



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, November 28, 2023

4:00 PM

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

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

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

ZOOM WEBINAR INVITATION

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

You are invited to a Zoom webinar.

When: Nov 28, 2023 04:00 PM Pacific Time (US and Canada)

Topic: Community Development Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82912724927>

Or One tap mobile :

+16694449171,,82912724927# US

+17193594580,,82912724927# US

Or Telephone:

+1 669 444 9171 US

Webinar ID: 829 1272 4927

International numbers available: <https://us06web.zoom.us/j/kmkGa45LJ>

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

1. APPROVAL OF MINUTES

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

Attachments: [09072023 CDC Minutes](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

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

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

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

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

3. CONDUCT OF BUSINESS

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

Attachments: [11282023 CBD Revitalization Plan Update](#)

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

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

Attachments: [Tentative PC Meeting Items Dec - Jan](#)

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 Wednesday November 22, 2023.

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: 23-386

Agenda Date: 11/28/2023

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Minutes

Agenda Number: 1A.

Approve the Minutes of the September 7, 2023 Community Development Committee Meeting



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Meeting Minutes Community Development Committee

Thursday, September 7, 2023

4:00 PM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Chair Godeke called the meeting to order at 4:01 pm.

ROLL CALL

Staff Present: Community Development Director von Hacht Cherry, Assistant Planner Peters, Administrative Assistant Flynn

Present: 2 - Bernie Norvell and Jason Godeke

1. APPROVAL OF MINUTES

1A. [23-264](#) Minutes of the July 26, 2023 Community Development Committee Meeting

These Committee Minutes were approved for Council review

Aye: 2 - Committee Member Norvell and Committee Member Godeke

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment: Jacob Patterson

3. CONDUCT OF BUSINESS

3A. [23-251](#) Receive Oral Update on Central Business District Revitalization Efforts

Assistant Planner Peters presented the report and toolkit on Central Business District Revitalization Efforts and responded to Committee Members questions. She noted that the Downtown Parking Study is still open and more community input was encouraged.

Public Comments: none.

Discussion: Discussion occurred regarding the status of the Downtown Parking Study and the topic of "Install Trees, Planters and Landscaping."

Staff was directed to add the Downtown Parking Study to the report.

3B. [23-253](#) Discussion about an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

Chair Godeke gave a brief report on the potential planting of trees at various school and community sites.

Public Comment: Valerie Stanley-Tribal Historic Preservation Officer of Sherwood Valley Rancheria, Shelley Green, Paul Clark.

Discussion: none.

- 3C.** [23-255](#) Discuss and Provide Direction to Staff on Assignment of Inclusionary Housing Trust Fund CLUDC Chapter 17.32 and ILUDC Chapter 18.32 Inclusionary Housing Requirements and its Section 18.32.090 Inclusionary Housing Trust Fund

Community Development Director von Hacht Cherry gave a summary of the memo.

Public Comment: none.

Discussion: The Committee discussed lowering the Inclusionary Housing fee percentage. Staff was directed to bring this as an Action Item to City Council.

Public comment was reopened.

Public Comment: Shelley Green, Paul Clark

Discussion: Committee Members and staff discussed Inclusionary Housing Fee fund distribution and in lieu fees. Staff noted that the City will be updating Accessory Dwelling Unit regulations in the coming months.

- 3D.** [23-256](#) Review of Subchapters 17.71.030 and 18.71.030 Limited Term Permit, Permit Procedures, and Application Fees.

Community Development Director von Hacht Cherry presented the review, noting staff time for processing Limited Term Permits and the lack of policy on waiving fees for certain applicants.

Public Comment: none.

Discussion: Mayor Norvell clarified that this topic is on the Community Development agenda in order to bring a recommendation to City Council. Discussion occurred regarding waiving fees, multi-year permit fees, and staff time processing permits. The Committee agreed that this topic should be brought to City Council.

4. MATTERS FROM COMMITTEE / STAFF

Community Development Director von Hacht Cherry provided an update regarding the following items: the California Coastal Commission's decision about the Grocery Outlet project; the planting amendment for the Parents and Friends project at 350 Cypress St.; upcoming Planning Commission reviews of the ILUDC and CLUDC; and Public Hearing processes for Public Works projects.

The Committee agreed to cancel the September CDC meeting, and to meet on the fourth Tuesday at 4:00 pm each month moving forward.

Mayor Norvell requested that the topic of annexation of properties east of the City be added to the October 24, 2023 CDC agenda.

ADJOURNMENT

Chair Godeke adjourned the meeting at 4:59 P.M.



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Text File

File Number: 23-341

Agenda Date: 11/28/2023

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Oral Update on Central Business District Revitalization Efforts

Central Business District Revitalization Toolkit – November 2023 Update

Economic Development Tool	Committee	Staff	Status	Updates
Coordinate Downtown Business Conversation Regarding a Business Improvement District (BID)	CDC	Cristal	On-going	Regular quarterly meetings are occurring to develop relationships. The most recent meeting was held on Oct. 14. Merchants were asked to participate in Magic Market and Winter Wonderland. Next meeting: Sat. Jan. 20, 9–11 am.
Walking Tours	VFB	Sarah M. Cristal	Complete	VFB Committee, Alleyway Art Project, and Idea Cooperative created a walking tour and a printed map. Alleyway Art Project is promoting it with Blue Zones (Adventist Health). Digital Map is located on the Visit Fort Bragg CA website. Project Complete.
Improve Town Hall Restrooms	PW&F	Alfredo	In Design	Project currently in design. Building Plans anticipated Fall 2024.
Increased Pedestrian Dedications	CDC	Not identified	HOLD	
Public Art	CDC	Not identified	On-going	No recent mural applications since Raven Mural. Art-wrapped waste cans still being pursued for downtown and other areas.
Improve Business Directory & Directional Signage	VFB	Cristal	In process	Still exploring options.
Install Trees, Planters and Landscaping Downtown & Citywide	PW&F	Vice Mayor	In process	Update from Vice Mayor to follow.
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	Sarah M.	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 working meeting to be held December 13. Walker will summarize findings to date and present draft strategy outline for discussion.



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Version: 1

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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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File Number: 23-406

Agenda Date: 11/28/2023

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3C.

Receive Oral Update on Inland and Coastal Land Use and Development Code Amendments

Agenda Items for December & January	
Meeting Date	Agenda Item
Council 12/11	ILUDC 1-23 & LCP 1-23 amending ADU Zoning Code Referencing PC 9/13 Agenda Item 23-283 Ordinance 895-2023 Amending Division 18 Ordinance 896-2023 Amending Division 17
Council 12/11	ILUDC 2-23 & LCP 2-23 amending Urban Lot Split & Urban Unit Development Zoning Codes Referencing PC 10/11 Agenda Item 23-276 Ordinance 897-2023 Amending Division 18 Ordinance 898-2023 Amending Division 17
Council 12/11	Consent: Annual In Lieu Fee Waiver
PC 12/13	Parking Workshop
PC 1/10	Dec 1 -20 Notice of Intent to Adopt MND/IS for Outdoor Dining, Tiny Homes/Communities, and PDs.
PC 1/10	ILUDC 3-23 & LCP 3-23 amending Outdoor Dining Zoning Code
PC 1/10	ILUDC 6-23 & LCP 6-23 amending Planned Development Permit Zoning Code
PC 1/10	ILUDC 7-23 & LCP 7-23 amending Childcare Zoning Code
PC 1/10	Discuss and Adopt a Work Schedule for the Year (Ord. 740 §1, 1992; Fort Bragg Municipal Code §2.20.070; PC Bylaws §III.C.) (nb. 2014/ 2015/ 2019. Not 2016 nor 2017-2018)
PC 1/10	Select Chair and Vice-Chair of the Planning Commission (Ord. 740 §1, 1992; Fort Bragg Municipal Code §2.20.050; PC Bylaws § III.B.) (nb. 2014/ 2015/ 2019. Not 2016 nor 2017-2018)
PC 1/10	Discuss and Prepare a Summary Report of Planning Commission Work for Calendar Year 2014 (Ord. 740 §1, 1992; Fort Bragg Municipal Code §2.20.010; PC Bylaws § III.D.) (nb. 2014/ 2015/ 2019. Not 2016 nor 2017-2018)
PC 1/24	ILUDC 4-23 & LCP 4-23 amending Tiny Homes Zoning Code
PC 1/24	ILUDC 5-23 & LCP 5-23 amending Tiny Home Communities Code