



**CITY OF FORT BRAGG**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
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**MEMORANDUM**

**DATE: FEBRUARY 23, 2022**  
**TO: FORT BRAGG PLANNING COMMISSION**  
**FROM: COMMUNITY DEVELOPMENT DEPARTMENT**  
**SUBJECT: ANNUAL BUSINESS OPERATIONS MEMO FOR 2022 PLANNING YEAR**

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- I. SELECT A CHAIR AND VICE CHAIR:** The Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. If the Chair and Vice-Chair leave the Commission, and there are no officers, the Commission shall elect a Chair and Vice-Chair at the next Commission meeting. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050).

**ACTION:**

- **Select Chair and Vice Chair**

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

**ACTION:**

- **Review Attachment 1 – PC Meeting Schedule 2022**
- **Confirm meeting dates to be maintained as published**

- III. REVIEW SUMMARY REPORT OF WORK FOR THE 2021 CALENDAR YEAR:** After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the

City Council and may be used for reporting to County, State or Federal agencies. (Ord. 740§1, 1992) (Fort Bragg Municipal Code §2.20.010).

The five-member Planning Commission is appointed by the City Council, to review land use and development permits (use permits, coastal permits, design review permits, subdivisions, etc.) for consistency with the goals and policies of the Fort Bragg General Plan, the Land Use and Development Code, and the Fort Bragg Municipal Code.

The Planning Commission provides recommendations to the City Council on General Plan amendments and rezoning requests and provides direction to the Community Development Department regarding the development of new planning policies and the interpretation of all City planning policies and codes. In 2021, the Fort Bragg Planning Commission held 19 meetings. At these meetings there were 15 public hearings, 23 staff reports given and 12 Resolutions adopted. The Planning Commission made decisions or recommendations on 10 planning permits.

INDICATORS	2019	2020	2021	Percent Change
Development Permits (Coastal Development Permits, Use Permits, Design Review, Subdivisions, Limited Term Permits, etc.)	70	33	63	+ 90%
CEQA Documents (Environmental Impact Reports, MNDs, Negative Declarations)	2 MNDs	2 MNDs	1 MND	-50%
Building Permits	71	76	146	+92%
Code Enforcement Cases	77	50	131	+162%
Ordinance Amendments	2	2	4	+100%
Draft Work/On-Going Tasks			2	-
Grants	1	3	3	0%
Business Licenses-New Awarded	111	93	92	-1%
Sign Permits	9	8	20	+150%
No. Planning Commission Staff Reports	14	9	23	+156%
No. Community Development Committee Staff Reports	3	3	10	+233%

*Table 1 Performance/Workload Measures by Calendar Year*

**ACTION:**

- **Review Attachment 2 – Report of 2021 Planning Permit Hearings**
- **Recommend Staff submit progress report to City Council**

**IV. REVIEW PLANNING COMMISSION BYLAWS:** Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides in part that the Planning Commission shall have the power, by resolution, to adopt rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. The last update to the Planning Commission ByLaws was in 2021. In order to ensure that the ByLaws are consistent with the operating procedures and practices, they should be reviewed annually.

**ACTION:**

- **Review Attachment 3 – Amended ByLaws Draft**
- **Review Attachment 4 – PC Resolution XX-2022 ByLaws**
- **Adopt Planning Commission Resolution Amending Planning Commission ByLaws**