



City of Fort Bragg

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

Meeting Agenda Community Development Committee

Tuesday, January 30, 2024

4:00 PM

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

Special Meeting

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

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

ZOOM WEBINAR INVITATION

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

When: Jan 30, 2024 04:00 PM Pacific Time (US and Canada)

Topic: Community Development Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85311550541>

Or One tap mobile :

+16694449171,,85311550541# US

+17207072699,,85311550541# US (Denver)

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

+1 669 444 9171 US

Webinar ID: 853 1155 0541

International numbers available: <https://us06web.zoom.us/j/85311550541>

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to [Insert name/email address/address here].

1. APPROVAL OF MINUTES

- 1A. [23-468](#) Approve the Minutes of the October 24, 2023 Community Development Committee Meeting

Attachments: [10242023 CDC Minutes](#)

- 1B. [23-464](#) Approve the Minutes of the November 28, 2023 Community Development Committee Meeting

Attachments: [11282023 CDC Minutes](#)
[01262024 Patterson Public Comment](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [23-471](#) Receive Oral Update on Central Business District Revitalization Report

Attachments: [01302024 CBD Revitalization Plan Update](#)

- 3B. [24-556](#) Discussion About an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

- 3C. [23-523](#) Receive report and provide direction regarding the 2024 Community Development Committee Meeting Schedule

Attachments: [Memo CDC Meeting Schedule 2024](#)

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

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 or before Friday, January 26, 2024.

Maria Flynn, Administrative Assistant, Community Development Department

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 in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://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).



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Text File

File Number: 23-468

Agenda Date: 1/30/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve the Minutes of the October 24, 2023 Community Development Committee Meeting



City of Fort Bragg

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Fort Bragg, CA 95437
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Meeting Minutes Community Development Committee

Tuesday, October 24, 2023

4:00 PM

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

MEETING CALLED TO ORDER

Chair Logan called the meeting to order at 4:00 P.M.

ROLL CALL

Staff Present: City Manager Ducey, Community Development Director Cherry, Assistant Planner Peters, Administrative Assistant Flynn.

Present: 2 - Bernie Norvell and Jason Godeke

1. APPROVAL OF MINUTES

None.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

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

Assistant Planner Peters presented the prepared report.

Public Comment: None

Discussion: None

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

Chair Godeke gave an update on this topic including collaboration with Conservation Works and the Sherwood Valley Band of Pomo Indians.

Public Comment: None

Discussion: None

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

Community Development Director Cherry presented the prepared memo and attachments and answered Committees clarifying questions. The Director also presented a memo on upcoming events for which Limited Term Permits (LTPs) have been issued.

Public Comment: None.

Discussion: The Committee discussed staff time and processes required for LTPs.

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

City Manager Ducey presented the prepared Powerpoint report. Staff answered the Committee's clarifying questions.

Staff were directed to provide a report on all active and issued permits in 2023 and budgetary numbers on consultants.

Public Comments: Jacob Patterson, Acheya Wachtel

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

The Committee and Staff discussed upcoming meeting dates in November and December. Chair Godeke noted that he would like to have a Housing Workshop at the December meeting. Mayor Norvell directed staff to provide an update on Tiny Homes, Tiny Home Communities, ADUs, Outdoor Dining, Urban Lot Splits, and Annexation at the next meeting.

ADJOURNMENT

Chair Godeke adjourned the meeting at 4:54 P.M.



City of Fort Bragg

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Text File

File Number: 23-464

Agenda Date: 1/30/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Committee Minutes

Agenda Number: 1B.

Approve the Minutes of the November 28, 2023 Community Development Committee Meeting



City of Fort Bragg

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

Meeting Minutes Community Development Committee

Tuesday, November 28, 2023

4:00 PM Town Hall, 363 N. Main Street and Via Video Conference

MEETING CALLED TO ORDER

Chair Godeke called the meeting to order at 4:00 P.M.

ROLL CALL

Director Cherry, Assistant Planner Peters, Administrative Assistant Flynn.

Present: 2 - Bernie Norvell and Jason Godeke

1. APPROVAL OF MINUTES

A motion was made by Committee Member Godeke, seconded by Committee Member Norvell, that the Minutes of the September 7, 2023 Community Development Committee be approved without amendment. The motion carried by the following vote:

Aye: 2 - Committee Member Norvell and Committee Member Godeke

- 1A. [23-386](#) Approve the Minutes of the September 7, 2023 Community Development Committee Meeting

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [23-341](#) Receive Oral Update on Central Business District Revitalization Efforts

Assistant Planner Peters presented.

Public Comment: None.

Discussion: None.

- 3B. [23-396](#) Discussion About an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

Chair Godeke updated the Committee on a grant that was awarded to Conservation Works which in part, will go towards planting trees in various locations in the City of Fort Bragg during 2024.

Public Comment: Jay McMartin-Rosenquist

Discussion: Chair Godeke clarified the goal is to plant trees in existing open spaces.

- 3C. [23-406](#) Receive Oral Update on Inland and Coastal Land Use and Development Code

Amendments

Community Development Director Cherry presented.

Public Comment: Paul Clark, Jacob Patterson

Discussion: Staff and the Committee discussed adding a housing workshop to the Committee's January agenda.

4. MATTERS FROM COMMITTEE / STAFF

The Committee and Staff agreed to cancel the regularly scheduled meeting on December 26, 2023.

ADJOURNMENT

Chair Godeke adjourned the meeting at 4:26 P.M.

Public Comment -- 1/30/24 CDC Mtg., Item No. 1B, November Minutes

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

Fri 1/26/2024 11:32 AM

To:cdd <cdd@fortbragg.com>

Cc:Whippy, Isaac <iwhippy@fortbragg.com>

CDC,

In reading the draft minutes for your November meeting on the January meeting agenda, I noticed the following: "Staff and the Committee discussed adding a housing workshop to the Committee's January agenda" regarding Item No. 3C, Receive Oral Update on Inland and Coastal Land Use and Development Code. Well, this is the January agenda and no such agenda item is included. I propose a special meeting just to talk about the City's need to make progress concerning our Housing Element programs. In fact, it might be an excellent special workshop meeting that could be a joint meeting between the CDC and the Planning Commission. We are very behind in working though our Housing element commitments, in part because Sarah appears to have dropped most of her housing -related efforts in favor of her little Blue Economy projects. I mean, why are we working on Noyo Harbor planning for outside the city limits but not working on our required efforts to address housing needs within the city limits?

I know Isaac has housing issues on his to-do list for the City but we have been falling into the trap of working on various people's pet projects rather than legally mandated activities and projects that might not be as interesting to those involved even if they are incredibly important like trying to address our local housing shortage.

Regards,

--Jacob



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Text File

File Number: 23-471

Agenda Date: 1/30/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Oral Update on Central Business District Revitalization Report

Central Business District Revitalization Toolkit – January 2024 Update

Economic Development Tool	Committee	Staff	Status	Updates
Coordinate Downtown Business Conversation Regarding a Business Improvement District (BID)	CDC	Cristal	On-going	January Downtown Merchant quarterly meeting postponed to February and will be held on Sat Feb 3rd. 9–11 am.
Walking Tours	VFB	Sarah M. Cristal	Complete	
Improve Town Hall Restrooms	PW&F	Alfredo	In Design	Project currently in design phase. Building Plans anticipated Fall 2024.
Increased Pedestrian Dedications	CDC	Not identified	HOLD	
Public Art	CDC	Kevin	On-going	Awarded grant from Clean California for “Art & Recycling Beautification Project.” Art-wrapped waste can locations: Central Business District, Coastal Trail, & School District.
Improve Business Directory & Directional Signage	VFB	Cristal	HOLD	
Install Trees, Planters and Landscaping Downtown & Citywide	PW&F	Vice Mayor	In process	Update from Vice Mayor to follow. An application to MCOG was submitted for the 24/25 Overall Work Program for the preparation of a Streetscape Study to assess the existing street trees and provide landscape plans for another street tree pilot project location. Determination of Award of funds is anticipated in April 2024.
Install Bollards to Block Vehicular Traffic for Special Events	PW&F	Chantell	Complete	
Reconsider Allowable Land Uses	CDC	Juliana	HOLD	Evaluate current land use tables and permitting requirements.
Employ Code Enforcement Actions	CDC	Chief Cervenka	On-going	Successfully addressing quality-of-life and safety issues throughout the City. Still complaint based, but moving towards self-initiated. The majority of cases have been resolved through courtesy notification. A few cases require more extensive work, but those are the exception. Code Enforcement has adopted a robust education component as well.
Establish regular Walking Patrol to build positive public relations while deterring nuisances	PS	Chief Cervenka	On-going	Patrols occurring regularly.
Temporary Waiver of Water/Sewer Capacity Fees	F&A	Juliana	Complete	
Create Public Gathering Space	CDC	Not identified	In process	Improvements to two gathering spaces are in the works: Bainbridge Park and the area just South of Town Hall. Currently no plans for additional spaces.
Downtown Parking Study	CDC	Sarah P.	In process	Planning Commission held a working meeting on December 13, 2023, to deliberate on study findings, receive framework draft strategy, and code updates. Commissioners provided input on In-Lieu Fee, reducing parking minimums, shared parking, etc. Returning to Planning Commission on February 28, followed by City Council in March.



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Text File

File Number: 24-556

Agenda Date: 1/30/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3B.

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



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Text File

File Number: 23-523

Agenda Date: 1/30/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3C.

Receive report and provide direction regarding the 2024 Community Development Committee Meeting Schedule



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2823 FAX 707/961-2802

MEMORANDUM

MEETING DATE: January 30, 2024
TO: Community Development Committee
FROM: Community Development Department
AGENDA ITEM TITLE: Suggested Discussion and Committee Direction on Frequency and Preferred Date and Time of 2024 Regular Community Development Committee Meeting Schedule

Background and Overview: As a standing committee of the City Council (Ord. 904 §2, passed 06-11-2012), the Community Development Committee reviews and makes recommendations concerning community development and redevelopment issues.

During the September 7, 2023 Community Development Committee meeting, committee members agreed to hold regularly scheduled meetings on the fourth Tuesday of each month at 4:00 p.m. at Town Hall (363 N. Main St) and via video conference. The following are potential 2024 Committee meeting dates:

	Fourth Tuesday	Fifth Tuesday
January		1-30-2024*
February	2-27-2024	
March	3-26-2024	
April	4-23-2024	
May	5-28-2024	
June	6-25-2024	
July	7-23-2024	
August	8-27-2024	
September	9-24-2024	
October	10-22-2024	
November	11-26-2024	
December	12-24-2024**	

*Committee members agreed to hold their first meeting of 2024 on the fifth Tuesday of the month.

**A meeting will not be held in December, as the fourth Tuesday of the month falls on a City recognized holiday.

Recommendation: Community Development Department staff recommends directing staff to continue scheduling Committee meetings at 4:00 p.m. on the fourth Tuesday of each month.