

**City of Fort Bragg**  
**GENERAL PLAN**  
**ANNUAL PROGRESS REPORT**  
**2020**



**March 2021**

**Fort Bragg City Council**

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**Contents**

Introduction..... 4

Background..... 5

Long Range Planning Activities..... 6

2020 Amendments ..... 9

    Ordinance Amendments ..... 9

Development Activity ..... 10

    Planning Permits ..... 11

    Collaborative Planning and Consultation ..... 11

    Business License ..... 12

    Code Enforcement..... 12

Conclusion ..... 13

Appendix A - Implementation of General Plan Elements.....

Appendix B – Housing Element Report (2020) .....

Appendix C – City Council Goals and Priorities.....

Appendix D – City Council Comments .....

## ***Introduction***

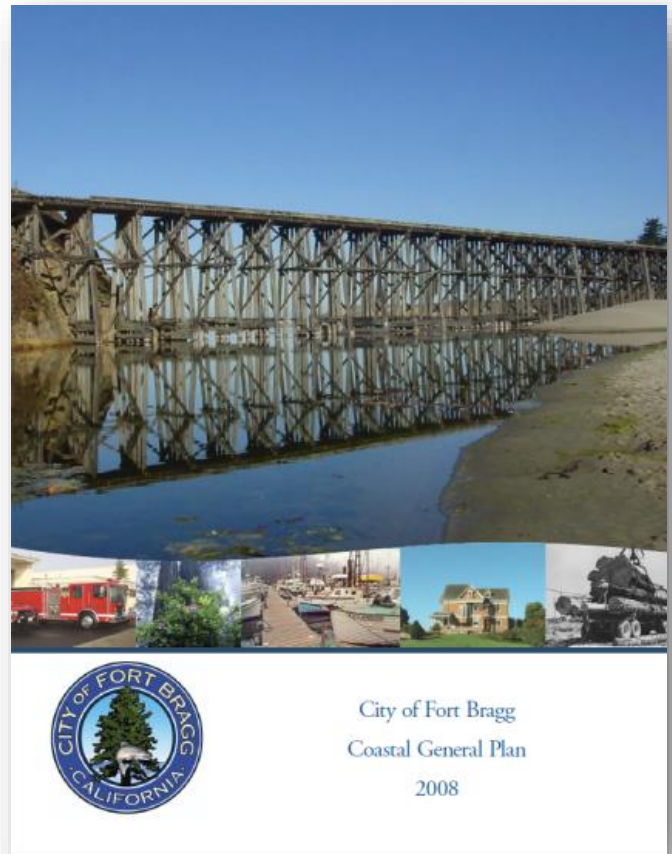
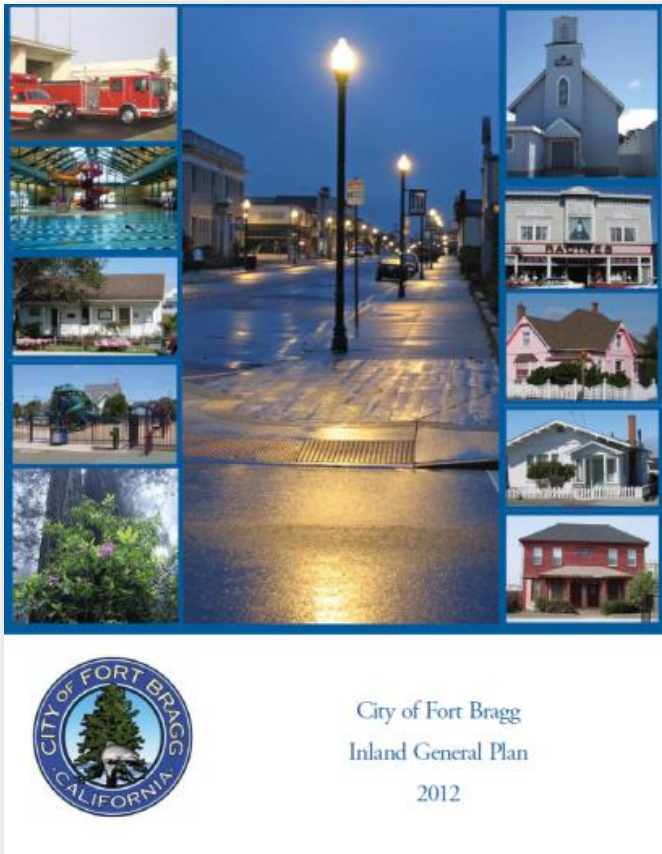
Government Code Section 65400 requires jurisdictions to submit an annual report on the status of the City's General Plan/Coastal General Plan (General Plan) to the Office of Planning and Research (OPR) and to the Department of Housing and Community Development (HCD) prior to April 1<sup>st</sup> each year. The General Plan Annual Report is a reporting document and does not create or alter policy. The content is provided for informational purposes only, and is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15306.

The City's General Plan is considered the blueprint for the future physical, economic, and social development of the City. The intent of performing an annual review is to assess the level of implementation, as well as 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 General Plan implements California laws that regulate land use planning and development and contains 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** - 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.



## ***Background***

Every city and county in California is required by State law to have a General Plan. A General Plan is a legal document that serves as the community's framework for decision-making pertaining to land use, development and conservation. A General Plan must be comprehensive and long term, outlining proposals for the physical development of the City and any land outside its boundaries which in the City's judgment bears relation to its planning. State law requires that General Plans are kept current and internally consistent, but there is no particular timeline imposed, with the exception of the Housing Element, which is required to be updated every eight (8) years. The City Council adopted Fort Bragg's 6<sup>th</sup> Cycle (2019-2027) Housing Element, reviewed and certified by the Department of Housing and Community Development, in 2019.

## ***Long Range Planning Activities***

Long term planning focuses on activities that start now and continue well into the future. It is how Fort Bragg built the Coastal Trail and how the \$20 Million Wastewater Treatment Upgrade Project was just recently completed.

**Housing.** Boosting housing production to meet the needs of our community is a top priority for City Council. Numerous activities were pursued in 2020 to increase the number of housing units, as well as to diversify housing options in order to better serve households.

- **The Plateau Project** – The City actively supported the developer, The Danco Group, to ensure the development of sixty-nine (69) housing units referred to as The Plateau – 20 Permanently Supportive Housing Units; 23 Affordable Senior Cottages; 25 Affordable Workforce Units; and a Manager’s Unit. This effort included participating in weekly meetings with Danco’s team to help secure financing, hiring legal counsel to represent City interests, as well as advocate for HEAP grant funds, and manage the planning and building permit process. 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. A building permit was issued in 2020, with the project breaking ground in January 2021. Completion is expected in June 2022.
- **Accessory Dwelling Units (ADU) and Junior Accessory Dwelling Units (JADU)** – The City updated regulations pertaining to ADUs to comply with State law that became effective on January 1, 2020. The passage of SB 13, AB 881, AB 68, AB 587 and AB 671, obligated the City to revise and relax certain development standards including, but not limited to, allowing JADUs, decreasing setback requirements, removing parking standards in certain circumstances, increasing unit size and removing barriers regarding lot coverage. The new regulations are to incentivize construction of new housing units.
- **Pre-Approved ADU Plans** – With the adoption of the 2020 Building Code, the City’s free ADU plans expired. This year the City contracted services with a local engineer/designer to create two new sets of plans that will be available to the public in early 2021. Reflecting a craftsman aesthetic, the one and two bedroom units are designed to facilitate either a north/south or east/west orientation, providing more options to property owners.
- **Community Land Trust (CLT)** – The City contracted professional services to assist staff in the development of a study to determine the feasibility of creating a community land trust to serve Fort Bragg. CLTs are an economic mechanism to create home ownership opportunities to very low, low and moderate income households in perpetuity.

**Economic Development.** Economic Development involves the concerted effort of the City to influence investment toward opportunities leading to sustained economic growth; it is the creation of wealth, from which community benefits are realized. This year the COVID-19 pandemic created financial uncertainty

for many local households and businesses. The City's response included: 1) adoption of an urgency ordinance granting businesses the flexibility of certain zoning standards/regulations to facilitate operations under health orders; 2) application and receipt of CDBG grant funds to support small businesses; 3) utilizing HOME grant funds to pay past due rent for eligible households; 4) applying for and award of EDA grant funds help diversify our local economy to be more resilient; 5) adoption of an Eviction Moratorium that included both residential and commercial tenants and 6) creating the [smallbiz@fortbragg.com](mailto:smallbiz@fortbragg.com) email account to help keep the local businesses informed about all these activities and much more.

In addition, the City continued to fund the Visit Fort Bragg campaign to attract visitors and encourage support of local businesses, as well as provide continued funding for the Noyo Center for Marine Science.

**Mill Site Reuse Plan and LCP Amendment.** The City responded to preliminary comments received from Coastal Commission staff on the Administrative Draft Coastal General Plan Elements 1-7 on the last day of the year – December 31, 2019. Early in 2020, the City experienced staffing changes and budget cuts, and decided to suspend the Mill Site Reuse Plan and LCP Amendment to concentrate on responding to the COVID-19 pandemic. In August 2020, the City refocused on the Mill Site and contracted services from a consulting firm to evaluate efforts to date and identify potential approaches to move this project forward. City Council provided direction at the first meeting of 2021, which restarted this important long-range planning 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 2020:

- Wastewater Treatment Plant Upgrade Project
- Sewer Lift Station Project
- Maple Street Storm Drain and Alley Rehabilitation (Design Phase)

In addition to the completed projects listed above, the City continues to make progress on the Raw Water Line Project, relocating the water line to the Pudding Creek bridge and working with Caltrans and MCOG to install pedestrian and bicycle improvements along Main Street.

**Municipal Separate Storm Water System (MS4).** The City prepared a National Pollutant Discharge Elimination System (NPDES) Annual Report, submitted on October 14, 2020. 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

regulations to ensure industrial facilities are compliant with NPDES.

**Grant Activity.** The City actively pursued or managed the following grant opportunities in 2020:

Grant Source	Project Description	Applied	Denied/ Withdrawn	Approved/ In Progress
CDBG	Business Assistance Loan Program for eligible business affected by the COVID-19 pandemic			X
CDBG	Develop and implement a Code Enforcement Program to strengthen residential neighborhoods			X
CDBG	For the design, permits and construction of a residential care facility for the elderly under the management of Parents & Friends			X
CDBG	To plan and design for the rehabilitation of the Fire Station			X
CDBG	Micro Enterprise Financial Assistance to provide technical and financial support to eligible businesses.			X
CDBG	Funds to develop a Capacity of City Services study to facilitate rezoning of the Mill Site			X
CDBG	Replacement of water meters throughout the City to create a more efficient system	X		
CDBG-CV1	Utility bill assistance to qualified households affected by financial hardship as a result of the COVID-19 pandemic	X		
CalOES	PSPS resiliency to aid our community through times without power			X
HEAP	Implementation of pro-housing policies and programs			X
HSIP/LRSP	A partnership with MCOG to develop a Local Road Safety Plan			X



Grant Source	Project Description	Applied	Denied/ Withdrawn	Approved/ In Progress
HOME	Rental assistance to qualified tenants and landlords for the payment of rent due to financial hardships as a result of the COVID-19 pandemic			X
Local Partnership Program SB-1	Maple Street and Storm Drain and Alley improvements			X
Local Streets and Roads	Various project involving street maintenance.			X
OWP-MCOG	Development of a Traffic Study to facilitate rezoning of the Mill Site			X
PL Bulletproof Vest Partnership	Supply bullet proof vests			X
SB-2	Implementation of pro-housing policies and programs			X
STIP	Pedestrian and bicycle improvements to south Main St			X
USDA	Funds to purchase a prisoner transport van for the Police Department			X
USDA	Funds to purchase a Vac-Truck for the Public Works Department			X
USDA	Funds to upgrade the Waste Water Treatment Facility			X

Table 1: Grant Activity 2020

## 2020 Amendments

### Ordinance Amendments

An ordinance is a law passed by a municipal government. One of the most significant areas of municipal law pertains to zoning and regulation of land use and development, and many are drafted to maintain public safety, health, morals and the general welfare of residents. The table below describes ordinances approved by Council in 2020.

Ordinance	Description
ORDINANCE 956-2019	2019 California Building Code Standards
ORDINANCE 957-2019	Modifications to the 2019 California Fire Code for sprinklers to reflect state updates.
ORDINANCE 958-2020	Update to Municipal Code to reflect California Senate Bill 998 requirements of a written policy on discontinuation of residential water service for nonpayment.
ORDINANCE 959-2020	Updates to ILUDC pertaining to Second Units – Accessory Dwelling Units and Junior Accessory Dwelling Units.
URGENCY ORDINANCE 960-2020	<p>Temporary moratorium on evictions due to non-payment of rent related to financial hardships of the COVID-19 pandemic.</p> <p>1<sup>st</sup> amendment – extending expiration to June 30, 2020  2<sup>nd</sup> amendment – extending expiration to July 31, 2020  3<sup>rd</sup> amendment – extending expiration to September 30, 2020</p>
URGENCY ORDINANCE 961-2020	Administrative Penalties for Violations of Mendocino County Health Orders designed to slow the transmission of COVID-19.
URGENCY ORDINANCE 962-2020	Waiving of certain zoning requirement/standards to facilitate business operations affected by Mendocino County Health

**Table 2: Approved Ordinances, 2020**

## ***Development Activity***

### **Building Permits**

During 2020, the Community Development Department and Public Works Department collectively reviewed 77 building permits. Of these permits, 3 were for the construction of new housing units: 45 single residential units; 5 duplexes; and 5 triplexes.

## Planning Permits

The City processed thirty-three (33) planning applications in 2020.

Application Type	2016	2017	2018	2019	2020
<b>Total</b>	<b>44</b>	<b>46</b>	<b>53</b>	<b>68</b>	<b>33</b>
Use Permits	7	2	3	4	1
Minor Use Permit	3	5	5	5	7
Coastal Development Permit	7	3	9	14	2
Design Review	4	5	3	2	3
Subdivision	2	0	0	0	2
Lot Line Adjustments	2	2	2	1	0
Limited Term Permit	16	27	29	36	17
Variance	1	0	0	5	1

**Table 4: Planning Applications 2016-2020**

Six planning applications involved public hearings before the Planning Commission:

- Minor Use Permit (MUP 4-19) to establish Artisan Shop in Very High Density Residential zoning district, located at 126 N McPherson Street (Approved)
- Coastal Development Permit (CDP 13-19) and Design Review (DR 2-19) to authorize the removal of six hazardous trees from 100 W Cypress Street (Approved)
- Use Permit (UP 1-20) to establish Multifamily in Central Business District zoning district, located at 127 E Laurel Street (Approved)
- Minor Use Permit (MUP 4-20) and Design Review (DR 1-20) to reconstruct a mortuary that was destroyed by fire and a request of reduction in off-street parking (Approved)
- Minor Subdivision (DIV 1-20) and Mitigated Negative Declaration located at 130 Halsey Way (Approved)
- Minor Use Permit (MUP 4-20) to establish Cannabis Retail, located at N Franklin Street (Failed and Appealed to City Council)

## Collaborative Planning and Consultation

Collaborative planning and consultation is essential for successful projects and policy making. The City prioritizes engagement with the community, local and state agencies, and our local Tribal Council. Depending on the scope of a project this may include consultations with Sherwood Valley Band of Pomo,

California Coastal Commission, Department of Fish and Wildlife, California State Parks, Caltrans, North Coast Regional Water Quality Board, Mendocino County Department of Environmental Health, Mendocino County Department of Planning and Building, Fort Bragg Fire Department, California Native Plant Society, Mendocino Coast Audubon Society and/or Fort Bragg Mendocino Historical Society.

City Council, Planning Commission and Council Committee meetings are open to the public and available to live-stream, as well as archived on the City’s website. A “Notify Me” email/text subscription list is available for a range of topics, such as “Downtown Businesses”, “Mill Site Reuse”, and “Affordable Housing”, which sends email and texts pertaining to topics of interest that will be considered by decision makers. The City values input and recognizes that projects and policies are stronger because of it.

## Business License

It is unlawful for any person to transact and carry on any business, trade or profession without first having procured a license from the City to do so. All business licenses are annual – effective January 1, becoming delinquent March 1, and expire on December 31. Due to COVID-19, the City extended these timeframes in 2020 without penalties.

Business License Activity	2019	2020
New Applications	111	93
Cancelled Licenses (out of business)	32	46
Renewed Licenses	803	838
Delinquent (pending renewal)	140	7

**Table 5: Business License Activity (2019-2020)**

## Code Enforcement

The City engages in code enforcement activity to remedy nuisances and illegal activities. The most common complaints are overgrown vegetation, animal keeping, and unpermitted construction. Code Enforcement Inquiry Forms are available on the City’s website and at the Community Development counter in City Hall. When an inquiry is received, the code enforcement officer conducts an investigation to determine the scope of violation and the type of fee to assess. An initial letter is mailed to the property owner’s address on file with County Assessor’s office, clearly stating the violation and abatement actions necessary. Generally, the City does not collect fees if the nuisance is abated in a timely fashion.

## ***Conclusion***

On March 8, 2021 the Fort Bragg City Council reviewed and accepted the General Plan Progress Report for 2020. Additional City Council comments are included as Appendix D. This report, including the annual Housing Element report, 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 1<sup>st</sup> deadline.

## ***Appendix A - Implementation of General Plan Elements***

Fort Bragg's General Plan/Coastal General Plan provides the foundation for all land use decisions. These documents define City policy for public and private development, and provide the City Council, Planning Commission, and City staff with specific direction for future decisions affecting land use development. The following tables include policies of General Plan Elements 1-7; each table illustrating implementation actions for 2020.

If Policy is not demarcated with (Inland) or (Coastal), the policy is the same for both the City's Inland and Coastal General Plan(s).

## ***Appendix B – Housing Element Report (2020)***

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 2020 Annual Housing Element Report and submitted it directly into California Department of Housing and Community Development’s (HCD) database on March \_\_, 2021. 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:

<b>Table A</b>	Housing Development Applications Submitted
<b>Table A2</b>	Annual Building Activity Summary Report – New Construction, Entitles, Permits, and Completed Units
<b>Table B</b>	Regional Housing Needs Allocation Progress – Permitted Units Issued by Affordability
<b>Table C</b>	Sites Identified or Rezoned to Accommodate Shortfall Housing Needs
<b>Table D</b>	Program Implementation Status pursuant to Government Code section 65583
<b>Table E</b>	Commercial Development Bonus Approved pursuant to Government Code section 65915.7
<b>Table F</b>	Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1, subdivision (c)(2)
<b>Table G</b>	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
<b>Table H</b>	Locally Owned or Controlled Lands Declared Surplus Pursuant to Government Code section 54221, or Identified as Excess Pursuant to Government Code section 50569

### **Summary**

### **LEAP Reporting**

## ***Appendix C – City Council Goals and Priorities***

On March 27, 2019 the City Council, City Manager and Facilitators with Heather Paulsen Consulting, spent most of the day in a Goal Setting Meeting. From the City Council’s 2050 Vision brainstorm exercise, Councilmembers discovered a shared intention for all of their priority areas: enhancing local self-sufficiency and supporting healthy ecosystems. These concepts underpin all of the goals listed under each of the four top priority areas: Jobs/Industry, Quality of Life, Housing and Infrastructure.

## ***Appendix D – City Council Comments***

City Council reviewed the 2020 General Plan Annual Report on Monday, March 8, 2021. This meeting took place virtually during the COVID-19 pandemic. City Council accepted the 2020 General Plan Annual Progress Report and 2020 Housing Element Annual Progress Report with the following comments: