



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

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.

...

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

