Program H-3.2.2 Reasonable Accommodation for Persons with Disabilities and Developmental Disabilities</p>	<p>Continue to review the City's land use and building regulations to identify constraints that may exist for the provision of housing for persons with disabilities and developmental disabilities, and continue to implement the City's policy and programs to provide reasonable accommodations for persons with disabilities and developmental disabilities. Publicize revisions to land use regulations and the City's policy and programs for providing reasonable accommodation for persons with disabilities.</p>	<p>Implemented and Ongoing</p>	<p>Ongoing.</p>
<p>Program H-3.2.3 Reasonable Accommodation</p>	<p>Ensure all new, multi-family construction meets the accessibility requirements of the federal and State Fair Housing Acts through local permitting and approval processes.</p>	<p>Ongoing</p>	<p>Ongoing.</p>
<p>Program H-4.1.1 Continue to Pursue Strategies to Address Water Pressure Issues</p>	<p>Continue to pursue strategies to address water pressure issues that impact development potentials.</p>	<p>Ongoing</p>	<p>The City completed multiple water projects to help mitigate water availability issues and potential impact on development. These include a water treatment plant upgrade, raw water line replacement, and a desalination system. Water pressure improvements have not yet been implemented.</p>
<p>Program H-4.1.2 Reduce Capacity Fees for Smaller Units</p>	<p>Consider charging water and sewer capacity fees based on the size of the unit (either square feet or number of bedrooms) in order to ensure that each unit pays its fair share for capacity costs.</p>	<p>2020-2022</p>	<p>ADU's no longer pay capacity fees per state law.</p>
<p>Program H-5.1.1 Housing Rehabilitation Projects</p>	<p>Seek funding to assist in the rehabilitation and conservation of multi-family residential projects. Work with non-profit and for-profit affordable housing developers to achieve successful rehabilitation of multi-family housing. Utilize rehabilitation funds to add bedrooms to overcrowded units, as feasible.</p>	<p>Annually as an ongoing program</p>	<p>Ongoing.</p>

Program H-5.1.2 Target Areas	Continue to identify target areas and specific properties where housing rehabilitation is most needed through a periodic update of the housing conditions survey which identifies the neighborhoods and areas requiring rehabilitation assistance.	Update in 2023-2024	To be updated in 2024
Program H-5.1.3 Housing Rehabilitation/Preservation Program	Continue the City's housing rehabilitation program which provides low interest loans for the rehabilitation of homes owned or occupied by very low to moderate income households. Continue to seek funding for the housing rehabilitation loan program. Facilitate citizen awareness of the City's rehabilitation loan program.	In place and Ongoing	Funding for the City's housing rehab program has expired and the program is currently not active. The City will apply for HOME funds in 2023 in the hope of restarting the program.
Program H-5.1.4 Capital Improvement Program	Consider capital improvement projects necessary to maintain the community's older neighborhoods as part of the City Council's annual review of the Capital Improvement Program.	Annually as an ongoing program	Ongoing
Program H-5.2.1 Discourage Vacation Rentals	Continue to prohibit vacation rentals in all zoning districts except for the CBD. Undertake proactive undercover code enforcement activity on a regular basis against all illegal vacation rentals in Fort Bragg. Work with the County of Mendocino at all levels to reduce or eliminate further conversions of residential units into vacation rentals as this practice has greatly increased the magnitude of the housing crisis on the Mendocino coast and in the City of Fort Bragg.	Ongoing.	Ongoing. The City continues to enforce the prohibition of vacation rentals in all zones (except limited vacation rentals on second floors of commercial buildings in the CBD). Staff check websites and investigate code enforcement complaints for illegal vacation rentals.

Program H-2.2.2 Single-Family Homes	Continue to allow the reuse of existing singlefamily residences, in commercial zones, as single-family residences. Consider allowing second units on commercially zoned parcels with existing single family homes.	2020-2021	Implemented in Inland. Coastal code will be revised in 2023.
Program H-5.2.3 Housing Rehabilitation in Non-Residential Areas	Continue to permit substantial rehabilitation of, and additions to, existing housing located in zones where it is a legal nonconforming use.	Ongoing.	Ongoing.
Program H-5.3.1 Develop At-Risk Units Program	Maintain an inventory of at-risk affordable housing units and work with property owners and non-profit affordable housing organizations to preserve these units by identifying and seeking funds from Federal, State and local agencies to preserve the units.	Ongoing	Ongoing.
Program H-5.3.2 Require At-Risk Education Program; Program H-5.3.3 Monitor At-Risk Units	Work with property owners and non-profit affordable housing organizations to ensure that tenants receive required education and notifications regarding at-risk units.	Ongoing	No units are currently at risk in the City of Fort Bragg. All units are guaranteed to remain affordable through 2031. The City will monitor the units that are at risk in the 2030 decade to ensure that they remain affordable.
Program H-5.3.4 Replacement Program for Units Demolished for New Development	Consider modification of the Land use and Development Code to require replacement of low and moderate income residential units, when such units are demolished to accommodate new development.	2025-2030	To be considered.

<p>Program H-5.3.5 Work with Potential Purchasers of At-Risk Units</p>	<p>Establish contact with public and nonprofit agencies interested in purchasing and/or managing units at risk in the 2030 decade to inform them of the status of these projects. Where feasible, provide technical assistance and support to these organizations with respect to acquisition. Consider reducing or waiving development fees associated with preservation or replacement of at-risk units. Assist property owners with grant applications for funding for mortgage refinancing, acquisition, rehabilitation, and gap funding for affordable development. Access funding resources such as tax-exempt bonds, housing tax credits, Community Development Block Grants, HOME funds for the preservation of affordable housing units.</p>	<p>Ongoing</p>	<p>Ongoing. To be reconsidered and improved.</p>
<p>Program H-5.3.6 Maintain List of At-Risk Projects</p>	<p>Actively pursue affordable housing opportunities and maintain a list of interested and qualified affordable housing developers.</p>	<p>Ongoing</p>	<p>Ongoing.</p>
<p>Program H-5.3.7 Provide Tenant Education and Assistance Tenants of At-Risk Projects</p>	<p>Require property owners to give a 3-year, 12-month and 6-month notice of their intent to opt out of low-income use restrictions. Work with tenants of at-risk units 10 - Housing Element 2019 10-22 and provide them with education regarding tenant rights and conversion procedures. Assist tenants of existing rent restricted units to obtain priority status on housing choice voucher waiting list.</p>	<p>Ongoing</p>	<p>Ongoing.</p>
<p>Program H-6.1.1 Workshops</p>	<p>Continue to hold workshops and public hearings to discuss proposed revisions to the City's Housing Element.</p>	<p>Annually</p>	<p>No revisions to the City's Housing Element were proposed in 2022.</p>

Program H-6.2.1 Annual Report	Prepare an annual report that describes the amount and type of housing constructed, the stock of affordable housing units, demolition permits, and conversion of residential units to other uses, and other housing-related activities for review by the EDAC, Planning Commission, and City Council.	Annually (include with the annual review of the Capital Improvement Program (CIP) by the Planning Commission)	Completed in March of 2023.
Program H-7.1.1 Recycling	Consider revising the zoning ordinance so that all multifamily residential developments provide a centralized drop-off location for recyclables and compostable materials.	Changes to the zoning code will take place in 2023.	To be considered or implemented.
Program H-7.1.2 Rainwater Capture and Drought Tolerant Landscaping	Consider revising the zoning ordinance to incentivize the installation of cisterns to capture rainwater from roofs for all water needs. Consider revising the zoning ordinance to require drought tolerant landscaping for landscaped areas in commercial and multifamily residential uses.	2020-2021	Implemented.
Program H-7.1.3 Sustainable Building Techniques	Encourage housing that includes environmental benefits such as energy conservation, green building, water conservation, and recycling.	2020-2022	Informational brochures have been developed. The adopted revisions to the Citywide Design Guidelines (2022) promote these methods.
Program H-7.1.3 Sustainable Building Techniques	Consider revising the zoning ordinance to incentivize or require passive solar design strategies for space heating and lighting to reduce energy demand to the extent feasible in all residential and mixed-use buildings and in site design. Alternatively, revise the Citywide Design Guidelines to require passive solar and prefer active solar installations for all projects of more than 5,000 SF.	Ongoing.	2020 CA Building Code includes provisions for solar on all new construction.

Program H-7.1.4 Passive Solar Design Strategies	Continue to apply for and administer funds to assist residents with energy conservation retrofits and weather-ization resources. Continue to partner with community services agencies to provide financial assistance for low-income persons to offset the cost of weatherization and heating and cooling homes.	Ongoing	Ongoing. The 2022 revised Citywide Design Guidelines recommends passive solar design strategies.
Program H-7.1.5 Energy Retrofit Program	Continue to apply for and administer funds to assist residents with energy conservation retrofits and weather-ization resources. Continue to partner with community services agencies to provide financial assistance for low-income persons to offset the cost of weatherization and heating and cooling homes.	Ongoing	Ongoing.
General Comments			

Jurisdiction	Fort Bragg	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the checklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Fort Bragg	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table F2 Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2																
For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).																
Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Above Moderate RHNA		Notes
1					2	3	4							5		6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below																

Jurisdiction	Fort Bragg
Reporting Period	2022 (Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

**ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation**

For Mendocino County jurisdictions, please format the APN's as follows:999-999-99-99

Table H Locally Owned Surplus Sites						
Parcel Identifier			Designation	Size	Notes	
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						

Jurisdiction	Fort Bragg	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21. **Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.**

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table I Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)									
Project Identifier				Project Type	Date	Unit Constructed			
1				2	3	4			
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income
Summary Row: Start Data Entry Below									
008-244-54-00	None								

Jurisdiction	Fort Bragg	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

ANNUAL ELEMENT PROGRESS REPORT

Note: "+" indicates an optional field

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

Housing Element Implementation

Cells in grey contain auto-calculation formulas

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						Units (Beds/Student Capacity) Granted Density Bonus	Notes	
1				2	3	4						5	6	
APN	Street Address	Project Name +	Local Jurisdiction Tracking ID +	Unit Category (SH - Student Housing)	Date	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														
None														

Jurisdiction	Fort Bragg	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	08/15/2019 - 08/15/2027

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	6
	Non-Deed Restricted	0
Moderate	Deed Restricted	7
	Non-Deed Restricted	3
Above Moderate		3
Total Units		19

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	4	4	2
2 to 4	0	0	0
5+	0	0	0
ADU	5	3	1
MH	2	12	0
Total	11	19	3

Housing Applications Summary	
Total Housing Applications Submitted:	21
Number of Proposed Units in All Applications Received:	48
Total Housing Units Approved:	12
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	Fort Bragg	
Reporting Year	2022	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT					
Local Early Action Planning (LEAP) Reporting					
(CCR Title 25 §6202)					
Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.					
Total Award Amount	\$	65,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.		
Task	\$ Amount Awarded	\$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Implement Prohousing Policies and Programs of 2019 Housing Element - Community Land Trust	\$56,408.00		In Progress		
Update City regulations to allow Accessory Dwelling Unit for Coastal Zone in compliance with Section 65852.2 of the Government Code	\$8,592.00		In Progress		

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	7	
Above Moderate		4	
Total Units		11	

Building Permits Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	6	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	7	
	Non-Deed Restricted	3	
Above Moderate		3	
Total Units		19	

Certificate of Occupancy Issued by Affordability Summary			
Income Level		Current Year	
Very Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Low	Deed Restricted	0	
	Non-Deed Restricted	0	
Moderate	Deed Restricted	0	
	Non-Deed Restricted	1	
Above Moderate		2	
Total Units		3	



City of Fort Bragg

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

File Number: 23-064

Agenda Date: 3/13/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5C.

Approve Minutes of February 27, 2023



City of Fort Bragg

416 N Franklin Street
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Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, February 27, 2023

6:00 PM

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

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3) CLOSED SESSION ITEMS

(1) Jay McMartin-Rosenquist requested an update on the South Whipple Street receivership. (2) None. (3) N/A.

3. STAFF COMMENTS

None.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Rafanan reported on the Local Cultural Ad Hoc Committee. Councilmember Peters reported on the buy-back recycling center progress, stating that a mobile unit will be located in the alley behind Piaci's. He recommended that the City work with Native Americans to celebrate their culture on Indigenous Peoples' Day in October. Councilmember Albin-Smith said the Visit Fort Bragg event subcommittee is working on Restaurant Week March 13-19. Vice Mayor Godeke said the Local Cultural Ad Hoc Committee is currently focusing on tribal member history. He noted that he was invited to join Chief Cervenka at a healthcare round table at the hospital. Mayor Norvell spoke about working with local service organizations on the beautification of the downtown. The Mayor said he will leave for Riverside on Sunday for a CalCOG meeting. He attended a healthcare district meeting last week. The district has been struggling to get people on board; he asked the City's HR department to help them with the recruitments.

5. CONSENT CALENDAR

Councilmember Albin-Smith asked that Items 5C and 5D be removed from the Consent Calendar for further discussion.

Approval of the Consent Calendar

A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith, to approve the Consent Calendar with the exception of Items 5C and 5D. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

5A. [23-027](#) Adopt City Council Resolution Rescinding a Local Emergency in the City of Fort Bragg

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 4659-2023

5B. [23-040](#) Approve a Letter in Support of the Noyo Harbor Multimodal Circulation Planning Effort Seeking Funds from Caltrans' Sustainable Communities Transportation Planning Grant

This Council Letter was approved on the Consent Calendar.

5E. [23-057](#) Approve Amendment to Agreement between the County of Mendocino and the City of Fort Bragg Regarding Additional Funding for the Emergency Winter Shelter

This Amendment was approved on the Consent Calendar.

5F. [23-050](#) Receive and File Minutes of the October 13, 2022 Public Works and Facilities Committee Meeting

These Committee Minutes were received and filed on the Consent Calendar.

5G. [23-053](#) Approve Minutes of February 13, 2023

These Minutes were approved on the Consent Calendar.

5H. [23-058](#) Adopt AMENDED City Council Resolution No. 4653-2023 Approving the Creation of the Administrative Assistant -- Confidential and Manager - Special Projects Classifications; Establishing Salary Rate Compensation Plan; and Confirming All City of Fort Bragg Established Classifications

A motion was made by Councilmember Peters, seconded by Councilmember Albin-Smith, that this Amended Resolution be adopted. The motion carried by the following vote:

Aye: 4 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith and Councilmember Rafanan

Abstain: 1 - Councilmember Peters

Enactment No: RES 4653-2023 AMENDED

ITEMS REMOVED FROM CONSENT CALENDAR

- 5C.** [23-043](#) Adopt City Council Resolution Authorizing Affordable Housing Agreement and Declaration to Transfer Stewardship of Inclusionary Housing Unit located at 435-B N. Whipple Street to Housing Mendocino Coast

In response to Councilmember Albin-Smith's request for an explanation of this agenda item, Special Projects Manager McCormick said that the inclusionary housing ordinance triggered this, explaining that the non-profit Housing Mendocino Coast is handling the sale directly with the buyer instead of the City.

Public Comment was received from Shelley Green and Jacob Patterson.

A motion was made by Councilmember Albin-Smith, seconded by Councilmember Peters, that this Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4660-2023

- 5D.** [23-055](#) Adopt City Council Resolution Authorizing the Extension of the Abandoned Vehicle Abatement Program

City Attorney Collins and Police Chief Cervenka responded to questions from Councilmember Albin-Smith regarding the funds involved in the Abandoned Vehicle Abatement program.

Public Comment: None.

A motion was made by Councilmember Albin-Smith, seconded by Vice Mayor Godeke, that this Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4661-2023

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

8. CONDUCT OF BUSINESS

- 8A.** [23-049](#) Receive Presentation About Programmatic Permitting for State of California Middle-Mile Broadband Network in Coastal Zone and Consider Adoption of City Council Resolution in Support of Consolidated Coastal Development Permit Processed by the California Coastal Commission

Dotrik Wilson, Matt Smith, and Robert King of the Department of Transportation (Caltrans) and Melba Policicchio of California Coastal Commission were in attendance and helped present this item to the City Council.

Public Comment: None.

A motion was made by Councilmember Rafanan, seconded by Councilmember Peters, that this Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4662-2023

8B. [23-056](#)

Receive Report and Consider Adoption of City Council Resolution Approving Budget Amendment No. 2022/23-15 for \$36,000 to Fund the Care Response Unit (CRU) Team Through the End of the Fiscal Year 2022/23 and Authorize the Creation of a Separate Line Item Within the Police Department Budget to Account for CRU Costs

Chief Cervenka presented the staff report on this agenda item. Hannah and Jeanette from the Care Response Unit (CRU) spoke about their engagement with the community.

Public Comment was received from Shelley Green and Jary Stavely.

Discussion: Council was in agreement about supporting CRU to keep these services for the homeless going forward. The goal is to continue to secure funding so two additional CRU members can be added to the program.

A motion was made by Mayor Norvell, seconded by Councilmember Peters, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Enactment No: RES 4663-2023

9. CLOSED SESSION

ADJOURNMENT

Mayor Norvell adjourned the meeting at 7:24 PM.

BERNIE NORVELL, MAYOR

June Lemos, MMC, City Clerk

IMAGED (_____)



City of Fort Bragg

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Text File

File Number: 23-073

Agenda Date: 3/13/2023

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5D.

Approve Minutes of March 1, 2023 City Council Goal Setting Retreat



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Meeting Minutes Special City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Wednesday, March 1, 2023

1:30 PM

Noyo Harbor Inn, 500 Casa Del Noyo

City Council Goal Setting Retreat

CALL TO ORDER

Mayor Norvell called the meeting to order at 1:30 PM.

ROLL CALL

Councilmember Peters joined the meeting at 3:00 PM.

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

1. PUBLIC COMMENTS ON THIS SPECIAL AGENDA ITEM

Public Comments were received from Dr. Richard Miller, Marcy Snyder and Donna Dawson.

2. CONDUCT OF BUSINESS

2A. [23-059](#) Fort Bragg City Council Goal Setting Retreat Agenda

The City of Fort Bragg retained Heather Paulsen Consulting (HPC) to provide facilitation services for a Goal Setting Retreat with the Fort Bragg City Council and City Manager. The three primary objectives of the retreat were: to identify 4-6 strategic goal areas shared the City Council members; to identify and prioritize implementation ideas for each strategic goal area; and to provide direction to the City Manager for the development of operational plans and the budgeting process.

The agenda for the day was developed by HPC in partnership with the City Manager with additional support and input from the City Clerk. Prior to the retreat, an electronic survey was distributed to Council members polling them on a number of areas including their top three priority areas, assessment of the City Manager and their working relationship, the capacity and functioning of the city staff, their ability to work together and further education that would help them in their roles. This information helped shape the agenda for the Retreat.

The half-day retreat was held Wednesday, March 1, 2023, from 1:30p.m. to 5:30p.m. at the Noyo Harbor Inn in Fort Bragg and was open to the public. Several community members attended and were invited to share public comments at the beginning of the meeting.

The session opened with a review of the objectives and agenda for the session, and an overview by the City Manager on Council-Manager form of government and the roles inherent in that system.

Council members were then guided through a brainstorming process to envision the city in 2040 after the City Council had achieved great success in its work. These ideas were captured on flipchart paper and then categorized into four general themes: Jobs/Industry, Housing, Infrastructure, and Quality of Life. (These are the same four themes that emerged from the Council's 2019 Retreat, and the Council affirmed their ongoing relevance.) The Council members agreed that there is a shared underpinning for *all* of the priority areas: ensuring we have healthy ecosystems and enhancing local self-sufficiency.

The City Manager then shared a detailed review of the work accomplished by the City since 2019 in each of the focus areas. Significant progress has been made, and this review inspired Council members to generate goals for the next 3-5 years in each focus area.

By the end of the Retreat, the Council had developed and prioritized approximately 12 -14 goals for the City Manager to use as a framework for operational plans and budget development. These goals for each of the priority areas - Jobs/Industry, Housing, Infrastructure and Quality of Life - are summarized below along with the number of dot-votes given to each item to prioritize the importance of each item.

JOBS/INDUSTRY

Marine research center - partner w Noyo Center for top-notch marine science facility, 2
Continue partnership between City and Harbor, 2
Partner with schools and college on vocational training, 2
Broadband, 2
Aquaculture, 1
Hemp - ag and industry support, 1
Explore timber related jobs, products, etc.
Survey business owners and entrepreneurs about how City can support them

QUALITY OF LIFE

Beautification of downtown buildings and streets, 5
Build civic pride + transparency for public engagement, 4
Community-involved police force (CRU + code enforcement), 3
Mill site advocacy, permitting, 1
Transportation - public, inexpensive, EVs, 1
Local food production (home & community gardens; education; local farmers markets), 1
Develop more parks, green space in town (partner with schools, City, nonprofits)
Develop Cultural Center on Mill Site
Partnering for healthcare, other Quality of Life issues, Recruitment
Safe streets, walkable, bikeable

HOUSING

Continue supporting Workforce Housing thru CLT, 6
Fully staff the Community Development Dept, 6
Enforcement of vacation rentals - partner with County for outside City limits, 1
Explore incentives to housing development (Glass Beach, etc.), 1
Mill Site strategy, 1

Support developers via easier process, make it easier
 Support for retrofitting existing homes (insulation, water efficiency, roofing)
 Continue working toward 200 units

INFRASTRUCTURE

Water storage, reservoirs, 4
 Diversify water sources (desal, reclamation), 3
 Fix the streets, 3
 Broadband installation and delivery, 2
 Site and map EV charging stations in City, 1
 Alternative energy dev. - solar, 1
 Bike land improvements, 1
 Water transmission system upgrade
 Pre-treatment for storm water (especially creeks are daylighted)
 Sprinklers for downtown buildings
 City Hall East improvements

Ideas that did not fit neatly into the Council’s goal setting conversation were captured in a “Parking Lot.”
 These ideas were:

City Organizational Development:

- City personnel: focus on recruitment, retention, development & education
- Hire Communications role for public info
- City fiscal responsibility and transparency for public engagement

At the close of the day, HPC solicited feedback about the process and asked the Council members to share one word to describe their experience of this Retreat. They were as follows:

- Eye-opening
- Team
- Organizing
- Community
- Positive
- Caring

ADJOURNMENT

Mayor Norvell adjourned the meeting at 5:26 PM.

 BERNIE NORVELL, MAYOR

 June Lemos, MMC, City Clerk

IMAGED (_____)

From: Jacob Patterson <jacob.patterson.esq@gmail.com>

Sent: Thursday, March 9, 2023 1:34 PM

To: Lemos, June <jlemos@fortbragg.com>

Subject: Public Comment -- 3/13/2023 CC Mtg., Item No. 5D, Retreat Minutes

City Council,

The draft minutes for your goal setting retreat (5D) are incorrect or at least misleading as currently written. The draft minutes state that all councilmembers attended but that is not correct for the entire meeting. Councilmember Lindy Peters did not attend the majority of the meeting and only arrived after much of the discussion had already taken place and closer to its conclusion at 5:30 than the start of the meeting. Normally, minutes reflect the absence of a member of the legislative body and note their arrival time when a late arrival actually joined the meeting. I am not sure when that was precisely because I did not include it in my notes. I think this is a noteworthy item since the meeting itself went much more smoothly without Lindy's presence because he was unable to interrupt other councilmembers as he frequently does, often to explain to the previous speaker what they really meant by what they were saying--as if they can't speak for themselves.

Anyway, I recommend amending these minutes to reflect Lindy's absence from the majority of the meeting including his absence when public comments were made.

Regards,

--Jacob



City of Fort Bragg

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Presentation from Housing Mendocino Coast, a 501(c)3 Non-Profit Community Land Trust
Housing Program

HOUSING MENDOCINO COAST WITH THE COMMUNITY LAND TRUST MODEL

2023

*Strategic Plan for a Community Land Trust Program Serving
Low to Moderate Income Households of Fort Bragg and the Mendocino Coast Region.
Paid for with California's SB-2, LEAP and REAP planning grant funds.*

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INTRODUCTION

Introduction

BACKGROUND

The City of Fort Bragg's Housing Element provides a blueprint for City actions to address existing and future housing needs of the community. The Housing Element was significantly revised in 2019 to include many innovative and outstanding ideas from community members, non-profit managers, business owners, contractors, real estate agents, City staff and decision makers. These revisions include everything from removing regulatory or fiscal barriers, to forming deeper collaborations in order to address some of our more difficult challenges. It focuses on increasing housing opportunities - from tiny homes to single-family residences, and larger multi-family projects. One particularly innovative program involves the establishment of a community land trust to provide homeownership and housing opportunities for very-low, low- and moderate income households:

Goal H-2 Expand affordable housing opportunities for persons with special housing needs such as the elderly, the disabled, households with very low to moderate incomes, and first-time home buyers.

Policy H-2.4 Increase Affordable Housing Development: Encourage the construction of housing units which are affordable to households with very low to moderate incomes.

Program H-2.4.4 Consider Community Land Trust: Complete research regarding Community Land Trust and consider working with community partners to establish a Community Land Trust that serves Fort Bragg.

The Fort Bragg City Council understands that land is a finite community asset, and wants to ensure that some land is preserved for housing that is affordable to working families. Funding allocated by the State of California through Senate Bill 2 (SB-2), Local, Regional Early Action Planning grants (LEAP/REAP), and Permanent Local Housing Allocation (PLHA) funds were dedicated to explore how the Community Land Trust (CLT) model could serve the coast in and around the City of Fort Bragg. Professional services were secured by Burlington Associates in Community Development, a national consulting cooperative specializing in the CLT housing model to assist in development of a CLT strategy, filing of the necessary paperwork to establish a 501c3 California public benefit corporation, and provide resources to build capacity within the newly formed organization.

ISSUE

Throughout California housing prices are rising at a greater rate than income levels, which means every year more people are unable to become homeowners. As a result, overall homeownership

INTRODUCTION

rates are at their lowest since the 1940's; and homeownership is out of reach for most working households on the Mendocino Coast. In fact, the ratio of homeowners to renters in the City of Fort Bragg is nearly the opposite of the national average – 39% owner occupied housing to 61% renters versus the National Average of 65% homeownership rate to 35% renters¹.

In a geographically isolated region, such as the Mendocino Coast, it is vital to ensure there is adequate housing stock for the workforce. Traditional ideas of commuting aren't feasible when it involves travel over difficult roads over long distances. Given this fact, it then becomes imperative for working households to find housing on the coast, and the current lack of housing opportunities has seriously impacted the ability of local businesses and organizations to recruit and retain employees. Government agencies, health care providers, school districts, and others all are reporting hardships associated with the inability of potential employees to secure stable and affordable housing.

Local government has a responsibility to ensure housing opportunities are accessible to all socio-economic segments of the community. The City of Fort Bragg has been successful at partnering with affordable housing developers to secure State and federal grant dollars to construct housing units affordable to our most vulnerable population – extremely low, very low, and low income households. The City is now looking to the community land trust model to create a supply of housing for low and moderate income working families.

THE COMMUNITY LAND TRUST MODEL

The Community Land Trust (CLT) model provides a way to set aside homes that will remain affordable to households earning up to 120% of the area median income in perpetuity. CLTs are nonprofit organizations that own and hold title to land in order to preserve long-term affordability for housing and other community uses. Unlike most housing assistance programs, the affordability of a CLT home does not lapse after 15, 35, or 55 years. Instead, a CLT stewards the land, preventing the future loss of affordably priced homes, nurturing social and economic diversity, while promoting generational wealth. This is accomplished by altering how the property is structured, how subsidies are applied, and by delivering ongoing stewardship to homeowners to ensure long-term success.

Fostering home ownership and housing opportunities that are affordable to coastal workforce is a move toward community prosperity and resiliency because homeownership is one of the best ways to build long-term personal, generational, and community wealth. Individual homeowners benefit from having fixed housing expenses and a path toward financial stability. It allows

¹ United States Census, Quick Facts: <https://www.census.gov/quickfacts/fortbraggcitycalifornia>

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individuals to begin the process of building equity, which then nurtures household wealth, and in turn fosters generational wealth. Homeownership benefits the larger community because high owner-occupied housing rates are directly reflected in a community-based organization's ability to successfully encourage people to get involved in local activities and volunteer. Healthy and vibrant communities tend to rely on strong social networks – families that raise their children in local schools, businesses that support the local athletic teams, and neighbors that look out for one another.

HOUSING MENDOCINO COAST

Housing Mendocino Coast

MISSION

There are several approaches to organizing and structuring a CLT, however, the purpose of all CLTs is to preserve land for the benefit of the community. Housing Mendocino Coast (HMC) functions as a California nonprofit public benefit organization in order to provide housing and homeownership opportunities to low- and moderate-income households within the City of Fort Bragg and greater coastal region of Mendocino County, while ensuring affordability to future generations through the CLT model. HMC believes that all working families deserve a home of their own and that communities with homeowners representing a broad socio-economic range are the strongest and most vibrant.

LAND: A COMMUNITY ASSET

Land is a finite resource. Similar to how local organizations such as the Mendocino Land Trust conserve land for natural habitat and public access to scenic areas, HMC also preserves land to ensure its intended use is for the public good - the exclusive purpose to house families earning up to 120% of the area median income.

HMC will work closely with a variety of local organizations to acquire real estate and create home ownership opportunities for residents who could not otherwise afford it. Land can either be purchased by or donated to HMC. If the land is vacant, HMC will arrange for the development and construction of homes. If land is acquired with existing homes on it, HMC might renovate or conduct repairs to make it move-in ready. In all cases, the land is permanently owned by HMC, and the buildings are owned by the homeowners who purchase them.

The land is leased to the homeowners via a 99-year renewable ground lease. The homeowners and their descendants may use the land and buildings for as long as they wish to live there, and so long as it is used as their primary residence. A key benefit of this model is the ability to ensure prices stay affordable. When the homeowners decide to sell, HMC has the right to buy the home back and/or facilitate the purchase by a qualified buyer.

The resale price is based on the percentage increase in the area median household income from the time the home was purchased. This resale formula is designed to give homeowners a fair return on their investment, while keeping the price affordable to subsequent owners in the same income level.

HOUSING MENDOCINO COAST

GROUND LEASE: EXCLUSIVE RIGHTS TO LAND

The Ground Lease and Deed are recorded, enforceable, legally-binding documents. The Ground Lease is approved by Fannie Mae, and a CLT Rider is signed by both the CLT and Homebuyer². The two primary functions of the Ground Lease are: 1) to convey the exclusive, long-term right of the homeowner to use and occupy the land; and 2) to outline expectations of both the homeowner and the CLT, including provisions requiring the continued use of property to eligible households.

HMC's Ground Lease includes requirements such as: owner occupancy; primary residency; prohibition to rent or sublet the home without HMC permission; prohibition of mortgaging home improvements and/or the home itself without written approval from HMC to the lender; limitations on the resale price of the home to ensure the home remains affordable to future qualified households; and stipulations related to care and maintenance activities, including making any additions or alterations.

All of the requirements of the lease and accompanying documents are explained in detail by HMC staff who deliver Homebuyer Education as part of the stewardship practice prior to documents being signed or recorded. HMC continues to nurture a connection with homeowners and to provide continued support for successful homeowner. When the time comes to sell, HMC facilitates the resale.



The price of the home is tied to household income

Land is community asset preserved for workforce housing

² Fannie Mae CLT Rider and Ground Lease: <https://selling-guide.fanniemae.com/Selling-Guide/Origination-thru-Closing/Subpart-B4-Underwriting-Property/Chapter-B4-1-Appraisal-Requirements/Section-B4-1-4-Special-Appraisal-and-Other-Valuation/1032992291/B4-1-4-06-Community-Land-Trust-Appraisal-Requirements-04-15-2014.htm>

HOUSING MENDOCINO COAST

STEWARDSHIP: NUTURING RELATIONSHIPS & ENSURING SUCCESS

The “C” in CLT stands for “Community”. Stewardship is a value, a principal and a practice that runs through every part of HMC. Stewardship is a unique feature of the CLT model. As important as it is to build housing, building resilient communities that are economically and socially diverse is the focus of HMC because living and working within one’s community has an impact on quality of life, the climate and economic resiliency in many aspects.

To be successful and to cause and support successful homeownership experiences, HMC is committed to strong relationships with the City of Fort Bragg, the County of Mendocino, developers, local employers and its residents. The successful administration of a housing program requires close and frequent attention in many forms including: scouting sites for projects; developing buildout strategy; pulling together funding; managing entitlements, construction and/or renovation efforts; qualifying applicants to ensure HMC criteria is met; educating first time homebuyers; assisting in mortgage financing and protecting buyers and homeowners from predatory lenders; preparing legal documents; working closely with local officials, staff and if applicable, developer attorneys.

HMC is prepared to serve as adjunct staff to the City of Fort Bragg and Mendocino County to bring capacity to deliver on goals and policy. For example, developers are often inclined to pay in-lieu fees, rather than build housing to fulfill inclusionary housing policies. One disincentive to developers is the burden of having to qualify buyers for the inclusionary units. However, if developers could be guaranteed assistance from HMC to identify a buyer, then the likelihood of participation in an inclusionary housing partnership increases.

HMC would ensure the City/County qualifying criteria is met and that the developer’s housing obligation to house a qualified buyer is also met. HMC would market homes to local businesses, school districts, and hospitals, making it easy for partners to participate in building housing and disseminate information on the availability of said housing.

A researcher from Vanderbilt University partnered with the National Community Land Trust Network to conduct a survey to better understand all-time high foreclosure trends within the housing market during 2009. Results from the survey found that conventional homeowners were eight times more likely to be in the process of foreclosure than community land trust homeowners at the end of 2009. The survey found that for homeowners in trouble, 57% of CLT homeowners were provided financial counseling, and 72% of CLTs were facilitating loan modifications with lenders. The benefit of stewardship in educating and safeguarding homeowners is clearly illustrated in the data.

HOUSING MENDOCINO COAST

HMC is committed to providing long-term stewardship by monitoring eligibility, affordability, and occupancy controls, all while supporting CLT homeowners and protecting loss through deferred maintenance or mortgage foreclosure. HMC is committed to homeowner support, before and after moving in, and relies on a network of experts that can help address any challenges faced by the homeowner. When the time comes for a HMC home to change hands, HMC is prepared to facilitate the sale to qualifying households by calculating the resale price, developing and executing a marketing and sales plan, connecting with employers in the community to qualify and deliver homebuyer education to the next homeowner.

AFFORDABLE IN PERPETUITY: THE RESALE CALCULATION

A key advantage of the CLT model is the ability to ensure prices stay affordable for future generations. In order to keep homes affordable to future buyers, HMC homeowners agree to sell their home for a limited price when they decide to move - sharing the affordability that was created for them, with future buyers. This is accomplished by tying the price of an HMC home to a household's area median income, rather than the market. When a homeowner decides to sell their home, the resale calculation is based on the percentage increase in Mendocino County's area median household income from the time the home was purchased.

This approach is designed to give homeowners a fair return on their investment, while keeping the price affordable for future families at the same income level. As a general rule, HMC income qualifying households are expected to spend about 33% of monthly earnings on total housing costs (principal, interest, hazard insurance, ground lease, home owner association fees and property taxes, which are based on the sales price of the home, as per to AB 196).

California sets income limits for extremely low-, very low-, low-, and moderate income households for all 58 counties on an annual basis³. The 2022 State income limits for Mendocino County are reflected in the table below.

INCOME LEVELS	NUMBER OF PERSONS IN HOUSEHOLD							
	1	2	3	4	5	6	7	8
Extremely Low	16,350	18,700	23,030	27,750	32,470	37,190	41,910	46,630
Very Low	28,150	32,150	36,150	40,150	43,400	46,600	49,800	53,000
Low	45,000	51,400	57,850	64,250	69,400	74,550	79,700	84,850
Median	56,200	64,250	72,250	80,300	86,700	93,150	99,550	106,000
Moderate	67,450	77,100	86,700	96,350	104,050	111,750	119,450	127,200

Source: California State Income Limits, 2022

³ California Department of Housing and Community Development Income Limits: <https://www.hcd.ca.gov/grants-and-funding/income-limits#:~:text=%E2%80%9CAffordable%20housing%20cost%E2%80%9D%20for%20lower-income%20households%20is%20defined,is%2030%20percent%20of%20gross%20income%2C%20with%20variations.>

HOUSING MENDOCINO COAST

Utilizing the Mendocino County's AMI fits easily and understandably into the guidelines of most state and federal housing subsidies and ensures that the resale price will remain affordable to future target incomes. Another advantage to this approach is that it simplifies the resale calculation to avoid the need for professional appraisal services or complicated itemized record keeping. The result is subsidy retention of the initial investment into the unit and affordability for generations to come in the coastal communities of Mendocino County.

BOARD OF DIRECTORS

The HMC Board of Directors held the founding meeting on October 5, 2021. All members serve without remuneration and with a sincere interest in developing workforce housing. The bylaws restrict the number of Directors to no more than thirteen. From time to time the Board might designate by adopted resolution, Ad-Hoc Committees for special purposes. The Board of Directors also has the authority to create Advisory Groups and Task Forces to provide expertise and recommendations to the Board. There are currently no such groups.

FUNDING SOURCES

Funding Sources

MUNICIPAL SUPPORT

City of Fort Bragg

All jurisdictions have a responsibility to create housing that is affordable to its residents. Understanding this responsibility, the City of Fort Bragg has invested considerable resources to initiate the development of a CLT to serve residents earning up to 120% AMI. The City Council dedicated grant funding through the State of California to pursue the CLT model and develop HMC. City staff currently serves as HMC's Homeownership Program Administer until such time that funding expires and/or until the HMC Board determines to appoint an Executive Director.

HMC is well positioned to serve as adjunct staff of the City and intends to advocate to be the priority recipient of housing subsidies made available by the City of Fort Bragg; protecting and leveraging the City's investment to create permanently affordable workforce housing that will be stewarded. Evidence of this working relationship is demonstrated by the previously mentioned administrative and financial support provided in the form of grants and City staff, as well as by the recent City Council decision for the City to enter into an Affordable Housing Agreement with HMC to steward the only inclusionary housing unit within City limits.

County of Mendocino

Mendocino County Board of Supervisors received a presentation about the CLT model, and specifically about HMC. The Board expressed support and interest in financially supporting HMC, and directed County staff to partner on funding opportunities with HMC. In addition, preliminary conversations have taken place at the staff level about utilizing HMC to steward upcoming inclusionary housing units within unincorporated Mendocino County, and further conversations on this matter are anticipated.

GOVERNMENT GRANTS

Cities, counties, states and the federal Government invest tax dollars to support ideas and projects that provide a public service and stimulate the economy. HMC intends to pursue numerous grant opportunities in order to create homeownership opportunities for local households. Several programs have been identified and are described below.

CDBG

The Community Development Block Grant (CDBG) program partners with rural cities and counties to improve the lives of low- and moderate-income residents though creating/expanding

FUNDING SOURCES

community and economic development opportunities in support of livable communities. Eligible activities include single and multifamily rehabilitation, rental housing acquisition and activities that support new housing construction. Both the City of Fort Bragg and County of Mendocino administer CDBG programs and HMC intends to participate in public hearings soliciting potential projects when Notice of Funding Availability (NOFA) are offered.

HOME Program

The Housing and Community Development Act of 1992 allows CLTs to become eligible for HOME funds by integrating them into the Statute as a Community Housing and Development Corporation (CHDO). Funds can be used for project-specific activities, technical assistance, and operating expenses.

USDA

The U.S. Department of Agriculture's (USDA) Rural Development Program is committed to improve the economy and quality of life in rural America. Their Rural Housing Service offers a variety of programs to build or improve housing through grants, loans, and loan guarantees. HMC has initiated conversations with the USDA to better understand how to best partner with the USDA to obtain technical assistance and funding.

LOCAL TAX INITIATIVE

There is an active interest within the community to pursue a portion of local taxes to help meet housing needs. This could take the form of a Special Tax or a General Tax, and could be brought to voters residing within the City of Fort Bragg, or County wide. A Special Tax Measure must be approved by two-thirds of the voters and proceeds of the tax may only be used as designated. In contrast, a General Tax Measure requires only a simple majority of voter approval and the proceeds can be used for any government purpose. HMC is prepared to support and endorse such local tax initiatives.

LOCAL EMPLOYER SUPPORT

Employers are deeply concerned about the lack of housing for employees as the housing crisis is having a direct impact on the ability of businesses to recruit and retain a qualified and stable workforce. As a regular program component, HMC will provide education and outreach materials to any interested employer in order to link their employees to HMC resources, at no cost.

Some employers may choose to partner with HMC to help fund housing opportunities prioritized for their organization's needs. Support can come in many forms, such as donating land, selling land at below market cost, co-grant writing for employee housing, being ambassadors of the

FUNDING SOURCES

mission to raise awareness of HMC, and hosting events for community stakeholder meetings and fundraisers.

EDUCATIONAL INSTITUTION PARTNERSHIPS

Education is the bedrock to influencing the trajectory of our next generation, and access to school resources within the community are essential. HMC's goal is to partner with educational institutions on every level. A collaborative relationship could take many forms including access to excess land or funding earmarked for dorms or teacher housing. For example, Housing Land Trust of Sonoma County partners with the Sonoma County Office of Education (SCOE) to house school employees county-wide, and has partnered with Sonoma State University to buy the land under a market rate home that is now permanently affordable and prioritized for their workforce.

HMC has introduced the community land trust model to the Fort Bragg Unified School District, as well as Mendocino-Lake Community College District. HMC is committed to pursue these potential partnerships, while including more educational institutions into conversation.

PHILANTHROPISTS

Housing is a key area of interest for philanthropist. Unfortunately, much that is invested into housing tend to serve one or two generations due to the limited term of affordability in deed restrictions. Making an investment that keeps working in perpetuity is a concept embedded in the CLT model. A one-time investment to HMC serves multiple generations providing a legacy aspect to donations. Every dollar that goes into a home stays and retains the subsidy every time the home is sold. This form of giving eliminates the need for government and private subsidies in future years as units are resold because the subsidy is tied to the unit, not the families. This subsidy retention approach maintains income targeted workforce housing stock that fosters personal and community wealth, while maintaining future affordability.

Congressman Jared Huffman selected HMC to receive \$820,000 of federal earmark dollars during fiscal year 2022-23, the first (of-sorts) donation to HMC⁴.

⁴ Jared Huffman, U.S. Congressman Serving California's 2nd District: <https://huffman.house.gov/media-center/press-releases/huffman-secures-community-project-funding-in-first-round-of-appropriations-leads-on-additional-priorities>

PILOT PROJECTS

Pilot Projects

HMC intends to assemble a diverse portfolio of rehabilitated units, newly constructed units, as well as acquisition of vacant land both in Fort Bragg city limits and unincorporated Mendocino County. Several HMC Pilot Program(s) are being considered, including:

INCLUSIONARY HOUSING UNITS

The City of Fort Bragg and Mendocino County require the inclusion of affordable units in market-rate housing developments. HMC is positioned to be the long-term steward for these housing resources. In the instance of a new inclusionary housing unit, the Developer would sell the home to an HMC-selected buyer, and simultaneously donate the land to HMC. HMC would be responsible for outreach and marketing efforts, identify a qualified buyer, provide homebuyer and education during the sale, on-going support during homeownership, and assistance during the resale of home to the next qualified buyer.

The City of Fort Bragg has one inclusionary housing unit that was recently sold. During the resale process, the City transferred stewardship of this unit to HMC. The City and HMC entered into an Affordable Housing Agreement in which HMC will take responsibility for ensuring the terms of the Affordable Housing Agreement are met, while also ensuring successful homeownership and that the home remains affordable to future homeowners in perpetuity.

JAIMIE LANE MODEL

University of California, Berkeley's Turner Center for Housing Innovation worked with Housing Land Trust of Sonoma to highlight Jamie Lane, a five-unit, prefabricated, infill development in Cotati, CA⁵. The Jamie Lane project innovates the CLT model in two ways: 1) utilizing Fannie Mae's MH Advantage Program eligible homes to expedite construction and reduce building costs; and 2) leveraging national partners and government at different levels in order to share in the cost and challenges of funding affordable housing.

HMC is considering duplicating the Jamie Land prototype and has initiated conversations with MH Advantage manufacturers to discuss designing a craftsman style product that would fit within the character of north coast neighborhoods. This pilot project would involve acquiring raw land, installing utilities, constructing roads/driveways, coordinating delivery and installation of MH

⁵ Community Land Trusts and MH Advantage: A New Approach to Affordable Homeownership, by Julian Tucker and Cali Slepín, 2021, U.C. Berkeley Turner Institute for Housing Innovation. See website - <https://turnercenter.berkeley.edu/research-and-policy/clt-jamie-lane/>

PILOT PROJECTS

Advantage homes. Although sitework would be completed in a single phase, the purchase and placement of homes could be added in phases as funding is secured.

SB-9 LOT SPLIT

Senate Bill 9 (SB-9), also called the Housing Opportunity and More Efficiency (HOME) Act, was signed into law on September 16, 2021, and went in to effect January 1, 2022. SB-9 is a California state law that provides a streamlined process for homeowners to split their single-family residential lot into two separate lots and build up to two new housing units on each. Homeowners that split their lot must commit to occupying one of the units as their primary residence for a minimum of three years. HMC is considering SB-9 to create homeownership opportunities by identifying owners of single-family residential properties interested in dividing their lot and facilitating the purchase of new lot to HMC homeowner. This could result in HMC overseeing home improvements to address deferred maintenance or implement ADA upgrades, assisting with the development of a junior accessory dwelling unit to function as income or housing for in-house care worker, or possibly developing an additional unit to accommodate multigenerational households.

PLANNED DEVELOPMENT

HMC is exploring locations for in-fill development near existing infrastructure. Several potential infill sites have development constraints, which have detoured investment. A Planned Development has the inherent flexibility to modify development standards in a way traditional zoning does not and therefore could be a solution to overcome obstacles to development. Planned Developments allow innovation in project design and site planning in order to respond to site features, uses on adjoining properties, and potential environmental impacts. The intent of a development by a Planned Development approval is to result in a high quality, energy efficient project that conserves resources and produces fewer environmental impacts than could otherwise occur in compliance with standard regulations.

EMPLOYEE HOUSING

HMC has been approached by a local employer interested in partnering to create employee housing in the Village of Mendocino. Additionally, a private property owner with an interest in developing farmworker housing approached HMC to discuss a partnership to create a tiny home community on donated land. HMC will continue these conversations and reach out to other employers who want to buy into the land under a market rate home, which would then be prioritized for their workforce.

NEXT STEPS

Next Steps

OUTREACH AND EDUCATION

The next step for HMC is to bring the conversation of the organization's mission to the community. Outreach and education will be tailored so the message is relevant to each of the stakeholders: public sector partners, local employers, and the target population we want to serve.

- HMC will meet with employers, and hold meetings at the workplace to introduce the community land model and the housing opportunities to our local workforce.
- Build a website with education on how the CLT model works and HMC qualifying criteria.
- Develop friendly, approachable outreach materials such as a Frequently Asked Questions Page and an Example of the Resale Formula
- Get involved in community events to present the CLT model, and introduce people to HMC.
- Encourage community participation by being responsive to inquiries.
- Establish an interest list of potential buyers who may qualify at the time a home is available.
- Make Housing Mendocino Coast a household name.

CREATE HOMEOWNERSHIP OPPORTUNITIES

With the recent resale of a City of Fort Bragg inclusionary housing unit, HMC is currently stewarding one household and is well positioned to create more homeownership opportunities for local workforce. Active conversations are taking place with numerous local employers interested in buying into the affordability of market rate housing to create housing for their workforce. HMC is in conversation with a local property owner interested in donating land and is discussing a potential partnership with Mendocino College on development of a student housing project on the coast. Funding is secured to support operations for the next few years, and federal earmark funds identified by Congressman Huffman will kick-start the first pilot project.

Although HMC cannot solve all our housing issues, HMC is part of the solution and is ready to get to work.

SPECIAL ACKNOWLEDGMENT

Special Acknowledgment

To the community of Fort Bragg and Fort Bragg City Council for identifying and including the CLT in the 2019 Housing Element update and for supporting the creation of HMC in order to protect public investment through subsidy retention, support the ability of local employers to recruit and retain employees, foster personal, household and generational wealth, and nurture a vibrant community.

Bernie Norvell, Mayor
Jessica Morsell-Haye (former Vice-Mayor)
Jason Godeke, Vice-Mayor
Lindy Peters, Councilmember
Marcia Rafanan, Councilmember
Tess Albin-Smith, Councilmember

To the community members who saw a need and took action to form the Board of Directors of HMC:

Fort Bragg Fire Chief, Steve Orsi – President
North Coast Brewing CEO/CFO, Jennifer Owen – Vice-President
Fort Bragg Unified School District CBO, Wendy Boise - Treasurer
Mendocino Land Trust Director of Stewardship, Nicolet Houtz – Secretary

To Dev Goetschius, Partner at Burlington Associates in Community Development and the Executive Director of Housing Land Trust of Sonoma County for her expertise and support in the development of a CLT serving Fort Bragg and the wider Mendocino Coast, and her passion that all of us, regardless of socio-economic status, deserve to have a place to call home in the community we live.

Governor Newsom and the State of California for investing resources to develop much needed housing and providing flexible funding to jurisdictions in pursuit of housing solutions unique to the needs and challenges of the community.

U.S. Congressman Jared Huffman who selected HMC as recipient of Community Project Funding through the federal earmark process in the amount of \$820,000 for pilot project.

Report prepared by, Sarah Million McCormick – A community member and employee of the City of Fort Bragg grateful for the opportunity to serve through the development and administration of the Housing Mendocino Coast program.

Presented to Fort Bragg City Council on March 13, 2023

