



## CITY OF FORT BRAGG

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### MEMORANDUM

**DATE: AUGUST 23, 2023**  
**TO: COMMUNITY DEVELOPMENT COMMITTEE**  
**FROM: JULIANA VON HACHT CHERRY, COMMUNITY DEVELOPMENT DIRECTOR**  
**SUBJECT: LIMITED TERM PERMIT APPLICATION FEE & RECURRING APPLICATIONS**

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#### **Limited Term Permit Fee and Fee Waiver Policy:**

The Community Development Department needs clarification on Limited Term Permits (LTP) fees and fee waivers. Over the past few years, CDD's practice has been to not charge non-profits or community organizations the \$165 LTP Application Fee. However, research indicates that Council hasn't taken a policy position on waiving permit fees for non-profits or for governmental agencies such as the City, school districts, and special districts.

#### **Annually recurring LTP Applications:**

CDC asked staff to consider multi-year permits for organizations that host annual events. There are approximately sixteen organizations that hosted an event at least four or five times in the last eight years (2017-2022). Of these, only three are not governmental or non-profit agencies.

Zoning Code amendments would ease the 12-month term limitation established for LTPs; thereby accommodating requests to allow annually recurring events under a single application. See Chapters 18.71.030.F and 17.71.030.F.

***F. Allowed short-term activities.** A Limited Term Permit may authorize the following short-term activities within the specified time limits, but in no event for more than 12 months. Other short-term activities that do not fall within the categories defined below shall instead comply with the planning permit requirements and development standards that otherwise apply to the property.*

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**F.2. Events.** Art and craft exhibits, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, food events, open-air or drive-in theaters, outdoor entertainment/sporting events, religious revivals, rummage sales, second hand sales, swap meets, and other special events within a 12-month period for up to: (a) 7 consecutive days, (b) 4 2-day weekends, (c) 1-day event per week, or other similar event timing as determined by the Director. Events are allowed only on non-residentially zoned properties. These activities shall be referred to the Technical Advisory Committee (TAC) for a recommendation prior to action on the Limited Term Permit.

**Attached:** Exhibit A shows the total number of LTP Applications filed by year (blue), the number of non-profit applicants (orange), and the number of government agencies (grey).

# EXHIBIT A

## Limited Term Permits by Non-Profit and by Government Agency

