



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda City Council

**THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT SUCCESSOR
AGENCY**

Monday, April 22, 2024

6:00 PM

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

COUNCILMEMBERS PLEASE TAKE NOTICE

Councilmembers 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: Apr 22, 2024 06:00 PM Pacific Time (US and Canada)

Topic: City Council Meeting

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/88459735422>

*Or Telephone: +1 669 444 9171 US (*mute/unmute, *9 raise hand)*

Webinar ID: 884 5973 5422

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

CLOSED SESSION REPORT

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A. [24-644](#) Presentation of Proclamation Declaring May 5 -11, 2024 as Rhododendron Week
Attachments: [08- Rhododendron Week](#)
- 1B. [24-690](#) Professional Municipal Clerks Week
Attachments: [09-Professional Municipal Clerks Week](#)
- 1C. [24-716](#) Proclamation for Down Home Foods
Attachments: [14- Down Home Foods](#)

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR

MANNER OF ADDRESSING THE CITY COUNCIL: All remarks and questions shall be addressed to the City Council; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Mayor or Acting Mayor. 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 Mayor or Acting Mayor 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 Mayor or Acting Mayor, may speak on any topic that may be a proper subject for discussion before the City Council for such period of time as the Mayor or Acting Mayor 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 Council'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 Councilmembers 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 City Clerk Diana Sanchez, dsanchez@fortbragg.com

3. STAFF COMMENTS

4. MATTERS FROM COUNCILMEMBERS

5. CONSENT CALENDAR

All items under the Consent Calendar will be acted upon in one motion unless a Councilmember requests that an individual item be taken up under Conduct of Business.

- 5A. [24-659](#) Approve Scope of Work for a Request for Proposals Seeking Professional Services for Sea Level Rise, Tsunami Hazards, and Erosion Resilience Strategy for Noyo Harbor
- Attachments:** [SLR Resilience RFP](#)
[Att. 1 - LCP 22-07](#)
[Contract 4 - Standard PSA](#)
- 5B. [24-697](#) Authorize Scope of Work for On-Call Engineering & Surveying Services Request for Proposal
- Attachments:** [On-call Engineering Services RFP](#)
- 5C. [24-705](#) Resolution of the Fort Bragg City Council Approving Contract Amendment with Burke, Williams & Sorensen, LLP for Legal Counsel in Filing of Eminent Domain Proceedings for Reconstruction of the City's Raw Water Line and Approving Budget Amendment 2023/24-15 (Amount Not to Exceed \$80,000)
- Attachments:** [RESO Burke, William, and & Sorensen](#)
- 5D. [24-717](#) Approve Minutes of January 8, 2024
- Attachments:** [CC2024-01-08 City Council](#)
- 5E. [24-718](#) Approve Minutes of January 22, 2024
- Attachments:** [CC2024-01-22 City Council](#)
- 5F. [24-714](#) Approve Minutes of Special Closed Session of March 25, 2024
- Attachments:** [CC2024-03-25 Special Closed Session](#)
[Public Comment](#)
- 5G. [24-715](#) Approve Minutes of March 25, 2024
- Attachments:** [CC2024-03-25 City Council](#)
- 5H. [24-709](#) Approve Minutes of April 8, 2024
- Attachments:** [CC2024-04-08 City Council](#)

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

When a Public Hearing has been underway for a period of 60 minutes, the Council must vote on whether to continue with the hearing or to continue the hearing to another meeting.

- 7A. [24-539](#) (1) Introduce, by Title Only, and Waive Further Reading of Ordinance XXX-2024 (ILUDC 1-24) Amending Division 18 of the Fort Bragg Municipal Code and Parking Standards Established for the Central Business District- Categorically Exempt from CEQA; and
- (2) Consider the Fort Bragg Planning Commission's Recommendation that the City Council Submit a Local Coastal Plan Amendment (LCP 1-24) Application to the Coastal Commission Amending Division 17 of the Fort Bragg Municipal Code and Revise Parking Standards Established for the Central Business District - Statutorily Exempt from CEQA

Attachments: [Agenda Item Summary 04222024](#)

[ATT. 1 - Downtown Comprehensive Parking Strategy](#)

[ATT. 2 - Appendix A - Community Outreach Summary](#)

[ATT. 3 - Appendix B - Planning Context 2024April](#)

[ATT. 4 - Ordinance 991-24 Title 18 ILUDC draft - parking code updates](#)

[ATT. 5 - Resolution Submitting LCP Amendment](#)

[ATT. 6 - Planning PC Resolution PC07-24 Parking Strategy ILUDC](#)

[ATT. 7 - PC Resolution Att. A - ILUDC Ch. 18.36 Amendment](#)

[ATT. 8 - Planning Commission Resolution PC08-24 Parking Strategy CLUDC](#)

[ATT. 9 - PC Resolution Att. A - CLUDC Ch17.36 Amendment](#)

[ATT. 10 - Public Hearing Notice](#)

8. CONDUCT OF BUSINESS

- 8A. [24-683](#) Receive Report, Approve Conceptual Designs of Melton Design Group for Bainbridge Park Enhancement Project, PWP-00096, and Authorize Consultant to Proceed with Construction Documents; Categorical Exemption

Attachments: [04222024 Conceptual Design Enhancements Report](#)

[Att 1 - Design Development Package](#)

[Public Comment](#)

- 8B. [24-682](#) Adopt City Council Resolution Approving Professional Services Agreements with Lumos & Associates to Provide Design Services and Construction Documents for the 2025 Pavement Preservation Project, PWP-00132 and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$222,941.00)

Attachments: [04222024 Design Engineering 2025 Pavement](#)

[Att 1 - RESO Street Project Design](#)

[Att 2 - RFP Response List 03292024](#)

[Att 3 - Lumos & Associates Scope of Work](#)

8C. [24-707](#) Discuss and Receive Direction from Council for Placement of "The Last Whistle" Sculpture

Attachments: [Guest House Plan 2024](#)

9. CLOSED SESSION

None.

ADJOURNMENT

The adjournment time for all Council meetings is no later than 10:00 p.m. If the Council is still in session at 10:00 p.m., the Council may continue the meeting upon majority vote.

**NEXT REGULAR CITY COUNCIL MEETING:
6:00 P.M., MONDAY, May 13, 2024.**

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 April 17, 2024.

Diana Sanchez
City Clerk

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 upon making reasonable arrangements with the City Clerk for viewing same during normal business hours.*
- *Such documents are also available on the City of Fort Bragg’s website at <https://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).



City of Fort Bragg

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Text File

File Number: 24-644

Agenda Date: 4/22/2024

Version: 1

Status: Mayor's Office

In Control: City Council

File Type: Proclamation

Agenda Number: 1A.

Presentation of Proclamation Declaring May 5 -11, 2024 as Rhododendron Week



PROCLAMATION

RHODODENDRON WEEK May
May 5 - May 11, 2024



WHEREAS, the Mendocino Coast area, because of its climate and soils, produces more varieties of rhododendrons – including its wild species – than any other area in California; and

WHEREAS, Fort Bragg is famous for its many beautiful rhododendron gardens including the Mendocino Coast Botanical Gardens and many rhododendron nurseries; and

WHEREAS, many rhododendrons have been locally hybridized with names such as ‘Noyo Mist’, ‘Len’s Pacific Foam’, ‘Fort Bragg Centennial’, ‘Noyo Chief’, ‘Noyo Dream’, ‘Pomo Princess’, ‘Elsie Fry’, ‘Ruby Bowman’, ‘Doctor Bowman’, ‘Fort Bragg Glow’, ‘Jim Drewry’, ‘General Braxton Bragg’, ‘Noyo Charm’, ‘Mendocino Gold’ and ‘Mendocino Magic;’ and

WHEREAS, the mission of the Noyo Chapter of the American Rhododendron Society is to encourage and develop, in all possible ways, interest in the growing and culture of rhododendrons and azaleas; and

WHEREAS, the 45th Annual John Druecker Memorial Rhododendron Show – one of the largest rhododendron shows on the west coast with over 700 entries entered annually – will be held on May 4th and 5th at our local Mendocino Coast Botanical Gardens.

NOW, THEREFORE, I, BERNIE NORVELL, Mayor of the City of Fort Bragg, do hereby proclaim the week of May 5 – May 11, 2024 as **RHODODENDRON WEEK**.

SIGNED this 22nd day of April, 2024.

BERNIE NORVELL, Mayor

ATTEST:

DIANA SANCHEZ,
City Clerk

No. 08-2024



City of Fort Bragg

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Text File

File Number: 24-690

Agenda Date: 4/22/2024

Version: 1

Status: Mayor's Office

In Control: City Council

File Type: Proclamation

Agenda Number: 1B.

Professional Municipal Clerks Week

P R O C L A M A T I O N
DECLARING MAY 5-11 2024
AS PROFESSIONAL MUNICIPAL CLERKS WEEK

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Professional Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

WHEREAS, With great sadness we grieve the loss of our esteemed City Clerk, June Lemos, on September 28, 2023 and honor her contributions to the City of Fort Bragg, and

WHEREAS, we embrace the appointment of our new City Clerk, Diana Sanchez, and are committed to her success as we continue our goal to better serve our community.

NOW, THEREFORE, I, Bernie Norvell, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim May 5-11 as "Professional Municipal Clerks Week," and further extend appreciation to our dearly departed City Clerk, June Lemos, our newly appointed City Clerk, Diana Sanchez, and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

SIGNED this 22nd day of April, 2024

BERNIE NORVELL, Mayor

ATTEST:

Diana Sanchez, City Clerk

No. 09-2024



City of Fort Bragg

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Text File

File Number: 24-716

Agenda Date: 4/22/2024

Version: 1

Status: Mayor's Office

In Control: City Council

File Type: Proclamation

Agenda Number: 1C.

Proclamation for Down Home Foods



PROCLAMATION

Acknowledging DOWN HOME FOODS



WHEREAS, In 1974, Stanley Miklose opened Down Home Foods, 115 S. Franklin St., Fort Bragg, CA 95437; making it one of the longest continuously operating businesses in Fort Bragg; and

WHEREAS, Down Home Foods has been dedicated to this community, providing healthy foods such as organic pre-made sandwiches, groceries, hot meals, and fresh-pressed juice made to order; and

WHEREAS, Stanley diligently served the community for 49 years before being diagnosed with cancer and passing on April 26, 2023; and

WHEREAS, Stanley's wife, Rose Miklose continues the legacy of Down Home Foods as she and her employees navigate the future without his leadership in tribute to his mission; and

WHEREAS, Rose would like to thank the community, as well as past and present employees for the continued support; and

WHEREAS, Stanley named the store in honor of the home plate that formerly resided in the field where Down Home Foods is now located; and

WHEREAS, the City of Fort Bragg is fortunate to be served by an engaged and committed organic and natural food provider.

NOW, THEREFORE, I, Bernie Norvell, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby commend Down Home Foods for all the years of extraordinary service to the City of Fort Bragg.

SIGNED this 22rd day of April, 2024

Bernie Norvell, Mayor

ATTEST:

Diana Sanchez, City Clerk





City of Fort Bragg

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Fax: (707) 961-2802

Text File

File Number: 24-659

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Scope of Work

Agenda Number: 5A.

Approve Scope of Work for a Request for Proposals Seeking Professional Services for Sea Level Rise, Tsunami Hazards, and Erosion Resilience Strategy for Noyo Harbor



CITY OF FORT BRAGG

Request for Proposals for Sea Level Rise, Tsunami Hazards, and Erosion Resilience Strategy for Noyo Harbor



Dated: April 23, 2024

INTRODUCTION

Purpose

The City of Fort Bragg (City) requests proposals from qualified consultants for a site-specific analysis of the scenarios and impacts of sea level rise, tsunami hazards, and erosion due to increased wave action within Noyo Harbor. Noyo Harbor is located 130 nautical miles northwest of San Francisco and 145 nautical miles south by southwest of Crescent City, nestled between the mouth of Noyo River and the redwood forests. The map below situates Noyo Harbor within Mendocino County.



Map of Mendocino Coastal Zone Boundary provided by the California Coastal Commission.

This work and the final deliverable will be developed in coordination with the Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Planning Team, as well as with the County of Mendocino.

NOTE: Mendocino County is also seeking professional services for a Sea Level Rise (SLR) Resilience Strategy for a Local Coastal Program (LCP) update. The County scope of work considers the entire length of Mendocino’s coast, including the City of Fort Bragg coastline. Consultants are encouraged to respond to both the City of Fort Bragg, and the County of Mendocino’s request for proposals to assess sea level rise with the goal of not duplicating efforts and ensuring data sets seamlessly work together.

Proposals shall be submitted by **May 24, 2024**, by firms that have demonstrable background in services described in the scope of work below. A panel with representatives from City of Fort Bragg, Mendocino County, Noyo Harbor District, and California Sea Grant will review and rank proposals.

[About the Noyo Harbor Blue Economy Visioning, Resiliency & Implementation Plan](#)

The City of Fort Bragg received an \$898,900 grant award from the California Coastal Commission to support a regional strategy focused on addressing climate change through blue economy initiatives. Funds will be utilized to develop the Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan (BEVRI Plan), which will include comprehensive baseline information about the existing environmental, physical, and economic conditions of the harbor, including, but not limited to:

- Site-specific analysis of scenarios related to impacts of sea level rise, tsunami hazards, and erosion due to increased wave action;
- Parcel inventory to identify boundaries, current land uses, economic contribution, and historic status;
- Harbor facilities conditions assessment; and
- Aquaculture Feasibility Assessment (including water quality analysis).

The BEVRI Planning process centers around inclusive community outreach and engagement that is dedicated to two-way information exchange. Findings from the BEVRI Plan will inform updates to the City of Fort Bragg and Mendocino County’s Local Coastal Programs (LCP). To learn more about this important planning effort, please visit the project website at: www.NoyoOceanCollective.org. The LCP Grant Agreement (LCP 22-07) between the City and the Coastal Commission is attached as an appendix and hereby incorporated by reference.

[SCOPE OF WORK \(developed in coordination with Mendocino County\)](#)

Task 1: Existing Conditions Analysis and Inventory Memorandum

The goal of Task 1 is to inventory existing infrastructure, habitat, and other values potentially at risk in order to establish the “baseline condition” of Noyo Harbor in its current state. The consultant will prepare a baseline conditions analysis, where the consultant will review, summarize, and synthesize existing resources to develop an understanding

of the existing conditions within Noyo Harbor. Resources shall include, but not be limited to, the Mendocino Multi-Jurisdictional Hazard Mitigation Plan and Geographic Information Systems (GIS) mapping data for the project area, including topography, existing infrastructure, key wildlife and habitat areas, tribal cultural resources, and historical information, including photographs, of the Noyo Harbor over time.

From the existing conditions analysis, the consultant will develop a Technical Memorandum to be shared with stakeholders and the public, who will then have an opportunity to provide feedback and input before the memorandum is finalized.

Task 1 Deliverables

- Draft Existing Conditions Analysis and Technical Memorandum
- Final Existing Conditions Analysis and Technical Memorandum

Task 2: Stakeholder Outreach and Public Engagement

The Noyo Harbor planning effort centers on community engagement. The first step of the Noyo Harbor planning effort was to draft a Community Engagement Plan (CEP), circulated for public review and comment, before the final version was presented to City Council at a public meeting. A project website has been developed (www.NoyoOceanCollective.org), social media accounts created ([Facebook](#) and [Instagram](#)), and community outreach volunteer team established.

The Consultant will produce outreach materials; provide a training to the volunteer outreach team on how to approach subject in a peer to peer setting; present to the public in a workshop format; and present final report at a public meeting before the Fort Bragg City Council and Noyo Harbor District. Outreach approach and materials shall support CEP strategies, which will be woven into the existing CEP structure. Proposals shall identify specific community outreach and volunteer training approaches and suggested activities and collateral. Consultant shall provide at least one demonstrated example of outreach experience that reflects experience with communicating technical information in a relatable and accessible way for various segments of the community. Proposals should also demonstrate a knowledge of Noyo Harbor and Mendocino region stakeholders and propose various outreach tools for engaging these audiences, which may include, but not be limited to:

- Tactile Tools
- Maps
- Models
- E-Newsletter
- Short Survey
- Community stories and photographs
- Social Media Posts

Task 2 Deliverables

- Written Outreach Materials
- Tactile Tools

- (1) Volunteer Outreach Team Training Agenda
- (1) Public Workshop Agenda
- (1) Presentation to City Council and Noyo Harbor Commission

Task 3: Sea Level Rise, Tsunami Hazards, and Erosion Risk Assessment

The Consultant will analyze the potential impacts of various sea level rise scenarios (including intermediate, intermediate-high, and high scenarios) on four time scales (2050, 2080, 2100, and 2150), and follow best practices. Consultant shall identify potential exposure impacts to Noyo Harbor including increased coastal flood extent, depth, and frequency; groundwater rise and seawater intrusion; coastal and shoreline erosion (including cliff and bluff erosion), and extreme coastal storms; as well as identify areas of additional analysis based on our local context and where existing tools are insufficient. Additionally, Consultant shall use and reference California sea-level rise policy guidance, including the Coastal Commission’s Sea Level Rise Policy Guidance and Critical Infrastructure Guidance, as well as the Coastal Commission’s Summary for conducting vulnerability assessments. While still in draft form, it is also anticipated that the updated California Sea Level Rise Technical Report and Guidance may be finalized during this contract period and should also be considered in developing the risk assessment.

Consultants shall identify and use the most relevant publicly available data and tools for the analysis. These may include sea level rise and flooding and erosion impact assessment data, maps, and tools from the National Oceanic and Atmospheric Administration (NOAA), NASA, and the United States Geological Survey. Consultants shall also identify best available data on wave extremes, tsunami risks, and cliff erosion to evaluate extreme coastal hazard risks and how they plan to use these in the risk assessment. It is expected that the (USGS) Coastal Storm Modeling System (CoSMoS) may release CoSMoS storm modeling results for the Mendocino area (north of Arena Cove) at the end of 2024, so Consultants should consider this in their proposal timeline.

Following the completion of the coastal hazard exposure analysis using existing modeling tools and framework, a vulnerability assessment shall be conducted. The vulnerability assessment shall evaluate and rank sensitivity and adaptive capacity of infrastructure (residential and commercial development, utilities, transportation, roads, and recreational areas and assets), ecosystems and habitat, social vulnerability, and other items of interest. Consultant shall describe and provide insight into their proposed vulnerability assessment methodology including how they will create a preliminary prioritization of assets at risk and the relative importance of mitigating impacts for each asset. Consultant shall also identify areas where additional funds and/or coastal monitoring could help with understanding current and future hazards.

The resulting vulnerability assessment will be shared with stakeholders and the public, who will then have an opportunity to provide feedback and input before it is finalized.

Task 3 Deliverables

- Draft SLR, Tsunami Hazards, and Erosion Analysis Risk Assessment

- Final SLR, Tsunami Hazards, and Erosion Analysis Risk Assessment

Task 4: Resilience Strategy

The primary goal of Task 4 is to generate proposed mitigation and adaptation project concepts for inclusion in the Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation (BEVRI) Plan. Resiliency strategies shall be based on the vulnerability assessment report developed by Consultant and input received by the public and BEVRI Planning Team, with a focus on nature based solutions and benefits to community resiliency. The vulnerability assessment report will be brought to the community early in the planning process, along with some initial resilience strategies, to make for more productive and solution-oriented community engagement. Consultant shall describe in their proposal and approach to conceptualizing potential mitigation and adaptation strategies addressing increasing risks over time, (e.g., sea-level rise adaptation pathways).

Task 4 Deliverables

- Draft SLR, Tsunami Hazards, and Erosion Resilience Strategy
- Final SLR, Tsunami Hazards, and Erosion Resilience Strategy

Task 5 Policy Development

The existing conditions assessment, risk assessment and resiliency strategies related to SLR, tsunami hazards and erosion are an integral part of the BEVRI Plan and LCP update. Based on the reports and input produced from Tasks 3 and 4, the Consultant shall develop and prepare draft policy recommendations. City Staff will utilize policy recommendations as part of LCP updates tied to the overall grants awarded to the City of Fort Bragg and Mendocino County by the Coastal Commission.

Task 5 Deliverables

- Draft Administrative SLR, Tsunami Hazards, and Erosion Policy Document
- Final Administrative Draft SLR, Tsunami Hazards, and Erosion Policy Document

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the complete proposal, and a cost bid so that it is received by the City no later than **3:00 p.m. on May 24, 2024**, to:
 - City of Fort Bragg
 - Attention: Diana Sanchez, City Clerk
 - 416 N. Franklin Street
 - Fort Bragg, CA 95437
 - dsanchez@fortbragg.com

2. Format: The printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document, and organized in sections following the order specified under Contents.

Contents: The proposal shall contain the following information:

A. Firm Description

Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.

B. Relevant Experience

Experience with the coastal act is useful. The detail of relevant project experience should highlight projects on which the proposed team members have worked. Please only list projects that were completed by the proposed team members in your proposal, and include a list of the team members that worked on the project, and their role in the project.

C. Key Personnel Qualifications

Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.

D. References

List of at least three (3) public agencies or clients for whom similar work has been performed *by project team members*, with the name, title, and phone number of a contact person. The City may request a copy of a similar report prepared previously by the firm for another agency.

E. Project Understanding, Approach, and Scope of Work

Please provide an overview of your project understanding and approach. Include detailed scope of work including all tasks associated with the project, including how you propose to complete each task. Feel free to elaborate and provide additional tasks you think might be necessary, however list each of them as optional tasks and include them in the overall budget as separate line items.

F. Budget and Schedule of Charges

Provide a “Not to Exceed” project budget that details hours and personnel by task. Include also all travel reimbursement and other costs by task. For components for which it is difficult to define the scope of work (such as consultation with resource agencies and response to comments), please provide an hourly rate only.

G. Work Schedule

Provide a time schedule for completion of work, including how the Noyo Harbor site-specific study will fit into Mendocino County SLR project.

H. Insurance

The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of

the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Attachment 1 which is attached hereto and incorporated by reference herein. The cost of such insurance shall be included in the consultant's proposal.

I. Consultant Agreement

The City's Standard Professional Agreement is included as Attachment 1. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement must be included in the proposal.

EVALUATION CRITERIA

All firms and individuals responding to this RFQ will be evaluated on the basis of their expertise, prior experience on similar projects, demonstrated competence, ability to meet the requested services, adequate staffing, reference check, understanding of services, cost, and responsiveness to the needs and concerns of the City of Fort Bragg.

The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the selection process. Proposals shall be reviewed by a committee that includes representatives from the City of Fort Bragg, Mendocino County, Noyo Harbor District and California Sea Grant.

Other Considerations

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Qualifications does not commit the City to award contract, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified respondents or to cancel, in part or in its entirety, this Request for Qualifications, if it is in the best interest of the City to do so. The City may require the selected consultant(s) to participate in negotiations and submit such price, technical, or other revisions of the proposal that may result from negotiations.

RFQ SCHEDULE

The anticipated schedule is as follows:

RFQ Issued	Tuesday, April 23 2024
Deadline for Written Questions	Friday, May 3, 2024
Responses to Questions Available Online	Monday, May 13, 2024
Proposals Due	Friday, May 24, 2024
Interviews and Reference Checks	Week of May 27 to May 31, 2024
Contract to City Council	Monday, June 10, 2024

QUESTIONS

To ensure fair and equal access to information about this RFQ, questions should be submitted in writing and directed to:

Sarah McCormick
City of Fort Bragg
416 N Franklin Street
Fort Bragg, CA 9547
Email: smccormick@fortbragg.com

The deadline for submitting written questions is the end of business on Friday, May 3, 2024. No verbal questions will be accepted. A summary of submitted questions and answers pertaining to this RFP will be posted the City's website the following Monday, May 13, 2024 at:

<https://www.city.fortbragg.com/government/requests-for-proposals-bids>

ATTACHMENTS

Grant Agreement Number LCP 22-07

Standard Professional Service Agreement

DRAFT

CALIFORNIA COASTAL COMMISSION
STANDARD GRANT AGREEMENT

(Rev 05/2022)

AGREEMENT NUMBER LCP-22-07
FEDERAL ID NUMBER 94-6000335

STATE CONTROLLER'S OFFICE IDENTIFIER 3720-LCP2207

1. This Agreement is entered into between the State Agency and the Grantee named below:

STATE AGENCY'S NAME

California Coastal Commission

GRANTEE'S NAME

City of Fort Bragg

2. The term of this

Agreement is: March 31, 2023 Through December 1, 2026 (End Term Date)
 or date of execution

3. The maximum amount
 of this Agreement is:

\$ 898,990.00
 Eight Hundred Ninety-Eight Thousand Nine Hundred Ninety Dollars & No Cents

4. The parties agree to comply with the terms and conditions of the following EXHIBITS, which are by this reference made a part of the Agreement.

EXHIBIT A – Scope of Work	9 pages
EXHIBIT A1- Definitions	1 page
EXHIBIT B – Budget	2 pages
EXHIBIT B1 – Budget Detail and Payment Provisions	3 pages
EXHIBIT C – General Terms and Conditions	4 pages
EXHIBIT D – Special Terms and Conditions	4 pages
Check mark one item below as EXHIBIT D Attachment:	
<input checked="" type="checkbox"/> EXHIBIT D1 – Local Coastal Programs Terms and Conditions	9 pages
<input type="checkbox"/> EXHIBIT D2 – WHALE TAIL® Terms and Conditions	
EXHIBIT E – Grantee Certification Clauses Form (GCC-01/2019)	5 pages
EXHIBIT F – Amendment Template (Informal)	1 page

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.



GRANTEE		California Coastal Commission Use Only <input checked="" type="checkbox"/> This agreement is exempt from approval by the Department of General Services per SCM Vol. 1 4.06 (see 58 Ops. Cal. Atty. Gen 586 and 63 Ops. Cal. Atty. Gen. 290).
GRANTEE'S NAME (if other than an individual, state whether a corporation, partnership, etc.) City of Fort Bragg		
BY (Authorized Signature) DocuSigned by:  Peggy Ducey	DATE SIGNED (Do not type) 04/07/2023	
PERSON SIGNING Peggy Ducey, City Manager		
ADDRESS 416 N Franklin Street, Fort Bragg CA 95437		
STATE OF CALIFORNIA		
AGENCY NAME California Coastal Commission		
BY (Authorized Signature) DocuSigned by:  Madeline Cavalieri	DATE SIGNED (Do not type) 04/07/2023	
PERSON SIGNING Madeline Cavalieri, Deputy Executive Director		
ADDRESS 455 Market Street, Suite 200, Room 228, San Francisco, CA 94105		

EXHIBIT A

SCOPE OF WORK

1. Grantee agrees to expend grant funds provided by the Commission only for and in accordance with project activities as described under the Scope of Work attached hereto as EXHIBIT A.
2. The Project representatives during the term of this agreement, and the person authorized to sign grant amendments and RFFs on behalf of the grantee, will be:

State Agency: California Coastal Commission	Grantee: City of Fort Bragg
Name: Kelsey Ducklow ("Grant Manager")	Name: Sarah McCormick
Address: 455 Market St. Suite 300 San Francisco, CA 94105	Address: 416 N Franklin Street Fort Bragg, CA 95437
Phone: (415) 904-2335	Phone: (707) 961-2827 x113
Fax: (415) 904-5400	Fax:
Email: kelsey.ducklow@coastal.ca.gov	Email: smccormick@fortbragg.com

3. Primary project contact:

State Agency: California Coastal Commission	Grantee: City of Fort Bragg
Section/Unit: Statewide Planning Unit	Section/Unit:
Name: Awbrey Yost	Name: Sarah McCormick
Address: 1385 8th St., Suite 130 Arcata, CA 95521	Address: 416 N Franklin Street Fort Bragg, CA 95437
Phone: (707) 826-8950, ext. 203	Phone: (707) 961-2827 x113
Fax: N/A	Fax:
Email: awbrey.yost@coastal.ca.gov	Email: smccormick@fortbragg.com

EXHIBIT A

SCOPE OF WORK

Name of Local Government: City of Fort Bragg

Name of Project: Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan

Funding Source: California Coastal Commission

Specific Program: Local Coastal Program Local Assistance Grant Program

Federal Tax ID#: 94-6000335

Budget Summary:

CCC funding: \$898,990

Other funding:

Total project cost: \$898,990

Term of Project: March 2023 – December 2026

A. PROJECT DESCRIPTION

The City of Fort Bragg will develop a communications and engagement plan (CEP), and Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan (Noyo Harbor Plan) that will support a strategic climate resilience planning effort, and the findings will be integrated into an LCP update for both the City of Fort Bragg and County of Mendocino.

B. TASKS

The proposed planning work and related studies will support the Mendocino Coast's regional strategy to address climate change through supporting blue economy initiatives.

Task 1: Project Initiation and Management

1.1 Project Initiation

1.1.1 Prepare RFP and secure professional services from qualified consultants to assist the City in completing the identified technical reports and studies.

1.2 Grant Administration

1.2.1 The City's Grants Coordinator will process and track invoices and submit quarterly reports.

1.3 Project Management

EXHIBIT A

- 1.3.1 Project coordination and implementation will be managed by -Special Projects Manager, Sarah McCormick with the assistance of Noyo Harbormaster, Anna Neumann.

Task 1 Deliverables/Outcomes:

- RFP(s) for technical reports and studies
- Quarterly progress reports and requests for funds (RFFs)

Task 2: Equitable Outreach and Coordination through all Tasks

Over the past two years, the City has led a regional conversation through extensive outreach and has forged relationships with a diverse and wide range of community stakeholders, environmental advocates, policymakers, and regulators with the purpose of exploring the potential of blue economy opportunities to address climate impacts and improve local livelihoods and the quality of life for our low-moderate income community. Outreach and coordination efforts will continue with those actively engaged, while simultaneously conducting further communication and engagement to attract additional perspectives and amplify marginalized voices.

2.1 Agency Coordination

The following agencies share responsibility for the Noyo Harbor: Noyo Harbor District, Mendocino County, California Coastal Commission, Dept. of Fish & Wildlife, Dept. of Boating & Waterways, and US Army Corps. of Engineers.

- 2.1.1 The proposed project will provide an opportunity for the City, County and Harbor to partner on climate resilient strategy for the Noyo Harbor. The proposed project will not only result in a LCP update for the City of Fort Bragg, but also inform Mendocino County's LCP update concerning allowable land uses and policies for the zoning designation, Fishing Village.
- 2.1.2 The City's Local Coastal Program represents a unique partnership with the State, and the City is committed to upholding the Coastal Act and incorporating CCC staff into the process leading up to LCP update and throughout the certification process.
- 2.1.3 The US Army Corps of Engineers conducts regular maintenance dredging and the dredging spoils are stored near the mouth of the river. This project will engage with the Corps to evaluate existing dredging schedule, needs, and reconsider disposal plan in response to sea level rise assessment.

2.2 Noyo Ocean Collective

- 2.2.1 The City of Fort Bragg, Noyo Harbor District, Sherwood Valley Band of Pomo, Mendocino College, Mendocino County, and Noyo Center for Marine Science have

EXHIBIT A

formed a regional partnership, coined the Noyo Ocean Collective. The intent of this group is to: coordinate communication about blue economy strategy to community; share resources and partner on grant proposals, and align individual organizations' work plans to implement blue economy initiatives.

2.3 Community & Stakeholder Communication and Engagement

The first step in development of the Communication and Engagement Plan (CEP) will be to conduct an audit of the previous engagement work, review outcomes, and isolate the salient themes. The CEP that will outline the overarching goals, define the stakeholders and the public, the role of the public and stakeholders in shaping and realizing the project, the overall timeline, and opportunities for engagement (i.e., workshops, email, website schedule of workshops, and the final outcome). The CEP will act as a project charter to provide the public, stakeholders, (including harbor and marina tenants, businesses, other facility users, direct stakeholders as well other relevant stakeholders) a clear guide, and understanding of roles responsibilities, actions, accountability, and outcomes of the project. It will outline how, when, and where to engage; discuss process and protocol; and ensure accountability, effective management, and clear outcomes. The CEP will craft clear and consistent messages and develop clear schedule and timeline for community engagement. The CEP will outline a variety of progressive strategies to communicate and engage with frontline communities, including posting and promoting the project and engagement opportunities on social media, by meeting people where they are at community events and community centers, by conducting pop-up and tabling events, and within interactive and tactile driven workshops. The City may also elect to convene a Task Force. The CEP will utilize the following tools:

2.3.1 Personal Interviews

The City will conduct individual or small group interviews with Watermen's Alliance and various fishing associations to ensure there are common goals and common understanding about the Plan and the LCP. Subsequently, the City team will conduct personal interviews with community leaders, non-governmental organizations, community-based organizations, and other community members in order to ascertain what the priorities, community strengths, assets, needs, risks, and vulnerabilities are. The outcomes of these personal interviews will inform the next steps of the strategy, specifically, how community members want to be involved, when is the best time and place to be involved, and what community members want out of a process. At the close of the interviews and discussion with the team, the City may develop a survey that will be utilized at community events, workshops, and placed on materials via a QR code to capture the community strengths assets, needs, risks, vulnerabilities, and priorities.

2.3.2 Social Media Posts

Social media outlets will be used as a tool to provide cogent messaging and visual content about a variety of project-related outreach opportunities, including information about the Plan, opportunities to participate in workshops, pop-up events,

EXHIBIT A

opportunities to learn about the project and provide feedback at community events, and to communicate where the team is in the development of the Plan.

Social Media posts will be branded; use Americans with Disabilities Act (ADA) accessible colors, images, and branding associated with the Plan; and contain plain language and related messages that utilize a fifth-grade level of reading proficiency. Social media posts will be in English, Spanish, and other languages, as appropriate. The development and scheduling of social media posts will be developed along the timeline of the various engagement and outreach opportunities, such as community events, pop ups, and workshops. Three social media posts will be developed per activity, i.e., three social media posts associated with each community event. These will be scheduled for a week before the event, three days prior to the event, and the day of the event. Drafts and final social media posts for all events will be provided in draft form before they are finalized.

2.3.3 Tabling at Community Events or Pop-Up Events

Prior to workshops and to create enthusiasm and awareness of the Plan and related workshops, the City will work with the Noyo Ocean Collective to identify and attend community events that are already occurring in order to provide an overview of the Plan and process, opportunities to talk to people about the project, conduct the survey, and preview the blocks and interactive pop-up model of the Harbor.

2.3.4 Workshops

A total of three to five workshops will be organized over the course of the Plan development and sequenced to progressively build upon themes required for a successful Plan and outcomes. Workshops will be structured for the purposes of understanding, creating meaningful dialogue, and discussing the development of reduction and adaptation strategies and strategies for implementation. Each workshop will contain elements of presentation, breakout and processing, and reporting out. Workshop facilitation and materials will be in English and Spanish and ADA compliant.

An effective tool for community projects is using tactile tools, which engages more sensory components of a participant and can lead to more creativity and cooperation. This strategy also ignites the power of play, which allows people to let their guards down a bit and communicate about complex concepts in a more relaxed environment. At public events and workshops, the City team will utilize blocks, community mapping, and models to create organic conversation and interaction and provide an opportunity for people to envision and play with the scope and outcomes of the project. These opportunities also provide a wider lens to view the entire community, spatial inputs and outputs and connectivity.

The Plan will require technical information to be communicated in a relatable and accessible way for various communities in the City at various outreach and workshop events, as well as in materials in the Plan. Visual storytellers will work in concert with

EXHIBIT A

technical subject matter experts to shape complex processes into visual stories tailored to the community.

2.3.5 Public Meetings before Decision Makers

Project findings will be presented at the following: 1) regularly scheduled meetings of the City Council, Noyo Harbor Commission, Sherwood Valley Band of Pomo Tribal Council, County Board of Supervisors; California Coastal Commission; 2) board meetings of various local organizations including Waterman's Alliance, Fort Bragg Unified School District, Mendocino College; and 3) community gatherings such as Noyo Fish Market, and Fort Bragg Farmer's Market.

Task 2 Deliverables/Outcomes:

- Draft Communication and Engagement Plan (CEP)
- Final CEP

Task 3: Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan

Comprehensive baseline information about the existing environmental, physical, and economic conditions of Noyo Harbor is needed in order to prepare this area for a changing climate and position the harbor for blue economy investment. This task will gather appropriate existing information about the harbor to support the development of the Blue Economy Visioning, Resiliency, and Implementation Plan.

3.1 Harbor Improvements and Blue Economy Opportunities Identification

- 3.1.1 Site-specific analysis of the scenarios and impact of sea level rise, tsunami hazards, and increased erosion due to increased wave action within the harbor to mitigate expected sea level rise and inform future development considerations. This analysis will use the best available science, consider sea level rise for the time scales associated with the expected life of development considered in the Harbor Blue Economy Visioning, Resiliency, and Implementation Plan, and will use the County of Mendocino's Round 8 LCP grant sea level rise analysis as appropriate. This analysis will be used to identify opportunities and limitations for proposed development, infrastructure needs, and adaptation needs in the harbor.
- 3.1.2 Parcel inventory to identify current land use(s), economic contribution, boundaries, and historic status. Space within the harbor is limited, and a comprehensive review of existing development is needed to inform strategy for increasing overall productivity.
- 3.1.3 Harbor facilities conditions assessment to inform the planning effort, including inspections to assess and document the present condition of facilities and remaining life. The effort includes data review, interviews with Harbor District Management, City and County Officials and marina users to gather understanding of any chronic maintenance needs, operational issues or concerns, and development of a targeted

EXHIBIT A

scope of the conditions assessments on key facilities. The assessment is expected to focus on structural integrity, mooring basin analysis including size, vessel type, term of lease, condition of docks, etc., in order to maximize use and benefit to the local economy. The assessment will also identify needed harbor improvement/projects, and provide repair and replacement costs.

- 3.1.4 Technical studies including an aquaculture feasibility study that incorporates a water quality assessment and considers future climate impacts on potential aquaculture operations; and an analysis of special district management of the harbor.
- 3.1.5 Identify opportunities and limitations of the harbor's transition to blue economy uses; adaptation and resiliency measures based on the site-specific sea level rise and hazard assessment; a suite of potential projects to pursue in and around Noyo Harbor; and potential partners and funding sources.
- 3.1.6 Conduct public outreach on the Draft Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan consistent with the Communication and Engagement Plan.

Task 3 Deliverables/Outcomes:

- Draft Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan
- Final Noyo Harbor Blue Economy Visioning, Resiliency, and Implementation Plan

Task 4. Local Coastal Program Amendment

LCP Grant Program funding will not only result in an update to the City's LCP, but will also inform Mendocino County's LCP update related to land classifications within the Fishing Village zoning designation. Likewise, the County's LCP Grant Program application identifies a sea level rise vulnerability assessment that encompasses the entirety of the County's coastline, including the coastline of Fort Bragg. The City will consider and incorporate into LCP planning and policies as relevant and appropriate the findings from Mendocino's Round 8 LCP Grant work related to sea level rise and Noyo Harbor.

4.1 Coordination with Mendocino County

- 4.1.1 Incorporate joint City/County outreach efforts into the CEP, including public workshops and meetings with relevant stakeholders and decision makers.
- 4.1.2 Incorporate Mendocino County LCP planning findings (as relevant and appropriate) related to sea level rise and Noyo Harbor.
- 4.1.3 Present final Noyo Harbor report and City LCP amendment to Mendocino County Board of Supervisors at a public meeting.

4.2 Coordination with California Coastal Commission Staff

- 4.2.1 Incorporate sea level rise policies (at a minimum including baseline SLR policies of the type described by the Local Government SLR Working Group).
- 4.2.2 Prepare draft LCP Amendment to incorporate findings of Noyo Harbor Visioning, Resiliency and Implementation Plan.

EXHIBIT A

- 4.2.3 Public outreach and comment on draft LCPA
- 4.2.4 Revise LCP Amendment to incorporate comments from Commission staff and the public
- 4.2.5 Local adoption of LCP Amendment
- 4.2.6 Submit LCP Amendment to Coastal Commission
- 4.3 Public Outreach and Engagement
 - 4.3.1 CEP will function as project charter to ensure Noyo Harbor report reflects community objectives as it is the community that will be implementing recommendations and future projects.

Task 4 Deliverables/Outcomes:

- Draft LCP Amendment
- Locally adopted LCP Amendment
- Submittal of LCP Amendment to Coastal Commission

C. SCHEDULE

Project start/end dates:

Task 1. Project Initiation and Management	Projected start/end dates:
1.1 Project Initiation	March 2023
1.2 Grant Administration	March 2023 – October 2026
1.3 Project Management	March 2023 – October 2026
Outcome/Deliverables: <ul style="list-style-type: none"> a. Quarterly progress reports and RFFs b. Close-out 	<ul style="list-style-type: none"> a. Quarterly for duration of grant term b. October 2026
Task 2. Equitable Outreach and Coordination	Projected start/end dates:
2.1 Agency Coordination	April 2023 – October 2026
2.2 Noyo Ocean Collective	March 2023 – October 2026
2.3 Community Engagement	March 2023 – October 2026
Outcome/Deliverables <ul style="list-style-type: none"> a. Draft Communication and Engagement Plan (CEP) b. Final CEP c. Implementation of CEP 	<ul style="list-style-type: none"> a. August 1, 2023 b. September 29, 2023 c. September 2023 – January 2026
Task 3. Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan	Projected start/end dates:
3.1 Site-specific sea level rise analysis	September 2023 – March 2024

EXHIBIT A

3.2 Parcel inventory and site conditions assessment	September 2023 – March 2025
3.2 Identification of blue economy opportunities and investment	September 2023 – March 2025
Outcome/Deliverables a. Draft Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan (Noyo Harbor Plan) b. Final Noyo Harbor Plan	a. June 2, 2025 b. September 30, 2025
Task 4. LCP Amendment	Projected start/end dates:
4.1 Coordination with Mendocino County	June 2025 – September 2025
4.2 Coordination with CCC staff	June 2025 – October 2026
Outcome/Deliverables a. Draft LCP Amendment b. Locally adopted LCP Amendment c. Submittal of LCP Amendment to Commission	a. June 1, 2026 b. September 30, 2026 c. October 15, 2026

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
LCP Amendment Project Launch	June 2025
Final Communication and Engagement Plan	September 29, 2023
Final Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan	September 30, 2025
Draft LCP Amendment	June 1, 2026
Locally adopted LCP Amendment	September 30, 2026
Submittal of LCP Amendment to Commission	October 15, 2026

EXHIBIT A1

DEFINITIONS

1. The term “Agreement”; this Grant Agreement.
2. The term “Budget Act”; the annual enacted version of the Budget Bill which makes appropriations for the support of the government of the State of California.
3. The term “Chief Deputy Director”; the Chief Deputy Director of the Commission.
4. The terms “Commission” or “Coastal Commission” and the acronym “CCC” all refer to the California Coastal Commission.
5. The term “Executive Director”; the Executive Director of the Commission.
6. The term “Grant” or “Grant Funds”; in the case of LCP grants, the money provided by the California Climate Investments program or, in the case of Public Education grants, sales and renewals of the WHALE TAIL[®] Specialty License Plate, or California’s Voluntary Tax Check-Off Program, or General Fund/Local Assistance, and administered by the Coastal Commission to the Grantee pursuant to this Agreement.
7. The term “Grant Manager”; the representative of the Commission with authorization per the Executive Director to administer and provide oversight of the Grant.
8. The term "Grantee"; an applicant who has a signed agreement for Grant Funds.
9. The term "Project"; the activity described under the Scope of Work, attached as EXHIBIT A, to be accomplished with Grant Funds.
10. The term “Project Budget”; the Commission approved cost estimate submitted to the Commission’s Grant Manager for the Project. The Project Budget shall describe all labor and material costs of completing each component of the Project. The Project Budget shall contain itemized amounts permissible for each item or task described in the Scope of Work. The Project Budget must include the set administrative and indirect costs agreed upon by the Parties if applicable.
11. The term “Public Agency”; any State of California department or agency, a county, city, public district or public agency formed under California law.
12. The term “Scope of Work” refers to EXHIBIT A, including the approved Project Description, Tasks, and Schedules.
13. The term “Termination Date”; the date by which all activity for the project must be concluded, as specified in the signature page of this Agreement. Work performed after this date cannot be reimbursed.

EXHIBIT B
BUDGET

<i>City of Fort Bragg</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
LABOR COSTS¹			
City Staff Labor			
Task 1 – Invoicing and Reporting and Project Management	\$45,990.00		\$45,990.00
Task 2 – Outreach Efforts and CEP Development	\$95,000.00		\$95,000.00
Task 3 – Draft/Final Report	\$118,000.00		\$118,000.00
Task 4 – LCP Amendment	\$45,000.00		\$45,000.00
Total Labor Costs	\$303,990.00		\$303,990.00
DIRECT COSTS			
Consultants²/Partners			
Noyo Harbor Master Anna Neuman			
Task 1 – Project Management	\$10,000.00		\$10,000.00
Task 2 – Outreach and coordination	\$20,000		\$20,000
Task 3 – Noyo Harbor Blue Economy Visioning, Resiliency and Implementation Plan	\$20,000		\$20,000
Unidentified Consultants (to be selected through competitive RFP process; specific budget items will be updated once consultants are chosen)			
Task 2 – CEP Support	\$25,000.00		\$25,000.00
Task 3 – Site specific sea level rise vulnerability, tsunami hazards, and erosion assessment	\$190,000.00		\$190,000.00
Task 3 – Parcel Survey	\$30,000.00		\$30,000.00
Task 3 – Facilities Assessment	\$90,000.00		\$90,000.00
Task 3 – Water Quality / Aquaculture Assessment	\$150,000.00		\$150,000.00

¹ Amount requested should include total for salary and benefits.

² All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

EXHIBIT B

<i>City of Fort Bragg</i>	<i>CCC Grant Total</i>	<i>Match/Other Funds</i>	<i>Total (LCP Grant Funds + Match/Other Funds)</i>
Task 3 – Special District Analysis	\$20,000.00		\$20,000.00
Task 4 – LCP Update	\$40,000.00		\$40,000.00
Consultants Total	\$595,000.00		\$595,000.00
Total Direct Costs	\$898,990.00		\$898,990.00
OVERHEAD/INDIRECT COSTS³			
City Staff Overhead/Indirect Costs	-		-
TOTAL PROJECT COST	\$898,990		\$898,990

³ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Labor.”

EXHIBIT B1

BUDGET DETAIL AND PAYMENT PROVISIONS
(Local Coastal Programs)

1. **Request for Funds**

- A. For performance of activities satisfactorily rendered during the term of this Agreement (as specified in EXHIBITS A and B), and upon receipt and approval of the Request for Funds Form described below (also referred to as the “RFF Form”), the Commission agrees to reimburse Grantee for actual expenditures incurred in accordance with the rates specified herein or attached hereto.
- B. Grantee shall submit each RFF form no more frequently than monthly (except as requested by the Commission) but no less frequently than quarterly (assuming activity occurred within that quarter) in arrears via email to your LCP grant coordinator or mailed in triplicate to:
- California Coastal Commission
Attn: Awbrey Yost
Statewide Planning Division
1385 8th St., Suite 130
Arcata, CA 95521
- C. Each RFF form shall contain the following information:
1. Grantee’s name and address as shown in this Agreement.
 2. Invoice number and date of the RFF
 3. Time period covered by the RFF form during which work was actually done.
 4. Agreement number as shown on this Agreement.
 5. Original signature of the Grantee, specifically the Project Representative, as identified in EXHIBIT A.
 6. Itemized costs by tasks and source of funds as listed in the Scope of Work for the billing period in the same or greater level of detail as indicated in the Project Budget (see EXHIBIT B), with supporting documentation. Only those costs and/or cost categories expressly identified in this Agreement may be reimbursed.
 7. Remaining balance listed by task number from the Scope of Work including the cumulative expenditures to date, the expenditures during the reporting period, and the unexpended balance of funds under this Agreement.
 8. The total amount of all other funds, including matching funds, under the Grantee Matching Funds section of the RFF.

EXHIBIT B1

- D. Attached to the RFF form, the Grantee shall submit a supporting progress report summarizing the work that was completed during the invoice period and the current status of the work for which disbursement is sought, including work by any consultant, and comparing it to the status required by the Scope of Work (budget, timeline, tasks, etc.). Progress reports must be submitted no less frequently than on a quarterly basis, even if an RFF is not submitted.
- E. Notwithstanding the foregoing, the Grant Manager of the Commission may request, and the Grantee shall provide, receipts or other source documents for any other direct expenditure or cost as described in the RFF form, as and when necessary to resolve any issue concerning reimbursement.
- F. The Grantee's failure to fully execute and submit a RFF form, including attachment of supporting documents, may relieve the Commission of its obligation to disburse funds to the Grantee unless and until the Grantee corrects all deficiencies.
- G. Any RFF form that is submitted without the required itemization and documentation will be considered "disputed" and will not be authorized. If the RFF form package is incomplete, inadequate or inaccurate, the Commission will inform the Grantee and will withhold payment until all required information is received or corrected. In the case of non-compliance, the Commission will issue a formal Invoice Dispute Notification [STD (209)] and take necessary action in resolving any disputed matter(s). Any penalties imposed on the Grantee by a consultant, or other consequence, because of delays in payment will be paid by the Grantee and is not reimbursable under this Agreement.
- H. Grant Funds in this award have a limited period in which they must be expended. Grantee expenditures funded by the Commission must occur within the term of the Grant Agreement and before the Termination Date.
- I. The Grantee shall expend Grant Funds in the manner described in the Scope of Work and Project Budget approved by the State. Expenditure on items contained in the approved Project Budget may vary by as much as ten percent with prior approval by the Commission Grant Manager, provided the grantee first submits a revised Project Budget for the purpose of amending the Project Budget. In any event, the total amount of the Grant Funds may not be increased, except by written amendment to this agreement and only if approved by the Commission.

2. **Budget Contingency Clause**

- A. It is mutually agreed that if the final Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the Grant Program, this Agreement shall be of no further force and

EXHIBIT B1

effect, and the Commission shall have no liability to pay any funds whatsoever to Grantee or to furnish any other consideration under this Agreement and Grantee shall not be obligated to continue performance under the provisions of this Agreement.

- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this Grant Program, the Commission shall have the option at its sole discretion to either cancel this Agreement with no liability accruing to the Commission or enter into an agreement amendment with Grantee to reflect the reduced amount.

3. **Prompt Payment Clause**

Payment will be made no later than 45 days following receipt of properly submitted, undisputed invoices except as otherwise set forth in, and in each case in accordance with, the California Prompt Payment Act, Government Code section 927, et seq.

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the California Coastal Commission. Grantee may not commence performance until such approval has been obtained.
2. AMENDMENTS: This Agreement may only be amended by mutual agreement in writing between Grantee and the Commission. Any request by the Grantee for an amendment must state the amendment request and reason for the request and shall be submitted in writing, such as by email or letter. The Grantee shall strive to make requests immediately upon discovering that an amendment may be needed. No oral understanding or agreement not incorporated into the Agreement in writing is binding on the parties.

Except as otherwise provided herein, the Grantee shall expend Grant Funds in the manner described in the Scope of Work (EXHIBIT A) and Project Budget (EXHIBIT B) approved by the Commission. In any event, the total amount of the Grant Funds may not be modified, except by written amendment to this Agreement. Any subsequent changes or additions to the Scope of Work and Project Budget approved by the Commission in writing are hereby incorporated by reference to this Agreement as though set forth in full in this Agreement. Changes to the grant term and/or the total amount of Grant Funds will require a formal amendment, while changes to Scope of Work (EXHIBIT A) and the Project Budget (EXHIBIT B) may be done through an informal amendment, found in EXHIBIT F.

3. ASSIGNMENT: This Agreement is not assignable by the Grantee, either in whole or in part, without the consent of the Commission in the form of a formal or informal written amendment.
4. INDEMNIFICATION: Grantee agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all consultants, subconsultants, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Grantee in the performance of this Agreement.
5. DISPUTES: Grantee shall continue with the responsibilities under this Agreement during any dispute.
6. NO CREATION OF AGENT RELATIONSHIP: Grantee, and the agents and employees of Grantee, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.

EXHIBIT C

7. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Grantee and its consultants, subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Grantee and consultants shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and consultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Grantee and its consultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

8. CERTIFICATION CLAUSES: The GRANTEE CERTIFICATION CLAUSES contained in the document GCC-1/2019 are hereby incorporated by reference and made a part of this Agreement (EXHIBIT E) by this reference as if attached hereto.
9. TIMELINESS: Time is of the essence in this Agreement.
10. COMPENSATION: The consideration to be paid Grantee, as provided herein, shall be in compensation for all of Grantee's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.
11. GOVERNING LAW: This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
12. ANTITRUST CLAIMS: The Grantee by signing this agreement hereby certifies that if services or goods are obtained through a public purchase by means of a competitive bid, the Grantee shall comply with the requirements of the Government Codes Sections set out below.
- a. The Government Code Chapter on Antitrust claims contains the following definitions:

EXHIBIT C

- 1) "Public purchase" means a purchase by means of competitive bids of goods, services, or materials by the State or any of its political subdivisions or public agencies on whose behalf the Attorney General may bring an action pursuant to subdivision (c) of Section 16750 of the Business and Professions Code.
 - 2) "Public purchasing body" means the State or the subdivision or agency making a public purchase. Government Code Section 4550.
- b. In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder. Government Code Section 4552.
 - c. If an awarding body or public purchasing body receives, either through judgment or settlement, a monetary recovery for a cause of action assigned under this chapter, the assignor shall be entitled to receive reimbursement for actual legal costs incurred and may, upon demand, recover from the public body any portion of the recovery, including treble damages, attributable to overcharges that were paid by the assignor but were not paid by the public body as part of the bid price, less the expenses incurred in obtaining that portion of the recovery. Government Code Section 4553.
 - d. Upon demand in writing by the assignor, the assignee shall, within one year from such demand, reassign the cause of action assigned under this part if the assignor has been or may have been injured by the violation of law for which the cause of action arose and (a) the assignee has not been injured thereby, or (b) the assignee declines to file a court action for the cause of action. See Government Code Section 4554.
13. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the Grantee acknowledges in accordance with Public Contract Code 7110, that:
- a. The Grantee recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

EXHIBIT C

- b. The Grantee, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
14. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.
15. PRIORITY HIRING CONSIDERATIONS: If this Agreement includes services in excess of \$200,000, the Grantee shall give priority consideration in filling vacancies in positions funded by the Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code §10353.
16. AUDIT REQUIREMENTS AND FINANCIAL RECORDKEEPING: Commission projects are subject to audit by the State annually and for three (3) years following the payment of Grant Funds. Accordingly, Grantee shall maintain orderly, accurate and complete documents and records of all financial accounts, costs, disbursements, receipts and other matters relating to this Agreement consistent with the policies outlined in EXHIBIT C, hereto, for the Project and shall make them available to the State or the Commission for auditing, inspecting and copying at reasonable times. Grantee agrees to allow the auditor(s) to interview any employees who might reasonably have information related to such records. Further, Grantee agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896). Grantee shall also retain such documents and records for three (3) years after final payment and one (1) year following an audit unless a longer period of records retention is stipulated. The documents for audit should be retained onsite.

Grantee shall use applicable Generally Accepted Accounting Principles published by the American Institute of Certified Public Accountants.

If Grantee stated in the Project Budget that other sources of funding will be used to complete the Project, the Grantee shall establish internal systems to track expenditures of matching or in-kind funds on a regular basis and will make the documentation available to the Commission upon request.

EXHIBIT D

Special Terms and Conditions

1. PROJECT EXECUTION:

- A. Grantee shall complete the Project before the Termination Date.
- B. Subject to the availability of funds, the Commission hereby grants to the Grantee the sum \$898,990 (Grant Funds) not to exceed the amount stated on the signature page in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of the Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- C. Prior to the commencement of any Project work, Grantee agrees to submit in writing to the Commission for prior approval any deviation from the original Scope of Work pursuant to EXHIBIT A and the Project Budget pursuant to EXHIBIT B. Changes in the Scope of Work or Project Budget must continue to ensure timely and effective completion of the Project, including where applicable a new or updated Local Coastal Program for certification by the Commission. Any modification or alteration in the Scope of Work or Project Budget on file with the Commission must be submitted to the Commission for approval. Changes to the Scope of Work or Project Budget shall require an amendment to this Agreement (see "Amendments" under EXHIBIT C).
- D. Grantee shall furnish any and all additional funds that may be necessary to complete the Project.
- E. As applicable, Grantee shall ensure that Project work excludes any and all Project work that was funded through previously awarded grants or the matching funds identified through previously awarded grants so as to ensure that current grant funding is not duplicative of previous grant funding. Such grants include, but are not limited to, WHALE TAIL® Grants, grants previously awarded by the Coastal Commission, grants awarded by the Ocean Protection Council as well as grants awarded by the State Coastal Conservancy.
- F. Final invoicing shall be submitted promptly following the termination date of the grant or upon a date mutually agreed upon by the Grantee and the Grant Manager.
- G. Grantee certifies that the Project does and will continue to comply with all current laws and regulations which apply to the Project, including, but not limited to, the California Coastal Act, health and safety codes, and disabled access laws.

EXHIBIT D

2. POTENTIAL CONSULTANTS/CONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the Commission and any consultants, and no contract shall relieve the Grantee of its responsibilities and obligations hereunder. The Grantee agrees to be as fully responsible for the acts and omissions of its consultants and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Grantee. The Grantee's obligation to pay its consultants is an independent obligation from the Commission's obligation to make payments to the Grantee. As a result, the Commission shall have no obligation to pay or to enforce the payments of any moneys to any consultants.

The Grantee agrees to include in any agreement with any consultant and/or subconsultant under the Grant Project terms that preserve the rights, interests, and obligations for the benefit of the Commission and its funding sources as described in EXHIBIT C ("General Terms and Conditions") and EXHIBIT D/D1/D2 ("Special Terms and Conditions") of this Grant Agreement.

If all or any part of the Project to be funded under this Agreement will be performed by third parties under contract with the Grantee, prior to executing an agreement for services, the Grantee shall inform the Grant Manager of the selection of the third party.

Grantees seeking subcontractors under this Agreement to perform any services exceeding the cost of \$10,000.00 shall select those contractors pursuant to a process that seeks three competitive quotations or adequate justification for the absence of bidding.

All consultants and subcontractors are subject to all terms and conditions of this agreement in accordance with the California State Contracting Manual. Consultants seeking travel reimbursement see "Travel Reimbursement" clause below.

3. TRAVEL REIMBURSEMENT

The Commission will reimburse travel and related expenses at actual costs not to exceed the State rates provided in Title 2, Division 1, Chapter 3, Subchapter 1, Article 2 of the California Code of Regulations. Grantees may seek reimbursement for any travel expenses that are in excess of these state rates, but only if the Grantee has received *prior* written approval of the Commission's Chief Deputy Director or his/her designee permitting the expenses in excess of state rates on the basis that state rates were not reasonably available. Reimbursement for the cost of operating a private vehicle shall not, under any circumstance, exceed the current rate specified by the State of California for unrepresented state employees as of the date the cost is incurred. Receipts will be required for all travel related reimbursements. All travel costs are inclusive within the budgeted amount referenced in this Agreement. Grantees shall ensure that travel and related expenses, including Grantee's consultant and subconsultant travel and related

EXHIBIT D

expenses, submitted to the Commission for reimbursement, do not exceed the State rates provided in Title 2, Division 1, Chapter 3, Subchapter 1, Article 2 of the California Code of Regulations, unless prior written approval permitting the expenses to be in excess of state rates was obtained, as noted above.

4. PROPERTY PURCHASED

The Grantee agrees to continue using property purchased under this Agreement for the purposes outlined in this Agreement or similar activities until it is fully consumed (*i.e.*, is either fully distributed, damaged, worn-out, or becomes obsolete).

Grantees shall receive prior authorization in writing by the Commission before reimbursement for any purchase order or subcontract exceeding \$10,000.00 for any articles, supplies, equipment, or services. The contractor shall provide in the request for authorization all particulars necessary for evaluation of the necessity or desirability of incurring such cost and the reasonableness of the price or cost.

5. SETTLEMENT OF DISPUTES

If the Grantee believes that there is a dispute or grievance between Grantee and the Commission arising out of or relating to this Agreement, the Grantee shall first discuss and attempt to resolve the issue with the Commission's Grant Manager. If the issue cannot be resolved at this level, the Grantee shall follow the following procedures:

If the issue cannot be resolved directly with the Grant Manager, the Grantee shall submit, in writing, a grievance report together with any evidence to the Chief Deputy Director of the Commission. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Grantee's position and the remedy sought. Within ten (10) days after receipt of the grievance report, the Chief Deputy Director, or his/her designee, shall meet in person or via phone with the Grantee and the Grant Manager for purposes of resolving the dispute. The decision of the Chief Deputy Director following such a meeting shall be final.

6. WAIVER AND RELEASE

Grantee hereby waives all claims and recourses against the Commission, including the right to contribution for loss or damage to persons or property arising from, growing out of or in any way connected with or incident to this Agreement, except for claims for reimbursement of costs due under this Agreement, recovery of which shall be limited to the total amount properly incurred hereunder and in no event exceed the total amount of Grant Funds provided for hereunder. Grantee acknowledges that it is solely responsible for its compliance with the terms of this Agreement.

EXHIBIT D

7. REALLOCATION OF FUNDS

If Grantee fails to meet the performance criteria and/or Benchmarks in this Agreement, the Executive Director or his designee may immediately upon written notice cancel this Agreement or request to amend the Agreement, and as feasible, re-allocate any unspent funds to one or more of the other approved Grantees that needs additional funding or whose grant was not fully funded.

Should a Grantee not need the full amount of funds awarded by the Commission, they shall notify the Grant Manager as soon as possible so that any remaining allocated but unspent funds may be redistributed, as feasible. In addition, should Grantee fail to enter into an agreement necessary for its performance hereunder in a timely manner, the Executive Director or his designee may, upon Commission approval, reallocate funds to supplement an already awarded grant.

8. SURVIVAL

The obligations in the "INDEMNIFICATION" and "AUDIT REQUIREMENTS AND FINANCIAL RECORDKEEPING" clauses of the General Terms and Conditions (EXHIBIT C), and in the "ACKNOWLEDGMENT" and "WORK PRODUCT" clauses in the Special Terms and Conditions (EXHIBIT D1), as well as any other provisions in this Agreement that by their nature are intended to survive termination or expiration, shall survive the termination of this Agreement.

9. WAIVERS GENERALLY

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied, will constitute consent to, waiver of or excuse of any other, different or subsequent breach by either party.

10. EXECUTIVE DIRECTOR'S DESIGNEE

The Executive Director shall designate a Commission staff Grant Manager who shall have authority to act on behalf of the Executive Director with respect to this Agreement. Grantee shall be notified of such designation in writing.

EXHIBIT D1

Local Coastal Program (LCP) Terms and Conditions

Definitions

1. The term “Benchmark”; specific tasks or project deliverables identified in the Scope of Work as approved by the Commission.
2. The term “Disadvantaged Community” refers to communities identified by the California Environmental Protection Agency as the top 25% most impacted census tracts in [CalEnviroScreen 4.0](#), a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution.
3. The term “General Fund” or the acronym “GF” all refer to the General Fund.
4. The term “LCP” refers to Local Coastal Program.
5. The term “Local Coastal Program Local Assistance Grant Program” refers to the Coastal Commission’s grant program to support local governments in planning for sea level rise and climate change, and developing new or updating existing Local Coastal Programs (LCP), consistent with the California Coastal Act. *CA Code of Reg. Title 14 Division 5.5 Ch. 8 Sub. 2*
6. The term “Low-Income Community” refers to communities and households that are found within census tracts and households, respectively, that are either at or below 80 percent of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development’s [adopted list of state income limits](#).
7. The term “Materials”; all data, plans, drawings, specifications, surveys, studies, and other written or graphic work produced in the performance of this Agreement and are identified as “deliverables” in the Scope of Work of this Grant Agreement.
8. The term “Other Sources of Funds”; cash or in-kind contributions that are required or used to complete the Project beyond the Grant Funds provided by this Agreement.
9. The term “Pooled Money Investment Account” (PMIA) refers to the account through which the State Treasurer invests taxpayers’ money to manage the State’s cash flow and strengthen the financial security of local governmental entities. The rate of interest earned on the Pooled Money Investment Account serves as a benchmark for setting interest rates in several provisions of state law, and is the rate that is used for purposes of this Agreement. *GC Title 2. Government of the Statute of CA [8000-22980], Division 4. Fiscal Affairs [16100-1777], Part 2. State Funds [16300-16649.95], Ch. 1.16314*

EXHIBIT D1

10. The term “Request for Funds Form” or “RFF Form”; the form that will be submitted requesting payment and which is described in EXHIBIT B1.
11. The term “Round 1” refers to the Commission’s first round of LCP grant funding that commenced in Fiscal Year 2013-2014 under the Local Coastal Program Local Assistance Grant Program.
12. The term “Round 2” refers to the Commission’s second round of LCP grant funding that commenced in Fiscal Year 2014-2015 under the Local Coastal Program Local Assistance Grant Program.
13. The term “Round 3” refers to the Commission’s third round of LCP grant funding that commenced in Fiscal Year 2016-2017 under the Local Coastal Program Local Assistance Grant Program.
14. The term “Round 4” refers to the Commission’s fourth round of LCP grant funding that commenced in Fiscal Year 2017-2018 under the Local Coastal Program Local Assistance Grant Program.
15. The term “Round 5” refers to the Commission’s fifth round of LCP grant funding that commenced in Fiscal Year 2018-2019 under the Local Coastal Program Local Assistance Grant Program.
16. The term “Round 6” refers to the Commission’s sixth round of LCP grant funding that commenced in Fiscal Year 2019-2020 under the Local Coastal Program Local Assistance Grant Program.
17. The term “Round 7” refers to the Commission’s seventh round of LCP grant funding that commenced in Fiscal Year 2021-2022 under the Local Coastal Program Local Assistance Grant Program.
18. The term “Round 8” refers to the Commission’s eighth round of LCP grant funding that commenced in Fiscal Year 2022-2023 under the Local Coastal Program Local Assistance Grant Program.
19. The term “Sea Level Rise Guidance” refers to the Coastal Commission’s Sea Level Rise Policy Guidance document adopted in August 2015 and updated in 2018. The document provides an overview of best available science on sea level rise for California and recommended steps for addressing sea level rise in Coastal Commission planning and regulatory actions under the Coastal Act.

EXHIBIT D1

LCP Terms and Conditions

1. PURPOSE OF GRANT FUNDING

Grant funds shall be used to fulfill the goals of the California Climate Investments program, including planning for strategies to reduce greenhouse gas emissions, adapt to the impacts of climate change, and maximize benefits to disadvantaged and low-income communities.

2. ACKNOWLEDGEMENT

In order to acknowledge the Commission's support of the project, the Commission's name and logo shall be included in a prominent location in all materials related to the LCP Grant Project, including, but not limited to: Grantee reports or website postings about the grant program; draft and final work products, such as vulnerability assessments, adaptation plans, land use plans and implementation plans; and public outreach-related materials, including workshop announcements, press releases, contacts with the media, signage, invitations, and other media-related and public outreach products. Less formal materials, such as stakeholder participation rosters and outreach agendas, do not need to include acknowledgement of Commission support. The Grantee shall include in any agreement with any consultant or subconsultant under the LCP Grant Program terms that preserve the rights, interests, and obligations created by this section, and that identify the Commission as third-party beneficiaries of those provisions. The Commission shall have the right to republish any material generated as a result of this Agreement.

3. WORK PRODUCT

It shall be the Commission's Grant Manager's sole determination as to whether grant materials (*i.e.*, project deliverables in Scope of Work) have been successfully completed and are acceptable to the Commission. The Commission reserves the right to withhold reimbursement under the REIMBURSEMENT clause for materials deemed incomplete or substandard. For materials that constitute LCPs, including Land Use Plans and Implementation Plans, the standard of review in determining whether a LCP is successfully completed and acceptable as a work product under the Scope of Work of this Grant Agreement, is the Coastal Act.

The Grantee agrees that all materials are subject to the unqualified and unconditional rights of the Commission as set forth in this section. The Commission shall have the right to reproduce, publish, display and make derivative use all such work, or any part thereof, free of charge in any manner and for any purposes whatsoever and to authorize others to do so. If any of the work material is subject to copyright, trademark, service mark, or patent, the Commission is granted and shall have a perpetual, royalty-free, nonexclusive and irrevocable license to use, reproduce, publish, use in the creation of

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derivative works, and display and perform the work, or any part of it, and to grant to any third party a comparable and coextensive sublicense.

Grantee agrees that it shall use the materials developed with Grant Funds only for the purpose for which the Grant Funds were requested and no other use of the materials shall be permitted (including use of the work produced under this Agreement for any profit-making venture, or the sale or grant of rights thereto for that purpose) except as otherwise agreed to in an Amendment.

Grantee must certify the materials developed with Grant Funds under this Agreement shall remain available for public request. This Agreement shall not prevent the transfer of the materials from the Grantee to a Public Agency if the successor Public Agency assumes the obligations imposed by this Agreement.

If the use of the materials is changed to a use that is not permitted by the Agreement, or if the materials are sold or otherwise disposed of, at the Commission's sole discretion, an amount equal to (1) the total amount of the Grant Funds, or (2) the proceeds from the sale or other disposition, whichever is greater, shall be promptly reimbursed to the Commission by Grantee.

The Grantee agrees to include in any agreement with any consultant and/or subconsultant under the Grant Project terms that preserve the rights, interests, and obligations created by this section, and that identify the Commission as a third-party beneficiary of those provisions.

Commission staff will be available to support the development of the Project through regular coordination and assistance. Commission staff support includes regular coordination meetings, timely review of reports, and participation in stakeholder advisory groups, as feasible, to ensure timely and successful completion of the Project.

4. PUBLIC ENGAGEMENT and TRIBAL CONSULTATION

Public outreach shall target all interested members of the public, including visitors and other non-residents to the maximum extent feasible for the purpose of meaningful engagement in policy development, technical studies, and other tasks conducted pursuant to the grant Project. All public outreach activities related to the Project shall, to the maximum extent feasible, proactively engage those who already face disproportionate environmental burdens or vulnerabilities to environmental hazards, and/or those who come from communities of existing social inequalities, including members of the public and organizations from the following communities: disadvantaged communities, communities of color and/or low income, communities with low capacity to adapt to climate change, and communities not in close proximity to the shoreline but who visit and recreate there. Outreach activities shall seek to provide maximum opportunities for these groups to engage with and provide input on the tasks

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of the Project. Grantees shall also seek to engage with California Native American Tribes in line with the Coastal Commission's Tribal Consultation Policy ([adopted August 2018](#)).

5. REIMBURSEMENT

Complete reimbursement of Task funds under this Agreement will be dependent upon successful completion of the Task deliverable(s) of this Agreement. Grantee agrees that up to 20% of each Task and the total Task Budget hereunder may not be reimbursable until each Task and all final Task deliverables have been completed, delivered by the Grantee to Commission Staff, and accepted by the Commission's Grant Manager.

6. DIGITAL AND PAPER SUBMITTAL OF MATERIALS

Prior to the Executive Director's determination and reporting of certification pursuant to Section 13544 of the California Code of Regulations of a grant-funded LCP project, grantees shall submit LCP documents and maps in both paper and editable digital format to the Coastal Commission.

7. INSURANCE

Throughout the term of this Agreement, for the life of any asset funded by the grant monies awarded pursuant to this Agreement, or for any period of project implementation after the termination date of this Agreement, the Grantee shall maintain insurance, as specified in this section, against claims for injuries to persons or damage to property that may arise from or in connection with any activities by the Grantee or its agents, representatives, employees, volunteers, or consultants associated with the Project undertaken pursuant to this Agreement.

If the Grantee provides funds to any consultants to accomplish any of the work of this Agreement or provides grant funds to any contractor to carry out a project under this Agreement, the Grantee shall first enter into an agreement with each consultant requiring it to obtain and maintain liability and property-damage insurance, as specified in this section, against claims for injuries to persons or damage to property that may arise from or in connection with any activities by the consultant, or its agents, representatives, employees, or volunteers, associated with the project undertaken pursuant to this Agreement. As an alternative, with the written approval of the Executive Director, the consultant may satisfy the coverage required by this section in whole or in part through its participation in a "risk management" plan, self-insurance program or insurance pooling arrangement, or any combination of these, if consistent with the coverage required by this section. Required insurance shall be maintained from the commencement date through the Termination Date of any work undertaken by the consultant under the approved Scope of Work.

A. Minimum Scope of Insurance. Coverage shall be at least as broad as:

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1. Insurance Services Office (“ISO”) Commercial General Liability coverage (occurrence Form CG 0001) or ISO Comprehensive General Liability form (1973) or comparable with Broad Form Comprehensive General Liability endorsement.
2. Automobile Liability coverage - ISO Form Number CA 0001, Code 1 (any auto).
3. Workers’ Compensation insurance as required by the Labor Code of the State of California.

B. Minimum Limits of Insurance. Grantee shall maintain coverage limits no less than:

- | | |
|---|--|
| 1. General Liability:
(Including operations, products and completed operations, as applicable) | \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the activities under this Agreement or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Executive Director.

D. Required Provisions. Each insurance policy required by this section shall be endorsed to state that coverage shall not be canceled by either party, except after thirty days’ prior written notice by certified mail, return receipt requested, has been given to the Executive Director. The general liability and automobile liability policies are to contain, or to be endorsed to contain, the following provisions:

1. The State of California, its officers, agents and employees are to be covered as insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Grantee; and with respect to liability arising out of work or operations performed by or on behalf of the Grantee including materials, parts or equipment furnished in connection with such work or operations.
2. For any claims related to this Agreement, the Grantee’s insurance coverage shall be primary insurance with respect to the State of California, its officers, agents and employees.
3. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

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- E. Acceptability of Insurers. Insurance shall be placed with insurers admitted to transact business in the State of California and having a current Best's rating of "B+:VII" or better or, in the alternative, acceptable to the Commission and approved in writing by the Executive Director.
- F. Verification of Coverage. The Grantee shall furnish the Grant Manager with original certificates and amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Grant Manager within 30 working days from the start date of the Grant Project. The Commission reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage, at any time.
- G. Premiums and Assessments. The Commission is not responsible for premiums and assessments on any insurance policy

8. COASTAL COMMISSION SEA LEVEL RISE GUIDANCE

Grantees shall use the Commission's [Sea Level Rise Policy Guidance](#), [Critical Infrastructure Guidance](#), Local Government Working Group [Baseline SLR LCP policies](#), and other information to inform the development of sea level rise impact assessments, vulnerability assessments, and LCP Land Use Plan and Implementation Plan completion or updates.

9. VULNERABILITY ASSESSMENTS and ADAPTATION PLANNING

In addition to the general recommendations contained within the Commission's Sea Level Rise Policy Guidance, and unless otherwise provided in the Scope of Work of this Agreement, vulnerability assessment and adaptation planning work shall include: (1) analysis of storm and non-storm scenarios, including maximum daily and annual tidal inundation, (2) assessment of sea level rise vulnerability with and without key development that is currently vulnerable and/or protected by a revetment, such as Highway 1, railroad tracks, and/or a row of residences, (3) anticipated changes in beach width and other habitat areas under future sea level rise scenarios, (4) evaluation of the feasibility and effectiveness of various protection, accommodation, and retreat strategies, including nature-based adaptation strategies like living shorelines, sediment management, and beach nourishment, (5) evaluation of sea level rise vulnerability of existing and planned segments of the California Coastal Trail, (6) incorporation of the subject of environmental justice by, to the extent feasible, analyzing the differential impacts of sea level rise upon various demographics and community groups, and (7) consideration of the latest reports on sea level rise science and recommendations from the state of California, including [Rising Seas in California](#) (Griggs et al. 2017), the most recently adopted update to the [State Sea-Level Rise Guidance](#), and the most recent version of the [Safeguarding California Plan](#). Scenarios analyzed should include Medium-high Risk Aversion and Extreme Risk Aversion scenarios per the Commission's

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Sea Level Rise Policy Guidance and the State Sea-Level Rise Guidance recommendations to aid in planning and understanding the worst-case scenario for projected time horizons.

10. COORDINATION OF SEA LEVEL RISE PLANNING WORK

Sea level rise work completed under the Local Coastal Grant Program shall be coordinated regionally to the extent feasible with other jurisdictions and entities working on sea level rise projects within the same county or broader regional area relevant for sea level rise adaptation, such as the watershed, littoral cell, or area with similar geologic characteristics. Entities working on sea level rise projects include, but are not limited to, the State Coastal Conservancy, the Ocean Protection Council, The Nature Conservancy, NOAA, and USGS. Coordination includes early coordination meetings among the different entities, sharing of technical analyses and lessons learned as well as consideration of regional adaptation policies, and development of LCP policies.

11. TERMINATION

Except as otherwise set forth in this Agreement, this Agreement may be terminated or suspended (a) by the Commission for any reason upon thirty (30) days prior written notice to the Grantee, (b) by Grantee for any reason upon thirty (30) days prior written notice to the Commission subject to the approval of the Commission in its sole discretion, and (c) immediately upon written notice by either party "for cause". The term "for cause" shall mean that either the Grantee or the Commission fails to meet any material terms, conditions, and/or responsibilities of the Agreement.

In the event of a termination or suspension, the Grantee shall immediately stop work and take all reasonable measures to prevent further costs requiring reimbursement by the Commission. The Commission shall then only be responsible for any reasonable and non-terminable obligations incurred by the Grantee in the performance of this Agreement prior to the date of the notice to terminate or suspend, but not to exceed the balance of the total funds which remains unencumbered under this Agreement at the time of termination.

On or before the date of termination of this Agreement, whether terminated by the Grantee or the Commission, the Grantee shall provide the Commission with all work, material, data, information, and written, graphic or other work produced, developed or acquired under this Agreement (whether completed or partial), in appropriate, readily useable form.

The Grantee expressly agrees to waive, release and relinquish the recovery of any consequential damages that may arise out of the termination or suspension of this Agreement.

EXHIBIT D1

The Grantee shall include in any agreement with any consultant retained for work under this Agreement a provision that entitles the Grantee to immediately suspend or terminate the agreement with the consultant for any reason on written notice.

Notwithstanding the foregoing, Grantee acknowledges (and waives any defense based on a claim) that monetary damages may not be an adequate remedy to redress a breach by Grantee hereunder and that a breach by Grantee hereunder may cause irreparable harm to the Commission. Accordingly, Grantee agrees that upon a breach of this Agreement by Grantee, the remedies of injunction, declaratory judgment and specific performance shall be available to the Commission.

EXHIBIT E

CERTIFICATION (GCC-1/2019)

The Grantee's signor CERTIFIES UNDER PENALTY OF PERJURY that they are duly authorized to legally bind the Grantee to the clauses below. This certification is made under the laws of the State of California.

GRANTEE CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE**: Grantee has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS**: Grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) the person's or organization's policy of maintaining a drug-free workplace;
 - 3) any available counseling, rehabilitation and employee assistance programs; and,
 - 4) penalties that may be imposed upon employees for drug abuse violations.
 - c. Every employee who works on the proposed Agreement will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Grantee may be ineligible for award of any future State agreements if the Coastal Commission determines that any of the following has occurred: (1) the Grantee has made false certification, or (2) violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. **NATIONAL LABOR RELATIONS BOARD CERTIFICATION**: Grantee certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Grantee within the immediately preceding two-year period because of Grantee's failure to comply with an order of a Federal court which orders Grantee to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

EXHIBIT E

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Grantee hereby certifies that Grantee will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Grantee agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Grantee hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

- a. All Grantees contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The Grantee further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
- b. The Grantee agrees to cooperate fully in providing reasonable access to Grantee records, documents, agents or employees, or premises if reasonably required by authorized officials of the Coastal Commission, the Department of Industrial Relations, or the Department of Justice to determine Grantee compliance with the requirements under paragraph (a).

EXHIBIT E

7. DOMESTIC PARTNERS: For Grantee Agreements of \$100,000 or more, Grantee certifies that the Grantee and/or its subcontractors/consultants are in compliance with Public Contract Code section 10295.3.
8. GENDER IDENTITY: For Grantee Agreements of \$100,000 or more, Grantee certifies that Grantee is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Grantee needs to be aware of the following provisions regarding current or former state employees. If Grantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410)

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent Grantee with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the agreement while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Grantee violates any provisions of above paragraphs, such action by Grantee shall render this Agreement void. (PCC 10420)

EXHIBIT E

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Grantee needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Grantee affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Grantee assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. GRANTEE NAME CHANGE: An amendment is required to change the Grantee's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:
 - a. When agreements are to be performed in the state by corporations, the Coastal Commission will be verifying that the Grantee is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
 - b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate Grantee performing within the state not be subject to the franchise tax.
 - c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. The Coastal Commission will determine whether a corporation is in good standing by calling the Office of the Secretary of State.
6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Grantee shall not be: (1) in violation of any order or resolution not subject to review promulgated

EXHIBIT E

by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all Grantees that are not another state agency or other government entity.

EXHIBIT F

INFORMAL AMENDMENT

Amendment to _____

1. This amendment (the "Amendment") is made by _____ and _____, parties to the agreement _____ dated (the "Agreement").

2. As of (date), the Agreement is amended as follows:

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

Signed and Agreed:

Representative of _____

By: _____

Printed Name: _____

Title: _____

Dated: _____

Representative of Coastal Commission:

By: _____

Printed Name: _____

Title: _____

Dated: _____

**CITY OF FORT BRAGG
PROFESSIONAL SERVICES AGREEMENT
WITH**

THIS AGREEMENT is made and entered into this ___ day of _____, ___ [date, date & year] (“Effective Date”), by and between the CITY OF FORT BRAGG, a municipal corporation, 416 N. Franklin Street, Fort Bragg, California 95437 (“City”), and _____, a [state] [type of corporation] [address] (“Consultant”).

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to _____, as more fully described herein; and

B. WHEREAS, Consultant represents that it is a “design professional” as that term is defined by California Civil Code Section 2782.8 and has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and **[Delete if not design professional and renumber paragraphs]**

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit “A” (the “Project”) and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

E. WHEREAS, the legislative body of the City on _____, [date] by Resolution No. _____ authorized execution of this Agreement on behalf of the City in accordance with Chapter 3.20 of the City Municipal Code and/or other applicable law;

[Delete whichever Paragraph E doesn’t apply]

E. WHEREAS, the City Manager is authorized by Fort Bragg Municipal Code Section 3.20.040 to negotiate contracts in an amount not to exceed \$25,000.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Work. Consultant shall provide the professional services described in the Consultant’s Proposal (“Proposal”), attached hereto as **Exhibit A** and incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect

Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City as hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

1.5. Non-discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender, sexual orientation, or disability except as permitted pursuant to Section 12940 of the Government Code. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, a notice setting forth provisions of this non-discrimination clause.

Consultant shall, in all solicitations and advertisements for employees placed by, or on behalf of Consultant, state that all qualified applicants will receive

consideration for employment without regard to race, religion, color, national origin, ancestry, age, physical handicap, medical condition, marital status, sexual gender, sexual orientation, or disability. Consultant shall cause the paragraphs contained in this Section to be inserted in all subcontracts for any work covered by the Agreement, provided that the foregoing provisions shall not apply to subcontracts for standard commercial supplies or raw materials.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense. All insurance requirements contained in this Agreement are independently applicable to any and all subcontractors that Consultant may engage during the term of this Agreement.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION, BILLING AND PREVAILING WAGES

2.1. Compensation. Consultant's total compensation shall not exceed _____ Dollars (\$ _____.00).

[Delete whichever paragraph 2.1 does not apply.]

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in **Exhibit A**, for a total amount not to exceed _____ Dollars (\$ _____.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of work specified in the Consultant's Proposal or which is inconsistent with or in violation of the provisions of this Agreement unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the hereinabove described "Scope of Work," an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for

such additional services. The City Manager may approve contract change orders not exceeding a total of 10% of the approved contract or up to the contingency amount whichever amount is less for any one project.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but not more often than monthly. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times for a period of three (3) years from the date of final payment.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the issuance of Notice to Proceed. Said services shall be performed in strict compliance with the schedule set forth in the Scope of Work attached hereto as **Exhibit A**. Consultant will complete the services in accordance with this Agreement by _____, 20____. The Time of Completion may only be modified by a written amendment of the Agreement signed by both the City and the Consultant and in accordance with its terms.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and expire on _____, 20____, [3 months after Completion Date in 3.1] unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least

ten (10) days prior written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement, such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

The City shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

- a. Be adjudged a bankrupt;
- b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- c. Make a general assignment for the benefit of creditors;
- d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination within thirty-five (35) days after service of the notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant. City shall not be liable for any claim of lost profits.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Broad-form commercial general liability, in a form at least as broad as ISO form #CG 20 01 04 13, including premises-operations, products/ completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, Two Million Dollars (\$2,000,000.00) aggregate, combined single limits. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit. If Consultant maintains higher limits than the specified minimum limits, City requires and shall be entitled to coverage for the high limits maintained by the Consultant.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, each incident for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of \$1,000,000 per accident for any employee or employees of Consultant. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officials, officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

Before execution of this Agreement by the City, the Consultant shall file with the City Clerk the following signed certification:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the City Clerk before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than Two Million Dollars (\$2,000,000.00), combined single limits, per occurrence and aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

Neither the City nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Consultant under this Agreement are adequate to protect Consultant. If Consultant believes that any such insurance coverage is insufficient, Consultant shall provide, at its own expense, such additional insurance as Consultant deems adequate.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: "The City of Fort Bragg and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant."
- (b) Notice: "Consultant shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Consultant shall

forthwith obtain and submit proof of substitute insurance. Should Consultant fail to immediately procure other insurance, as specified, to substitute for any canceled policy, the City may procure such insurance at Consultant's sole cost and expense."

- (c) Other insurance: "The Consultant's insurance coverage shall be primary insurance as respects the City of Fort Bragg, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Fort Bragg shall be excess and not contributing with the insurance provided by this policy."
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Fort Bragg, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self-Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance and endorsements shall be attached hereto as **Exhibit B** and incorporated herein by this reference.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement,

except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. The Project Manager designated to work directly with Consultant in the performance of this Agreement will be [REDACTED]. It shall be the Consultant's responsibility to assure that the Project Manager is kept informed of the progress of the performance of the services and the Consultant shall refer any decision, which must be made by City, to the Project Manager. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Project Manager.

Consultant designates [REDACTED] as its Project Manager, who shall represent it and be its agent in all consultations with City during the term of this Agreement and who shall not be changed by Consultant without the express written approval by the City. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, facsimile or if mailed, shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by facsimile; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Tel: [REDACTED]
Fax: [REDACTED]

IF TO CITY:

City Clerk
City of Fort Bragg
416 N. Franklin St.
Fort Bragg, CA 95437
Tel: 707-961-2823
Fax: 707-961-2802

6.5. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the

parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Mendocino County, California. Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless.

If Consultant is not a design professional performing "design professional" services under this Agreement, as that term is defined in Civil Code Section 2782.8, Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

If Consultant is a design professional performing "design professional" services under this Agreement, as that term is defined in Civil Code Section 2782.8, Consultant agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of Consultant. The defense obligation provided for hereunder shall apply whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other

indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, preliminary notes, working documents, files and tapes furnished or prepared by Consultant or any of its

subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City, but shall be made available to the City within ten (10) days of request or within ten (10) days of termination. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, preliminary notes and working documents, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 7920.000 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code Section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.14. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code Sections 81000, *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.15. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to

participate in any meeting required with regard to the correction.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, the conflict shall be resolved by giving precedence in the following order, if applicable: This Agreement, the City's Request for Proposals, the Consultant's Proposal.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraph and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of

competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Use of Recycled Paper Products. In the performance of this Agreement, Consultant shall use paper products and printing and writing paper that meets Federal Trade Commission recyclability standards as defined in 16 CFR 260.12.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY

CONSULTANT

By: _____
Isaac Whippy
Its: City Manager

By: _____

Its: _____

ATTEST:

By: _____
Diana Sanchez
City Clerk

APPROVED AS TO FORM:

By: _____
Baron J. Bettenhausen
City Attorney

EXHIBIT A

CONSULTANT'S PROPOSAL

(Scope of Work, Fee Schedule and Time Table)

EXHIBIT B
CERTIFICATES OF INSURANCE AND ENDORSEMENTS



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-697

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Scope of Work

Agenda Number: 5B.

Authorize Scope of Work for On-Call Engineering & Surveying Services Request for Proposal



CITY OF FORT BRAGG

REQUEST FOR PROPOSALS FOR ON-CALL ENGINEERING & SURVEYING SERVICES PURPOSE

The City of Fort Bragg is seeking proposals from qualified candidates interested in contracting with the City of Fort Bragg to provide on-call Engineering services including civil, structural, mechanical, environmental, geotechnical, surveying, and technical assistance. The City is seeking to contract with firm(s) or individual(s) that specializes in the management of capital project engineering and civil engineering to assist City staff with technical analysis that arises during the course of the year, which requires subject matter expertise or access to tools or equipment not otherwise available at the staff level.

BACKGROUND

The City of Fort Bragg is located approximately 165 miles north of San Francisco and 188 miles west of Sacramento, with a population of about 7,000. The City employs approximately 70 regular full-time employees in five Departments including Administration, Public Safety, Finance, Community Development, and Public Works. Each Department is led by a Director, who reports to the City Manager and then to the City Council.

The selected Engineering firm(s) or individual(s) will work with the Public Works Department on an as-needed basis, upon request by task order from staff. Task orders may include a variety of projects, which might range from serving as Acting City Engineer or Acting City Surveyor for signing plans and documents, engineering plan check review of proposed private and public developments, review of hydraulic or other engineering design calculations, surveying, or other elements of small design projects that require excellent problem-solving skills. The goal of this contract is to ensure expedited answers from subject matter experts to ensure continuity of government services as well as prompt solutions for unexpected engineering problems. The tasks listed below may not be fully comprehensive of the services required; any commitment to perform a certain task will be communicated and agreed upon by task order.

SCOPE OF WORK

1. Engineering Services:
 - a. Civil Engineering Services: Including but not limited to site development, infrastructure design, and transportation engineering.
 - b. Structural Engineering Services: Including structural analysis, design, and evaluation for buildings and infrastructure projects.

- c. Mechanical, Electrical, and Plumbing (MEP) Engineering Services: Including HVAC design, electrical system design, and plumbing system design.
- d. Environmental Engineering Services: Including environmental assessments, remediation planning, and sustainability consulting.
- e. Geotechnical Engineering Services: Including soil testing, foundation design, and slope stability analysis.

2. Surveying Services:

- a. Land Surveying
- b. Topographic Surveying
- c. Boundary Surveying
- d. Construction Surveying
- e. GIS Mapping and Analysis
- f. Review of and issuance of Certificate of Compliance for Boundary Line/Lot Line Adjustments

3. Responsibilities

- City Responsibilities:
 - a. Provide necessary project information, including project objectives, site details, and specifications.
 - b. Cooperate with the on-call team to facilitate access to project sites.
 - c. Communicate any changes or updates to project requirements promptly.
 - d. Maintain regular communication with the client and consultant to provide updates on project status and discuss any issues or concerns.
 - e. Establish clear channels of communication for urgent matters.
 - f. Coordinate project schedules in accordance with deadlines and milestones.
- Consultant Responsibilities:
 - a. Assign qualified engineers and surveyors to projects as required as acting City Engineer or acting City Surveyor.
 - b. Conduct site visits and assessments as necessary.
 - c. Prepare accurate engineering designs, drawings, and reports.
 - d. Perform surveys using appropriate equipment and techniques.
 - e. Ensure compliance with all relevant regulations and standards.
 - f. Communicate effectively with the client and the City throughout the project lifecycle.
 - g. Prioritize projects based on urgency and client priorities.
 - h. Adhere to industry best practices and standards in all engineering and surveying activities.
 - a. Conduct thorough quality checks on all deliverables to ensure accuracy and completeness

PROPOSAL SUBMITTAL REQUIREMENTS

1. Proposers should send a complete digital proposal, collated into one PDF document, two (2) printed copies of the completed proposals, and a cost bid so that it is received by the City no later than 2:00 p.m. on May 30, 2024, to:
 - City of Fort Bragg
 - Attention: Diana Sanchez, City Clerk
 - 416 North Franklin Street

Fort Bragg, CA 95437
dsanchez@fortbragg.com

2. Format: The printed proposal should be 8 ½ x 11 inches, printed two-sided on recycled and recyclable paper with removable bindings, bound in a single document, and organized in sections following the order specified under contents.
3. Contents: The proposal shall contain the following information:
 - A. Firm Description
Provide a description of your firm and list relevant information about capabilities, size, rate of services, and length of time in existence.
 - B. Relevant Experience
Describe relevant experience in serving as Acting City Engineer or Acting City Surveyor as well as other specific tasks outlined in the scope of work
 - C. Key Personnel Qualifications
Identify key personnel who would work on the project as assigned, their respective roles, and a synopsis of relevant experience.
 - D. References
List of at least two public agencies for whom similar work has been performed.
 - E. Scope of Work
Provide an explanation of tasks associated with the project, including how you propose to complete each task.
 - F. Budget and Schedule of Charges
Provide a "Not to Exceed" amount and a schedule of charges including list of Personnel Rates, Equipment Charges, Travel Reimbursement Costs, and Job Descriptions for Personnel. Please be aware that prevailing wage rates apply to preconstruction work, such as inspection and land surveying, for public works projects.
 - G. Work Schedule
City shall request Engineering services on an as-needed basis for a two-year term. The selected proposer(s) is expected to respond to City requests within one week of the request confirming availability. Further details on each project schedule will be provided per the Task Order request. Consultants' Work Schedule, should convey availability and commitment over the proposed two-year time schedule.
 - H. Insurance
The individual or firm receiving the contract shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontracts as set forth in Section 5.0 of Exhibit A which is attached hereto and incorporated by reference herein. Any requests for a reduction in the insurance amount shall be included in the proposal. **The cost of such insurance shall be included in the consultant's proposal.**
 - I. Consultant Agreement
The City's standard consultant services agreement is attached as Exhibit A. Please identify if your firm would have any issues with the provisions of the City's standard consulting services agreement. All requests for amendments to language in the agreement **must** be included in the proposal.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- • Capabilities and resources of the firm.
- • Qualifications and experience of key individuals.
- Schedule for completion of work. The above selection criteria are provided to assist proposers and are not meant to limit other considerations that may become apparent during the selection process.

Proposals will be reviewed and evaluated by the City of Fort Bragg and a recommendation for award of the contract will be presented to the Fort Bragg City Council.

OTHER CONSIDERATIONS

The City of Fort Bragg reserves the right to reject any and all proposals. This Request for Proposals does not commit the City to award contracts, pay any costs incurred in the preparation of proposals, or to procure or contract for supplies or services.

The City of Fort Bragg reserves the right to negotiate with any qualified source or to cancel, in part of or in its entirety, this Request for Proposals, if it is in the best interest of the City to do so. The City may require the selected consultant to participate in negotiations and submit such price, technical or other revisions of the proposal that may result from negotiations.

RFP SCHEDULE

RFP Release	April 23, 2024
Deadline for Written Questions	May 20, 2024
Proposals Due	May 30, 2024
Interviews (as needed)	June 6 th - 7 th 2024
Selection	June 24, 2024

QUESTIONS

Questions should be directed to:

Chantell O’Neal
 Assistant Director; Engineering
 City of Fort Bragg
 416 North Franklin Street
 Fort Bragg, CA 95437
 (707) 961-2823 ext. 133
 Email: coneal@fortbragg.com

ATTACHMENTS

Exhibit A – City’s standard Professional Services Agreement (not included with Legistar item to save on printing costs).



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-705

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Resolution

Agenda Number: 5C.

Resolution of the Fort Bragg City Council Approving Contract Amendment with Burke, Williams & Sorensen, LLP for Legal Counsel in Filing of Eminent Domain Proceedings for Reconstruction of the City's Raw Water Line and Approving Budget Amendment 2023/24-15 (Amount Not to Exceed \$80,000)

RESOLUTION NO. -2024

RESOLUTION OF THE FORT BRAGG CITY COUNCIL APPROVING CONTRACT AMENDMENT WITH BURKE, WILLIAMS & SORENSEN, LLP FOR LEGAL COUNSEL IN FILING OF EMINENT DOMAIN PROCEEDINGS FOR RECONSTRUCTION OF THE CITY'S RAW WATER LINE AND APPROVING BUDGET AMENDMENT 2023/24-15 (AMOUNT NOT TO EXCEED \$80,000)

WHEREAS, on June 26, 2023, the City of Fort Bragg ("City") approved Resolution No. 4695-2023 that public interest and necessity require acquisition of permanent easements for the construction of the raw water line and directed the filing of eminent domain proceedings; and

WHEREAS, Section 4 of Resolution 4695-2023 authorized Burke, Williams & Sorensen LLP, under the direction of the City Attorney, to prepare such proceedings; and

WHEREAS, the City entered into a professional services agreement with Burke, Williams & Sorensen LLP, in the amount of \$25,000 on January 18, 2023; and

WHEREAS, on September 11, 2023 the City Council authorized amendment number one (1), in the amount of \$20,000; and

WHEREAS, on October 10, 2023 the City Council authorized amendment number two (2), in the amount of \$15,000 and approved budget amendment 23/24-07; and

WHEREAS, the cost of processing the Eminent Domain proceedings has now exceeded the \$60,000 contract amount; and

WHEREAS, the cost of these additional services are estimated to be \$20,000, bringing the total Not to Exceed Amount to \$80,000; and

WHEREAS, per Fort Bragg Municipal Code Section 3.20.050, the City Manager's signing authority for change orders may not exceed 10% of the approved contract cost; and

WHEREAS, Budget Amendment 2023/24-15 is necessary to ensure sufficient funds to cover the cost of the admendment.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Fort Bragg does hereby approve Amendment Number Three (3) to the Professional Services Agreement with Burke, Williams & Sorensen LLP, and authorizes the City Manager to execute the same (total amount of contract not to exceed \$80,000) and approve Budget Amendment 2023/24-15.

The above and foregoing Resolution was introduced by Councilmember ____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of April 2024, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

BERNIE NORVELL
Mayor

ATTEST:

ATTEST:
Diana Sanchez
City Clerk



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-717

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5D.

Approve Minutes of January 8, 2024



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, January 8, 2024

6:00 PM Town Hall, 363 N. Main Street and via video conference

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:05 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Councilmember Peters participated via Zoom due to illness. He petitioned Councilmembers Rafanan, Godeke, Albin-Smith and Mayor Norvell to allow him to participate remotely. A vote was taken and all councilmembers voted unanimously to allow Peters to participate remotely.

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

AGENDA REVIEW

CLOSED SESSION REPORT

No reportable action.

Mayor Norvell pulled item 5E from the Consent Calendar per staff's request.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

1A. [23-470](#) Presentation of Proclamation of Human Trafficking Awareness

Vice Mayor Godeke read the Proclamation of Human Trafficking Awareness. Juli Mortensen accepted the proclamation on behalf of both chapters, Soroptomist International Noyo Sunrise and Soroptomist International Fort Bragg.

1B. [23-480](#) Presentation of Proclamation Honoring the Glass Beach Headlands Access Committee

Mayor Norvell read the Proclamation Honoring the Glass Beach Headlands Access Committee. Ron White accepted the proclamation on behalf of the Glass Beach Headlands Access Committee.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR

- (1) Ron White, Gabriel Maroney, Juli Mortensen, Jacob Patterson, Jay Rosenquist.
- (2) None.

3. STAFF COMMENTS

Chief Cervenka proudly reported that the police department's new electric trucks have earned a spot in Ford's 2024 Calendar. He expressed gratitude to the council and staff for their role in making this change a reality. Public Works Director John Smith announced a workshop scheduled for January 10, 2024, from 11 AM to 2 PM at Town Hall to gather input on the preliminary design for the Bainbridge Park Enhancement Project. He mentioned delays in the Streets Project due to rain, outlining the sequence of areas to be addressed once work resumes: Boat Yard Drive, followed by the 100th block of Chestnut, then Fir St, the 500 block of S. Harold St, with Franklin St being addressed last. Additionally, delays were noted for the Wiggly Giggly project due to manufacturing errors. Anticipated steps include one more shipment, concrete work, and the placement of wood chips. Community Development Director Julianna Cherry announced that the Planning Commission is convening this week. Public Works will seek input from the Planning Commission regarding the design of the Fire Station on Main St. In process are the following Limited Term Permit (LTP) Rotary Club and Sports Foundation for their Crab Feed, Mendocino Coast Clinics for their crab cake cook-off, a weekly mobile CRV redemption at the Catholic Church on Harold St. and the renewal of the Farmers Market LTP.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Albin-Smith expressed gratitude to the Chief for his forward-thinking approach in incorporating electric cars into the department's fleet. There will be a Visit Fort Bragg Meeting tomorrow at 9:30, focusing on discussions regarding Restaurant Week. Exciting news: the Whale Run event is making a return! Councilmember Rafanan extended a warm welcome to our new City Manager, Isaac Whippy. Vice-Mayor Godeke announced that the ad hoc Culture and Education Committee will convene next week to provide updates on initiatives, including the progress on the Fort Building Learning Center. Councilmember Peters offered congratulations to Isaac Whippy on his new role as City Manager. Mayor Norvell also extended congratulations to Isaac Whippy.

5. CONSENT CALENDAR

Mayor Norvell pulled item 5E from the Consent Calendar per staff's request.

A motion was made by Vice Mayor Godeke, seconded by Councilmember Rafanan, that the Consent Calendar be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5A.** [23-487](#) Adopt City Council Resolution Revising Office Assistant (Temporary) Classification Salary Range to a 5-Step Salary Range and Reinstate the Mid-Management Senior Government Accountant Classifications on the Established Compensation Plan that Confirms Pay Rates/Ranges for All City of Fort Bragg Classifications

This Resolution was adopted on the Consent Calendar.

- 5B.** [23-488](#) Adopt Resolution of the Fort Bragg City Council Authorizing the Police Department to Add Lead Program Coordinator Special Assignment Pay to the Social Service Liaison Classification.

This Resolution was adopted on the Consent Calendar.

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5C.** [23-489](#) Resolution of the Fort Bragg City Council Authorizing the City Manager to Sign Agreements and Funding Documents with the California Department of Transportation

This Resolution was adopted on the Consent Calendar.

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5D.** [23-496](#) Resolution of the Fort Bragg City Council Authorizing the City Manager to Execute the Lease Agreement with the Fort Bragg-Mendocino Coast Historical Society

This Resolution was adopted on the Consent Calendar.

- 5E.** [23-500](#) Resolution of the Fort Bragg City Council Approving Contract with Safe House for the Installation of Security Cameras at Various City Facility Locations and Authorizing City Manager to Execute Contract (Total Amount Not to Exceed \$35,850.00; Account No's. 167-7999-0799, 710-4712-0353, 521-4394-0351 and 610-4612-0351)

This Resolution was not acted on the Consent Calendar.

- 5F.** [23-512](#) Resolution of the Fort Bragg City Council Approving Funding for the City's Share of Costs for one Wildland Response Fire Engine and one Rescue Truck, and Authorizing the City Manager to Execute a Fund Transfer from the Fort Bragg Fire Authority Funds

This Resolution was adopted on the Consent Calendar.

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5G.** [23-465](#) Receive and File Minutes of the September 7, 2023 Community Development Committee Meeting

These Committee Minutes were received and filed on the Consent Calendar.

- 5H.** [23-483](#) Approve Minutes of Special Closed Session of December 11, 2023

These Minutes were approved on the Consent Calendar.

- 5I.** [23-499](#) Approve Minutes of December 11, 2023

These Minutes were approved on the Consent Calendar.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

8. CONDUCT OF BUSINESS

- 8A.** [23-485](#) Receive Report on Expanding Short-Term Vacation Rental Use to Additional Commercial Zones

Code Enforcement Officer Valerie Stump presented on this item.

Public Comment: Jacob Patterson, Shay Wachtel, Tatiana Peavey, Jade Tippett, Jay Rosenquist, phone number ending in 1403, David Spaur.

Discussion: After extensive discussion, it was determined that Code Enforcement should present their proposals on this matter to the City Council once again.

- 8B.** [23-476](#) Approval of an Amendment to the Lease Agreement with Mendocino County Humane Society to Include the Operation of the Animal Control Facility Located at 19701 Summers Lane, Fort Bragg, CA

City Manager Isaac Whippy provided a presentation on this agenda item. Judy Martin, the Director of the Mendocino Coast Humane Society, attended to discuss the utilization of the building.

Public Comment: Jacob Patterson, Shelley Green.

Discussion: None.

A motion was made by Councilmember Albin-Smith, seconded by Councilmember Rafanan, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

8C. [23-492](#) Adopt Joint City Council/Improvement District Board/Redevelopment Successor Agency Resolution Approving a Third Amendment to the Agreement Between the City of Fort Bragg and Jones & Mayer for the Provision of Legal Services and Authorizing the City Manager to Execute the Same

City Manager Isaac Whippy presented on this item.

Public Comment: Jacob Patterson.

Discussion: Baron Bettenhausen, from Jones & Mayer, has been appointed as the City Attorney for Fort Bragg.

A motion was made by Councilmember Rafanan, seconded by Vice Mayor Godeke, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

ADJOURNMENT

Mayor Norvell adjourned the meeting at 7:48 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-718

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5E.

Approve Minutes of January 22, 2024



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, January 22, 2024

6:00 PM Town Hall, 363 N. Main Street and via video conference

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

CLOSED SESSION REPORT

Mayor Norvell stated that no reportable action was taken on the Closed Session items.

AGENDA REVIEW

Mayor Norvell announced that he will be moving item 8A to the end of Conduct of Business, making item 8B the first item under Conduct of Business.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

None.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR

- (1) Jay McMartin Rosenquist.
- (2) Jacob Patterson, Jay McMartin Rosenquist.

3. STAFF COMMENTS

Administrative Analyst Cristal Munoz announced that Visit Fort Bragg is promoting Restaurant Week, scheduled from January 26 to February 4, 2024. Additionally, the Crab Cake Cook Off will take place on February 3rd from 11 AM to 3 PM at the big tent located on the corner of Spruce and Main streets. The quarterly merchant meeting is set for February 3, 2024, from 9 AM to 11 AM at Town Hall, where plans for the upcoming Whale Festival in March will be discussed. Chief Cervenka announced the launch of the Fort Bragg Community Task Force on Fentanyl, led by the Project Right Now Team. The task force will consist of 12-15 members, including students, educators, parents, business owners, medical professionals, community leaders, and elected officials. Meetings will be held quarterly, with reports shared at community forums. Those interested in joining may request an application by emailing Captain Thomas O'Neal at toneal@fortbragg.com. Applications are due by February 9, 2024. Special Projects Manager Sarah McCormick announced a training session for the Noyo Harbor Planning Effort held at Town Hall. Those interested are encouraged to contact Sarah McCormick at smccormick@fortbragg.com for further information.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Peters discussed the delays in Public Works projects caused by rain. Additionally, he noted that he had spoken with the Fire Chief, who informed him that one of the new rescue trucks is currently being picked up in Seattle, while the other one is ready in Sacramento. Vice Mayor Godeke announced that the ad-hoc culture and education committee had held a public meeting, during which they received input from the Staff of Grace Hudson Museum regarding the new learning center at the fort building. The Community Development Committee is scheduled to meet on January 30, 2024, at 4 PM at Town Hall and via Zoom. Additionally, the Mayor and Vice Mayor will host an open forum at CV Starr in the next few weeks. Councilmember Albin-Smith shared that there have been engaging discussions on plastics during her League of Cities Committee meetings. She also mentioned upcoming commitments, including a Mendocino Transit Authority (MTA) meeting next week and a Coastal League of Cities meeting scheduled for January 25, 2024. Mayor Norvell has been collaborating with the Rhododendron Society to aid in the preservation of rhododendrons. He called for volunteers to participate in this important project.

5. CONSENT CALENDAR

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Consent Calendar be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

5A. [23-515](#)

Accept the 14-foot-wide Public Access and Utility Easement as Offered on the Channel Parcel Map, City Application DIV 1-22, and Authorize the City Clerk to Sign the Map

This report was approved on the Consent Calendar.

- 5B. [23-528](#)** Adopt Joint City Council/Municipal Improvement District Resolution Authorizing Execution of an Employment Agreement for City/District Manager with Isaac Whippy
This Resolution was adopted on the Consent Calendar.
- 5C. [23-473](#)** Approve Maddy Act Notice Providing List of Appointed Terms Expiring in 2024
This Notice was approved on the Consent Calendar.
- 5D. [23-529](#)** Approve Scope of Work for a Request for Proposals for the Preparation of Plans and Specifications for the CV Starr Center HVAC System
This Scope of Work was approved on the Consent Calendar.
- 5E. [24-540](#)** Adopt Resolution of the Fort Bragg Redevelopment Successor Agency Approving Recognized Obligation Payment Schedule (ROPS) 24-25 (FY 24/25; July 1, 2024 - June 30, 2025) Pursuant to Health and Safety Code Section 34177(l)
This RS Resolution was adopted on the Consent Calendar.
- 5F. [24-541](#)** Accept and File Development Impact Fee Report, Utility Capacity Fee Reports and General Plan Maintenance Fee Report for Fiscal Year Ending June 30, 2023
This Report was accepted on the Consent Calendar.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

- 7A. [23-472](#)** Conduct Public Hearing, Receive Report, and Consider Adoption of City Council Resolution Approving Updates to the CV Starr's Fee Schedule

CV Starr Manager Moneque Wooden provided an update on this matter. She highlighted two oversights that they aim to rectify, which occurred during the adoption of the fee schedule on October 23, 2023. Firstly, the correction involves adjusting the additional fee for adding a member to the family membership to \$204 per year instead of \$20. Secondly, amendments are proposed to the birthday party rental guidelines concerning half-room and full-room pricing.

Mayor Norvell opened the public hearing at 6:23 PM.

Public Comment: Dennis Miller

Mayor Norvell closed the public hearing at 6:27 PM.

Discussion: None.

A motion was made by Councilmember Albin-Smith, seconded by Vice Mayor Godeke, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

8. CONDUCT OF BUSINESS

Mayor Norvell announced that he will be moving item 8A to the end of Conduct of Business, making item 8B the first item under Conduct of Business.

8B. [23-505](#) Receive Report and Approve Scope of Services for Request for Qualifications for As-Needed Professional Services in Noyo Harbor Planning Effort

Special Projects Manager Sarah Peters reported on this item.

Public Comment: Dennis Miller, Jacob Patterson.

Discussion: It was clarified that a consultant or consulting firm does not need to possess all 23 qualifications. It was also mentioned that there is collaboration with the Noyo Center for Marine Science to share the costs.

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Scope of Work be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

8C. [23-507](#) Receive Report and Consider Adoption of City Council Resolution Approving Contract Amendment with Creative Thinking, Inc. DBA The Idea Cooperative. Increasing Amount of Contract, and Authorizing City Manager to Execute Same (Amount Not To Exceed \$200,000: \$180,000 Account 110-4321-0319; and \$20,000 Account 329-6134-0630)

Special Project Manager Sarah McCormic presented on this item. The additional funds for this contract, totaling \$20,000, would be allocated for broadband strategic branding services.

Public Comment: Jay, Jacob Patterson.

Discussion: There was discussion about the timeline, acknowledging that the broadband project has yet to begin. Additionally, it was clarified that the funds for the project would be sourced from various channels, including grants and TOT tax.

A motion was made by Vice Mayor Godeke, seconded by Councilmember Albin-Smith, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8D.** [24-542](#) Resolution of the Fort Bragg City Council Approving the Integration of the C.V Starr Community Center as a City Owned and Operated Facility and Establishing Salary Rate Compensation Plan Confirming the Pay Rates/Ranges for C.V. Starr Class of Employees Effective February, 11, 2024.

CV Starr Manager Moneque Wooden and City Manager Isaac Whippy presented on this item.

Public Comment: Dave Shpak, Dennis Miller, Kylie Felicich

Discussion: There was discussion about covering the shortfalls, with the plan involving an increase in membership. Additionally, it was noted that CV Starr also has reserves, which would only be tapped into if absolutely necessary.

Resolution CV Starr Integration

1st Peters, 2nd Norvell, All Aye

Resolution CV Starr Employee Compensation

1st Albin-Smith, 2nd Rafanan, All Aye

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8A.** [23-525](#) Receive Report and Consider Adoption of City Council Resolution Approving the Contract with Latoof Painting Inc; Re-purposing \$87,405 of the HVAC System Adopted Budget to the Project; Authoring City Manager to Execute Contract (Amount Not to Exceed \$87,405.00, Account No. 810-4812-0751) and Finding the Project Exempt from CEQA under 14 CCR 15301

Mayor Norvell recused himself from this item due to his family business having a professional relationship with Latoof Painting. Consequently he handed the meeting over to Vice Mayor Godeke.

Acting Mayor Godeke recessed the meeting at 7:57 PM; the meeting reconvened at 8:06 PM.

CV Starr Manager Moneque Wooden presented on this item.

Public Comment: None.

Discussion: None.

A motion was made by Councilmember Rafanan, seconded by Councilmember Peters, that the Resolution be adopted. The motion carried by the following vote:

Aye: 4 - Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

Recuse: 1 - Mayor Norvell

ADJOURNMENT

Acting Mayor Godeke adjourned the meeting at 8:16 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-714

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5F.

Approve Minutes of Special Closed Session of March 25, 2024



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes Special City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, March 25, 2024

4:30 PM Town Hall, 363 N Main Street and Via Video Conference

Special Closed Session

CALL TO ORDER

Mayor Norvell called the meeting to order at 4:33 PM.

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

1. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Jacob Patterson.

2. CLOSED SESSION

Mayor Norvell recessed the meeting at 4:34 PM; the meeting reconvened to Closed Session at 4:35 PM.

2A. [24-671](#) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (one case)

2B. [24-672](#) THREAT TO PUBLIC SERVICES OF FACILITIES - Consultation with Isaac Whippy, City Manager

Mayor Norvell reconvened the meeting to Open Session at 5:25 PM and reported that no reportable action was taken on the Closed Session items.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 5:25 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)

From: [Jacob Patterson](#)
To: [City Clerk](#)
Cc: [Whippy, Isaac](#)
Subject: Public Comment -- 4/22/24 CC Mtg., Item No. 5F
Date: Monday, April 22, 2024 1:31:56 PM

City Council,

There is an error in the draft meeting minutes for the March 25th special closed session, specifically, the time for adjournment. The minutes currently read "6:40 PM" but that was well into the subsequent regular meeting. The meeting was purportedly reopened to open session at 5:25 PM--did you really? ...not actually doing this has been a consistent procedural error around here for quite some time--so it was likely adjourned shortly after that.

Regards,

--Jacob



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-715

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5G.

Approve Minutes of March 25, 2024



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, March 25, 2024

6:00 PM Town Hall, 363 N. Main Street and Via Video Conference

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:02 PM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

CLOSED SESSION REPORT

None.

AGENDA REVIEW

Mayor Norvell pulled item 5D from the Consent Calendar to be brought back at a future meeting.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

1A. [24-650](#) Presentation from the Economic Development & Financing Corporation
Robert Gernert presented on this item.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR

(1) Scott Taubold, Jacob Patterson, Shelley Green, Peter McNamee, Diane Sorensen.
(2) Jacob Patterson, Peter McNamee.

3. STAFF COMMENTS

City Manager Isaac Whippy announced that there will be a Business Assistance Workshop at Town Hall on April 4, 2024 from 5:30 PM to 6:30 PM.

4. MATTERS FROM COUNCILMEMBERS

Councilmember Albin-Smith participated in a League of Cities Conference, where they were briefed on the State of the State, including details about the budget deficit and its causes. Councilmember Peters disclosed that he recently hand-delivered a letter to the Coastal Commission in Sacramento regarding our water safety measures. Furthermore, he emphasized that the letter was prompted by concerns about safeguarding our water resources. In addition, he reported that the Public Works Committee convened and made progress towards installing the "The Last Whistle" sculpture.

5. CONSENT CALENDAR

Mayor Norvell pulled item 5D from the Consent Calendar to be brought back at a future meeting. The Vice Mayor pointed out that items 5A and 5B need a clerical adjustment, as the ordinance incorrectly states that the Community Development Committee held a "Public Hearing," when it was, in fact, a "Public Meeting." He also pulled item 5E for discussion.

Moved by Councilmember Peters, seconded by Councilmember Albin-Smith, that the Consent Calendar be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5A. [24-574](#)** Adopt by Title Only, and Waive Further Reading of, Ordinance No. 985-2024 "An Ordinance Amending Division 18 of the Fort Bragg Municipal Code (ILUDC 1023) to Amend Chapter 18.21.030(B), (C), & 18.21.050 "Zoning Districts and Allowable Land Uses", to Repeal and Replace 18.42.170 "Accessory Dwelling Units", to Amend Chapter 18.71.050 "Design Review" and to Amend Chapter 18.100 "Definitions" to Establish Regulations and Standards for Accessory Dwelling Units Pursuant to State Law; Statutory Exemption.

This Ordinance was adopted on the Consent Calendar.

- 5B. [24-575](#)** Adopt, by Title Only, and Waive Further Reading of Ordinance 986-2024 Amending Division 18 of the Fort Bragg Municipal Code to Comply with Recent Changes in State of California Housing Law Related to Urban Lot Splits and Two Unit Development.

This Ordinance was adopted on the Consent Calendar.

- 5C. [24-649](#)** Approve Scope of Work for a Request for Proposals for Professional Services for a Fireworks Provider

This Scope of Work was approved on the Consent Calendar.

- 5F. [24-668](#)** Adopt Joint City Council/Municipal Improvement District Resolution Amending the FY 2023/24 Budget for Mid-Year Budget Adjustments

This Resolution was adopted on the Consent Calendar.

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

5G. [24-660](#) Approve Minutes of February 12, 2024

These Minutes were approved on the Consent Calendar.

5H. [24-658](#) Approve Minutes of February 26, 2024

These Minutes were approved on the Consent Calendar.

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

5I. [24-641](#) Approve Minutes of Special Closed Session of March 7, 2024

These Minutes were approved on the Consent Calendar.

5J. [24-655](#) Approve Minutes of March 11, 2024

These Minutes were approved on the Consent Calendar.

5K. [24-642](#) Approve Minutes of Special Closed Session of March 11, 2024

This Minutes was approved on the Consent Calendar.

ITEMS REMOVED FROM THE CONSENT CALENDAR

5D. [24-659](#) Approve Scope of Work for a Request for Proposals Seeking Professional Services for Sea Level Rise, Tsunami Hazards, and Erosion Resilience Strategy for Noyo Harbor

Mayor Norvell pulled item 5D from the Consent Calendar to be brought back at a future meeting.

5E. [24-593](#) Receive General Plan Annual Progress Report 2023 and Housing Element Annual Progress Report to HCD and provide comments prior to submittal to HCD

The Vice Mayor expressed a desire to delve deeper into the General Plan Report, particularly highlighting the progress on Wiggly Giggly and the fruitful collaboration with the School District to establish pickleball courts. Noting the absence of safety-related items, he emphasized the importance of acknowledging the ongoing update to the Emergency Operating Center training exercise. Additionally, he made a comment regarding the Grant for Project Right Now.

Public Comment: None.

Discussion: None.

A motion was made by Vice Mayor Godeke, seconded by Mayor Norvell that the Progress Report be amended to include the additional items discussed by Vice Mayor Godeke.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

None.

8. CONDUCT OF BUSINESS

- 8A.** [24-662](#) Receive Report and Provide Direction Regarding 2022-2023 HOME Investment Partnerships Program (HOME) Grant Application

Grants Coordinator Lacy Peterson presented the staff report on this item.

Public Comment: Jacob Patterson, Shelley Green.

Discussion: After extensive discussion, the decision was made to instruct Ms. Peterson to concentrate her grant application efforts on securing Tenant-Based Rental Assistance.

- 8B.** [24-652](#) Receive presentation of recommended update to the City of Fort Bragg's Emergency Operations Plan and consider adopting Resolution xx-2024 - Resolution of the Fort Bragg City Council Approving Updated City of Fort Bragg Emergency Operations Plan

Captain Thomas O'Neal presented the staff report on this item.

Public Comment: Jenn Shattuck, Jacob Patterson.

Discussion: None.

A motion was made by Councilmember Peters, seconded by Councilmember Rafanan, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 8C.** [24-654](#) Resolution of the Fort Bragg City Council Approving Contract Change Order with with Akeff Construction, Inc. for the Bainbridge Park Playground Replacement Project, City Project No. PWP-00096 and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$88,624.00)

Public Works Director John Smith presented on this item.

Public Comment: None.

Discussion: None.

A motion was made by Councilmember Rafanan, seconded by Councilmember Peters, that the Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

9. CLOSED SESSION

None.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 7:54 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-709

Agenda Date: 4/22/2024

Version: 1

Status: Consent Agenda

In Control: City Council

File Type: Minutes

Agenda Number: 5H.

Approve Minutes of April 8, 2024



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes City Council

*THE FORT BRAGG CITY COUNCIL MEETS CONCURRENTLY
AS THE FORT BRAGG MUNICIPAL IMPROVEMENT DISTRICT
NO. 1 AND THE FORT BRAGG REDEVELOPMENT
SUCCESSOR AGENCY*

Monday, April 8, 2024

6:00 PM

Town Hall, 363 N. Main Street Fort Bragg, Via Video
Conference,
7353 East Cascada Circle, Tucson, AZ 85715

CALL TO ORDER

Mayor Norvell called the meeting to order at 6:00 PM

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice Mayor Godeke participated virtually via Zoom.

Present: 5 - Mayor Bernie Norvell, Vice Mayor Jason Godeke, Councilmember Tess Albin-Smith, Councilmember Lindy Peters and Councilmember Marcia Rafanan

CLOSED SESSION REPORT

AGENDA REVIEW

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

Mayor Norvell appointed Vice Mayor Godeke and Councilmember Rafanan to a new Ad-hoc Committee for Tax Sharing and Annexation Agreement with Mendocino County for a duration of 6 months.

1A. [24-600](#) Proclamation Declaring April 2024 as Sexual Assault Awareness Month

Councilmember Albin-Smith read the Proclamation declaring April 2024 as Sexual Assault Awareness Month. Sydney Clark of Project Sanctuary received the proclamation and thanked the council for the continued support.

2. PUBLIC COMMENTS ON: (1) NON-AGENDA, (2) CONSENT CALENDAR & (3)

CLOSED SESSION ITEMS

(1) Marcie Snyder, Gabriel Quinn Maroney, Jay Rosenquist, George Reinhardt, Peter McNamee, Shelley Green.

(2) None.

(3) N/A

3. STAFF COMMENTS

City Manager Isaac Whippy announced that the Business Assistance Loan workshop will be held at Town Hall on April 12, 2024, from 5:30 to 6:30 PM. The workshop aims to discuss funding opportunities for local businesses. In addition, CV Starr will be hosting a teen night out on April 20 from 7-9 PM. Furthermore, Swim, Slide, and Splash will be open this week from 1-4 PM. Other exciting classes being offered include genealogy. Bethany Brewer will be offering various classes. C & S Waste Solutions will be hosting a shred event on April 27 at City Hall from 9:30 AM to 1:30 PM. The Noyo Ocean Collective Meeting will take place at Town Hall on April 18 from 3-5 PM. Public Works Director John Smith announced that we have a new caretaker for Otis Johnson Park. Regarding the Streets Project, please note that the asphalt plant is currently closed for maintenance, which may cause delays. However, efforts will continue with crack filling and street striping. City Clerk Diana Sanchez provided an update on the upcoming November 5, 2024 Election. The deadline to file initiative petitions is May 9, 2024. For detailed guidance, please visit the California State Portal, where you can access the Statewide Initiative Guide 2024. Remember, initiative petitions must be filed with the Mendocino County Clerk. Additionally, if you're interested in running for City Council, there will be two open seats for this upcoming election. The filing period is from July 15 to August 9, 2024. For further information, please contact City Clerk Diana Sanchez at dsanchez@fortbragg.com.

4. MATTERS FROM COUNCILMEMBERS

Vice Mayor Godeke stated that he had the privilege of attending the Fort Bragg Police Department Award and State of the Department Ceremony. Councilmember Albin-Smith expressed her gratitude for being able to attend the Fort Bragg Police Department Awards Ceremony. Additionally, she participated in the Emergency Operations Center Exercise and commended Captain O'Neal for his exceptional job in organizing it. Please note that the Finance and Administration Committee Meeting scheduled for April 10, 2024, and the Public Safety Committee Meeting scheduled for April 11, 2024, have been cancelled. Furthermore, blood donations are being accepted in Mendocino and in Fort Bragg on Tuesday, Wednesday, and Thursday of this week. Councilmember Peters noted that he had been appointed as an alternate to the Mendocino Council of Governments (MCOG). He mentioned that he will be attending a meeting on April 17, 2024, where the Federal Transportation Commission will be present as part of MCOG. During this meeting, he intends to advocate for the establishment of a secondary egress and ingress to the Noyo Harbor on the west side of the highway. Additionally, Councilmember Peters clarified that he traveled to Sacramento to attend the Coastal Commission Meeting, where he presented a letter on behalf of the City Council.

5. CONSENT CALENDAR

Moved by Councilmember Albin-Smith, seconded by Councilmember Rafanan, that the Consent Calendar be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 5A. [24-673](#)** Approval of Settlement Agreement for Acquisition of Easement and Certificate of Acceptance
This Settlement Agreement and Certificate of Acceptance was approved on the Consent Calendar.
- 5B. [24-696](#)** Authorize City Manager to execute Contract with Strategy Driver, Inc, Amount Not to Exceed \$53,370 Consistent with Attached Proposal, Subject to City Attorney Review.
This Contract was approved on the Consent Calendar.
- 5C. [24-653](#)** Resolution of the Fort Bragg City Council Approving Contract Amendment 3 with SHN Consulting Engineers and Geologists, Inc. for On-Call Engineering Services and Authorizing the City Manager to Execute Contract (Amount Not to Exceed \$60,000)
This Resolution was adopted on the Consent Calendar.
- 5D. [24-680](#)** Adopt City Council Resolution Authorizing City Manager to Execute Contract Amendment with Coleman Engineering for Additional Design Services (Amount Not to Exceed \$952,987)
This Resolution was adopted on the Consent Calendar.
- 5E. [24-681](#)** Adopt Fort Bragg Improvement District Resolution Approving Budget Amendment 2023/24-12 for the Pudding Creek Force Main Relocation Project and Amend Fiscal Year 2023-24 Budget (Amount Not to Exceed \$400,000)
This ID Resolution was adopted on the Consent Calendar.
- 5F. [24-688](#)** Adopt Resolution of the Fort Bragg City Council Approving Submittal of an Application to the California Department of Housing and Community Development for funding under the HOME Investment Partnerships Program; and if selected, the execution of any related documents necessary to participate in the HOME Investment Partnerships Program
This Resolution was adopted on the Consent Calendar.
- 5G. [24-684](#)** Receive and File Minutes of the Finance and Administration Committee of February 14, 2024.
These Committee Minutes were received and filed on the Consent Calendar.
- 5H. [24-685](#)** Receive and File Minutes of the Finance and Administration of March 28, 2024.
These Committee Minutes were received and filed on the Consent Calendar.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

7. PUBLIC HEARING

- 7A. [24-537](#) Conduct Public Hearing and (1) Consider Adoption of a Resolution Approving the Mitigated Negative Declaration and the Mitigation and Monitoring and Reporting Plan; (2) Introduce, by Title Only, and Waive Further Reading of Ordinance XXX-2024 Amending Chapter 18.42.165 - *Restaurants* of Division 18 of the Fort Bragg Municipal Code to Establish Regulations and Standards for Outdoor Dining; and (3) Adopt a Resolution that the City Council Submit a Local Coastal Plan Amendment Application (LCP 3-23) to the Coastal Commission, to Amend Chapter 17.42.190 - *Restaurants* of Division 17 of the Fort Bragg Municipal Code to Establish Regulations and Standards for Outdoor Dining.

Marie Jones of Marie Jones Consulting presented the staff report on this item.

Mayor Norvell opened the public hearing at 6:47 PM.

Public Comment: Jay Rosenquist

Mayor Norvell closed the public hearing at 6:51 PM.

Discussion: There was a discussion regarding the distinction between outdoor dining and encroachment permitting. Minor changes were made to the Ordinance, and all councilmembers were in agreement with these adjustments.

Resolution MND
1st Peters, 2nd Rafanan, All Aye

Resolution LCP Outdoor Dining
1st Albin-Smith, 2nd Rafanan, All Aye

Ordinance ILUDC Outdoor Dining
1st Peters, 2nd Rafanan, All Aye

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 7B. [24-538](#)** Conduct Public Hearing and (1) Introduce, by Title Only, and Waive Further Reading of Ordinance xxx-2024 Amending Chapter 18.71.090 - *Planned Development Permit* of Division 18 of the Fort Bragg Municipal Code to Allow Planned Unit Development Permits on Parcels of One Acre or More, Subject to Previously Approved Mitigated Negative Declaration; and (2) Adopt Resolution xxx-2024 approving a Local Coastal Plan Amendment Application (LCP 6-23) to the Coastal Commission to Amend Chapter 17.71.090 - *Planned Development Permit* of Division 17 of the Fort Bragg Municipal Code to Allow Planned Unit Development Permits on Parcels of One Acre or More, Statutorily Exempt 15265.

Marie Jones of Marie Jones Consulting presented the staff report on this item.

Mayor Norvell opened the public hearing at 7:36 PM.

Public Comment: Marcie Snyder

Mayor Norvell closed the public hearing at 7:37 PM.

Discussion: There was a brief discussion about modifying the language of the Ordinance before its introduction. Ultimately, it was decided to leave the language unchanged.

Ordinance ILUDC PUD

1st Peters, 2nd Albin-Smith, All Aye

Resolution CLUDC PUD

1st Peters, 2nd Albin-Smith, All Aye

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

- 7C. [24-665](#)** Conduct a Public Hearing and (1) Introduce, by Title Only, and Waive Further Reading of Ordinance (MUNI 1-2024) Repealing and Replacing Chapter 15.04 (Construction Codes - Adopted By Reference) and Chapter 15.05 (California Fire Code) of Title 15 (Buildings And Construction) of The Fort Bragg Municipal Code; Adopting and Incorporating The 2022 California Administrative Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, California Historical Building Code, California Existing Building Code, California Green Building Standards Code, California Referenced Standards Code and California Fire Code; Adopting Local Findings; and Making Other Technical And Administrative Revisions To Title 15, and
- (2) Introduce, by Title Only, and Waive Further Reading of Ordinance (MUNI 2-2024) Amending Chapter 15.06 of the Fort Bragg Municipal Code to Require Sprinkler Installation in Buildings With Building Permits with a Cumulative Valuation of \$75,000 or More, Over a Three-Year Period.

Marie Jones of Marie Jones Consulting presented the staff report on this item.

Mayor Norvell opened the public hearing at 7:48 PM.

Public Comment: None.

Mayor Norvell closed the public hearing at 7:49 PM.

Discussion: There was extensive discussion regarding the correction of the cumulative valuation from \$75,000 to reflect inflation in 2024. After thorough deliberation, the council reached a consensus that the cumulative valuation should be \$120,000 over a three-year period.

Ordinance Update to 2022 CA Building Codes

1st Peters, 2nd Norvell, All Aye

Ordinance Fire Sprinkler Revision 4-2024

1st Peters, 2nd Albin-Smith, All Aye

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

8. CONDUCT OF BUSINESS

Mayor Norvell recessed the meeting at 7:55 PM; the meeting reconvened at 8:05 PM.

- 8A. [24-687](#) Receive Report and Provide Direction on Potential Tax Ballot Measure for November 2024, Authorize City Manager to Execute Contract with Lee Edwards Group (Amount not to Exceed \$38,500) and FM3 Research (Amount not to Exceed \$24,750) consistent with Attached Proposal and Subject to City Attorney Review.

City Manager Isaac Whippy presented the staff report on this item.

Public Comment: Jay Rosenquist

Discussion: There was discussion about the potential implications of the proposed tax increases for the City of Fort Bragg. Following the discussion, the council approved the contracts with Lee Edwards Group for the development of a Public Information Plan aimed at educating and raising awareness of the city's needs, as well as with FM3 Research for Opinion and Research Strategy.

A motion was made by Vice Mayor Godeke, seconded by Councilmember Peters, that the Staff Report be approved. The motion carried by the following vote:

Aye: 5 - Mayor Norvell, Vice Mayor Godeke, Councilmember Albin-Smith, Councilmember Peters and Councilmember Rafanan

9. CLOSED SESSION

None.

ADJOURNMENT

Mayor Norvell adjourned the meeting at 8:38 PM.

BERNIE NORVELL, MAYOR

Diana Sanchez, City Clerk

IMAGED (_____)



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-539

Agenda Date: 4/22/2024

Version: 1

Status: Public Hearing

In Control: City Council

File Type: Staff Report

Agenda Number: 7A.

(1) Introduce, by Title Only, and Waive Further Reading of Ordinance XXX-2024 (ILUDC 1-24) Amending Division 18 of the Fort Bragg Municipal Code and Parking Standards Established for the Central Business District- Categorically Exempt from CEQA; and

(2) Consider the Fort Bragg Planning Commission's Recommendation that the City Council Submit a Local Coastal Plan Amendment (LCP 1-24) Application to the Coastal Commission Amending Division 17 of the Fort Bragg Municipal Code and Revise Parking Standards Established for the Central Business District - Statutorily Exempt from CEQA



AGENCY: City Council
MEETING DATE: April 22, 2024
DEPARTMENT: Community Development
PRESENTED BY: S. Peters & B. Weber
EMAIL ADDRESS: cdd@fortbragg.com

AGENDA ITEM SUMMARY

TITLE: Receive and Accept Comprehensive Downtown Parking Strategy and Consider:

1. Introduction, by Title Only, and Waiving Further Reading of Ordinance 991-2024 Amending Division 18 of the Fort Bragg Municipal Code to Amend Chapter 18.36.030 "General Parking Regulations", Chapter 18.36.060 "Bicycle Parking", and Chapter 18.36.080 "Reduction of Parking Requirements"; and
2. Adoption of Resolution Submitting LCP Amendment 1-24 Amending Division 17 of the Fort Bragg Municipal Code, Chapter 17.36.030 "General Parking Regulations", Chapter 17.36.060 "Bicycle Parking", and Chapter 17.36.080 "Reduction of Parking Requirements" – Categorically Exempt

BACKGROUND AND GOALS OVERVIEW:

The City Council authorized a contract with Walker Consultants on March 27, 2023, to prepare a Comprehensive Downtown Parking Strategy to consider updates to existing parking codes and to identify current parking challenges and solutions in the Central Business District (CBD). That City Council meeting agenda is located here (Item 8B): <https://cityfortbragg.legistar.com/View.ashx?M=A&ID=1083363&GUID=E7720728-5EB8-418C-9F9F-03BABDD8C88B>.

The purpose of the Downtown Parking Strategy is to perform a comprehensive review and update to the CBD land use parking codes in order to address long standing parking issues in the CBD. In 2007, the City performed a Nexus Study, which resulted in a resolution for collection of an in-lieu fee to offset parking requirements in the district. These in-lieu fees are intended to be used for maintaining City owned parking lots. In 2011, the in-lieu fee was reduced to 50% and in 2012, a moratorium on the fee collection and parking requirements was established. Now almost 12 years later, the moratorium is still in place and no parking requirements are being applied to development in the CBD. With no fees being collected, and no established parking requirements available to offset parking impacts in the CBD, there are no current plans for navigating a path forward for parking in the CBD, which is the heart of the City's downtown.

In addition to the parking analysis, this study includes a review and update of existing parking codes, identification of alternate potential parking lot areas and improvements to parking wayfinding. Also included is a review of the potential for achieving regional transportation goals such as encouraging pedestrian and bicycling activity, increasing access to transit stops and evaluation of opportunities for electric vehicle (EV) charging stations and solar canopy lots. Ultimately, the City is looking for the development of a guiding document that addresses these needs and is pragmatic, implementable and capable of meeting current

and future demands while factoring in the needs of all community members.

To date the staff/consultant team has sought input in the form of a digital community survey, outreach at Farmers' Market, a public workshop at Town Hall on August 17, 2024, a study session with Planning Commission on December 13, 2024, and a Public Hearing before Planning Commission on February 28, 2024. The team has met regularly to review materials and discuss observations, opportunities and obstacles and to refine draft strategy direction. Tonight's hearing before City Council is the culmination of the team's investigatory and outreach efforts toward the acceptance of a final Comprehensive Downtown Parking Strategy and accompanying code updates.

The Comprehensive Downtown Parking Strategy, document and supplemental documents (Appendix A: Community Outreach Summary and Appendix B: Planning Context) have been prepared by Walker Consultants and are included as Attachments 1-3 to this staff report. The draft Strategy contains the team's observations, conclusions and recommendations for managing the downtown parking. Appendix A summarizes the team's outreach findings, and Appendix B provides background information to facilitate a deeper understanding of the team's recommendations. Ordinance amendment drafts are included as Attachments 4-5 to this staff report.

The noticed public hearing scheduled for tonight is to receive and accept the parking study and to review and consider action on LUDC amendments 18.36 and 17.36. Following the hearing, staff recommends City Council accept the Comprehensive Downtown Parking Strategy and adopt the accompanying resolutions amending the ILUDC Division 18, Chapter 18.36 *Parking and Loading* and file with the Coastal Commission a Local Coastal Plan Amendment application to revise parking standards by amending CLUDC Division 17, Chapter 17.36 *Parking and Loading*.

ANALYSIS:

PARKING STUDY

The Comprehensive Downtown Parking Strategy before the City Council outlines six parking management principles that were developed by the team and underlie strategy recommendations. It also includes an analysis of the proposed strategies' relationships to the City of Fort Bragg's broader overall goals as defined in the General Plan, and highlights those existing policies. While the study does not go into depth on related programs, it does briefly summarize several, such as outdoor dining, mobile vending and regional transit. The study describes existing conditions and summarizes the project process.

The heart of the strategy follows, with recommendations for immediate action related to parking minimums and the In-Lieu fee, public parking wayfinding improvements, public bicycle parking, and consideration of on-street parklet dining. The final section includes recommendations for ongoing monitoring and possible future change related to securing additional public parking, downtown business employee parking, on-street public parking management, and consideration of a downtown circulator shuttle.

Subsequent to the February 28, 2024 Planning Commission meeting, adjustments were made to a few areas of the Strategy, as follows:

Parklets.

Planning Commissioners expressed concerns about the impact of taking up parking spaces for dining, and felt that our coastal climate could prevent utilization. They asked that staff keep this recommendation in the Strategy, but provide their feedback to City Council. As a result, the strategy has been updated to reflect these concerns by recommending the City *consider* an on-street parklet dining program, rather than to *implement* one. You will find this fleshed out a little more on Page 22 of the Strategy.

Offstreet Employee Parking.

Planning Commissioners thought it would be beneficial to further investigate number and location of employees in the CBD to help guide potential dedicated off-street parking for employees of downtown business. As a result of this discussion, the Strategy has been updated to provide more detail on how the City could proceed with a demographic and head count analysis. See Page 29 of the Strategy.

Loading Zones.

Commissioners made suggestions for loading zones and short-term parking zones. While there is another process for addressing these changes, the Strategy has been updated to address existing conditions related to loading zones including possible future evaluation of their use.

ORDINANCE

The proposed ordinance amendments (Attachments 1 and 2) amend Chapter 18.36 and 17.36 (Parking and Loading) of the Inland Land Use and Development Code (ILUDC) and Coastal Land Use and Development Code. The ordinance amendments were drafted to align with the recommendations for immediate implementation and are a deliverable of the grant from the Mendocino Council of Governments (MCOG).

GENERAL PLAN CONSISTENCY ANALYSIS:

As proposed the project is consistent with the City’s General Plan. It does not conflict with any policies and is consistent with the following relevant policies:

Land Use Element

Goal LU-3 *Ensure that the Central Business District remains the historic, civic, cultural, and commercial core of the community.*

CONSISTENT: The amendments promote viability for new businesses opening in the CBD which is a necessity for a vibrant and thriving commercial core, and as such they comply with Program LU-3.1.1.

Policy LU-3.1 Retain and enhance the small-scale, pedestrian-friendly, and historic character of the Central Business District (CBD).

CONSISTENT: The amendments support this policy by not requiring additional parking spaces for incoming businesses that could detract from the small-scale, pedestrian-friendly, and historic character of the CBD, and as such also comply with Policy LU-3.1.

Policy LU-3.2 Support mixed use development (i.e., a combination of residential and commercial uses) in the Central Business District that does not conflict with the primary retail function of this area.

CONSISTENT: The amendments are consistent with this policy by not requiring additional Off-street parking spaces for incoming businesses that could detract from the primary retail function of the area, and as such also comply with Policy LU-3.2.

Policy LU-3.4 Encourage infill development of vacant and underdeveloped land in the Central Business District and adjacent commercial areas before amending the Inland General Plan and rezoning to obtain additional commercial land elsewhere.

CONSISTENT: The amendments would encourage infill development of vacant and underdeveloped land in the CBD by reducing financial and feasibility barriers to development, and as such also comply with Policy LU-3.4.

Policy LU-3.6 Encourage the adaptive re-use and more complete utilization of buildings in the Central Business District and other commercial districts.

CONSISTENT: The amendments support adaptive re-use in the CBD by reducing financial and feasibility barriers to new businesses in the CBD, and as such also comply with Policy LU-3.6.

Circulation Element

Program C-6.1.1: Continue, and update, as needed, the City's parking in-lieu fee program for the Central Business District.

CONSISTENT: The amendments update the program to current City Council standards by removing the in-lieu fees that have been waived by City Council every year since 2012, with the goal of promoting economic vibrancy in the CBD. Thus, ultimately the amendments are consistent with Program C-6.1.1.

Goal C-12 Make it easier and safer for people to travel by bicycle.

Policy C-12.2: Improve and expand bicycle facilities and infrastructure according to the City's Bicycle Master Plan and the Residential Streets Safety Plan recommendations.

Program C-12.2.4: Work to achieve designation as a Bicycle Friendly Community from the League of American Bicyclists by 2015.

CONSISTENT: The amendments increase the required number of bicycle parking spaces for nonresidential projects and for multifamily projects with over five units, and as such are consistent with Goal C-12, Policy C-12.2 and Program C-12.2.4.

FISCAL IMPACT:

The exact fiscal impact of the proposed elimination of the in-lieu fee cannot be accurately estimated, since the collection of in-lieu fees has been waived since 2012 and prior to that, was directly related to the amount of development in the CBD and whether or not applicants opted to meet parking minimums or pay the in-lieu fees.

ENVIRONMENTAL ANALYSIS:

The preparation of this study has no impact on greenhouse gas emissions. Reduction of parking minimums in the CBD and increase in bicycle parking spaces could decrease greenhouse gas emissions as these activities have the potential to encourage alternative modes of transportation such as public transit, walking and bicycling.

Study: Categorically exempt from the provisions of California Environmental Quality Act (CEQA) per CEQA Guidelines §15306. This categorical exemption consists of basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. These may be strictly for information gathering purposes, or as part of a study leading to an action which a public agency has not yet approved, adopted, or funded.

Ordinance amendments: Additionally, adoption of these ordinance amendments are not subject to CEQA because the adoptions are not a project, in that they do not involve any commitment to any specific project (CEQA Guidelines Section 15378(b)(4)), and because it can be seen with certainty that there is no possibility that the removal of fees may have a significant effect on the environment, in that this ordinance and resolution contain no provisions modifying the physical design, development, or construction of residences or nonresidential structures per CEQA Guidelines Section 15061(b)(3)).

Resolution Submitting LCP Amendment: Adoption of the Resolution authorizing application to the Coastal Commission for amendment of the Local Coastal Plan is statutorily exempt from CEQA pursuant to 15265(c) which exempts activities and approvals by a local government necessary for the preparation and adoption of a local coastal program or long range development plan because the burden of CEQA compliance is shifted to the coastal commission.

RECOMMENDED ACTION:

1. Open the public hearing, receive staff report and consultant presentation, take testimony from the public, close the public hearing and deliberate;
2. Introduce, by title only, and waive further reading of Ordinance 991-2024 Amending Division 18 of the Fort Bragg Municipal Code to Amend Chapter 18.36.030 “General Parking Regulations”, 18.36.060 “Bicycle Parking”, Chapter 18.36.080 “Reduction of Parking Requirements.

3. Adopt Resolution submitting LCP Amendment 1-24 Amending Division 17 of the Fort Bragg Municipal Code, to Amend Chapter 17.36.030 “General Parking Regulations”, Chapter 17.36.060 “Bicycle Parking”, and Chapter 17.36.080 “Reduction of Parking Requirements.”

ALTERNATIVE ACTION(S):

1. Continue public hearing.
2. Provide alternative direction to staff.

ATTACHMENTS:

1. 2024 Downtown Comprehensive Parking Strategy
2. Appendix A: Community Outreach Summary
3. Appendix B: Planning Context
4. Ordinance 991-2024 Amending Division 18 of the Fort Bragg Municipal Code
5. Resolution Amending Division 17 of the Fort Bragg Municipal code
6. Planning Commission Resolution ILUDC Ch. 18.36
7. Resolution Att A: ILUDC Ch. 18.36 Amendment
8. Planning Commission Draft Resolution CLUDC 17.36
9. Resolution Att A: CLUDC Ch. 17.36 Amendment
10. Public Hearing Notice

NOTIFICATION:

1. “Notify Me” subscriber list
2. Fort Bragg Downtown Businesses



Prepared for the City of Fort Bragg

Recommendations and Strategies to Consider

Downtown Comprehensive Parking Strategy

April 2024



WALKER
CONSULTANTS

March 12, 2024

Sarah Peters
Assistant Planner
City of Fort Bragg
416 North Franklin Street
Fort Bragg, CA 95437

Re: *Report for the Downtown Comprehensive Parking Strategy*
Fort Bragg, California
Walker Consultants Project #33-002430

Dear Sarah Peters:

Walker Consultants is pleased to submit for your review this report for the Downtown Comprehensive Parking Strategy.

We appreciate the opportunity to be of service to you on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

WALKER CONSULTANTS

Ben Weber
Consultant

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All images by Walker Consultants unless otherwise noted.

01 Introduction

1. Introduction

This project, the Fort Bragg Downtown Comprehensive Parking Strategy (heretofore referred to as the “Study”), describes the existing conditions of Fort Bragg and strategies to improve the parking and other related mobility systems in the Central Business District (CBD) zoning area. It looks at direct actions the City can take to modernize parking supply and management to accommodate changing development and transportation patterns. This work also identifies opportunities for partners of the City and private parties to enact parking management updates that serve immediate and long-term goals.

Fort Bragg’s existing parking is not regularly congested or hard to access, nor poorly managed. Parking operated by the City and all known private parking in the city is free and typically not strictly enforced for time limits. However, through this project the City has identified several key areas to update parking supply options and parking management methods in the Central Business District (Downtown), where this Study focuses, to ensure the flexibility and robustness of the system for the coming years.

This specific document summarizes the recommendations and supporting reasoning. Other documents, including the existing conditions review, community outreach findings, and development code markups are included as appendices. The City intends for this document to describe a vision succinctly and plainly for Fort Bragg’s downtown parking and related mobility options, the recommended steps for action to achieve those outcomes, and the people, departments, and partners who will have a role to play in seeing-through programs.

Typical On-Street and Off-Street Parking Area in Downtown Fort Bragg.



Source: Walker Consultants, 2023.

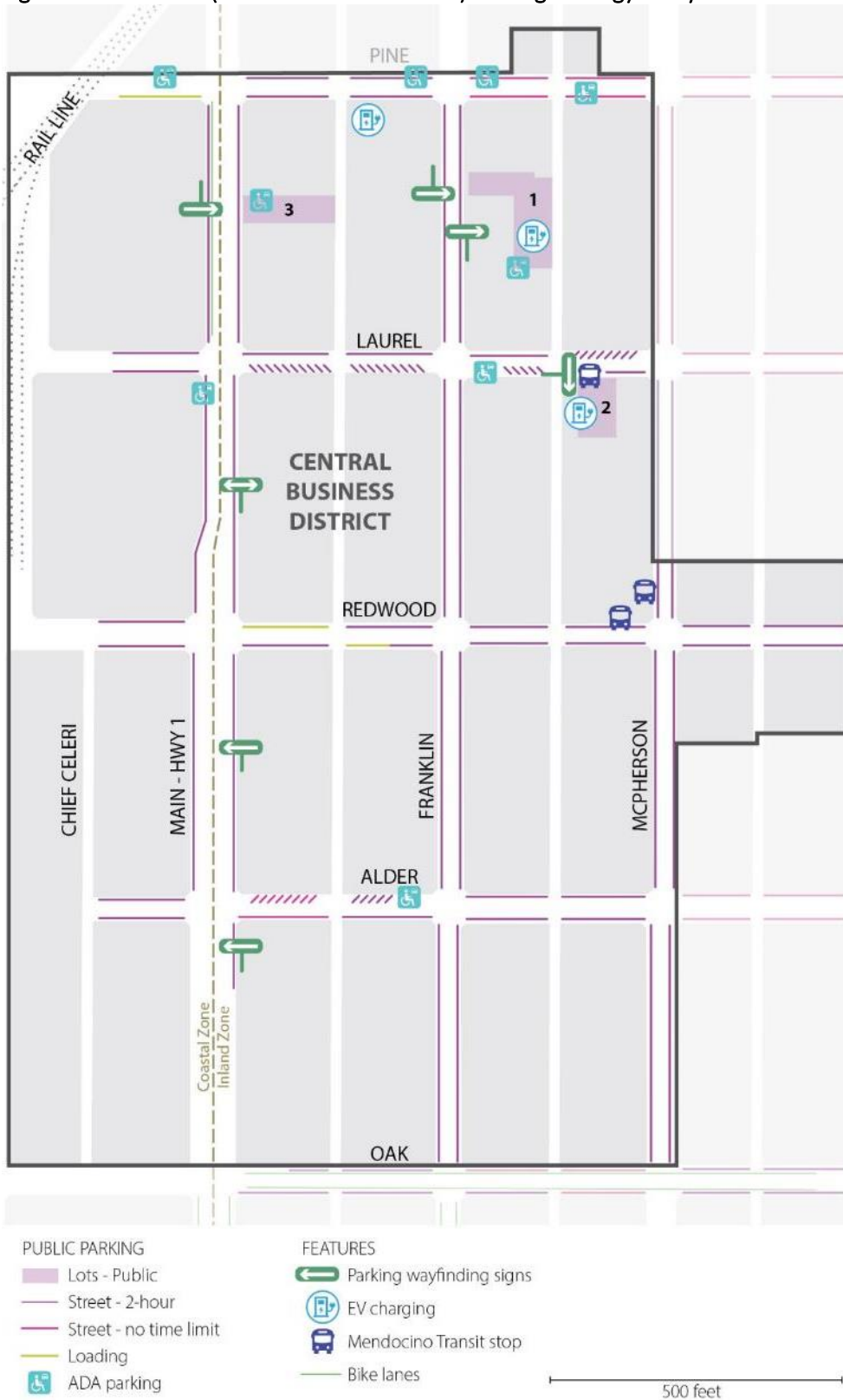
Purpose of the Study

The City of Fort Bragg launched this study to achieve several objectives. The first is to review the overall public and private parking system and make recommendations for management and operations improvements. Some of the topics addressed here include overall parking utilization rates, public parking supply and regulations, and parking requirements in the development code. Second, and of equal importance, is to contextualize the parking system within the City's broader goals for downtown vibrancy and expanding non-automobile ways of getting around. Topics here include seeking to resolve the future of the in-lieu parking fee option, alignment with alternative curb uses including mobile vending and outdoor dining, and crafting a parking system that better supports walking, bicycling, and transit accessibility.

Study Area

The Study Area for this project is the City's Central Business District land use zone, bounded by Pine Street to the north, McPherson Street to the east, Oak Street to the south, and Chief Celeri Drive to the west (with some deviations along Pine Street and McPherson Street) as shown in Figure 1.

Figure 1. Downtown (Central Business District) Parking Strategy Study Area



Study Goals

This Study did not establish discrete goals for Fort Bragg’s growth, urban form, or transportation options. Those higher-order objectives, such as for a greater blend of mixed-use developments downtown and for improving non-driving travel options, are established in the City’s General Plan, Community Design Guidelines, and other plans and strategies. The Study aims to link parking strategies and their potential outcomes more explicitly to their support of the City’s wider goals.

In many cases, the City’s goals will be well served by modernized parking management. In a few cases though, there are tensions between some of the principles for parking management that the City has formalized through this project and the existing goals. Below are those principles, followed by a brief description of the alignment or tension between citywide goals and parking strategies.

Principles for Parking Management

The following principles were developed by the City and consultant project team to help define a foundational rationale for various strategy recommendations. Parking management is a field of practice that sometimes exposes inconsistencies in a community’s goals or seemingly incompatible urban policy priorities. By focusing decisions and tradeoffs through these principles, Fort Bragg can establish and maintain a long-term focus on parking management and mobility that serves current and future needs.

People and places are the destination and appeal. Parking is just one of many ways to provide access. Parking should only be provided to give people access to their true destination, which may be businesses, homes, parks, or other attractions. There is no need to provide parking beyond what is sufficient to accommodate typical driving traffic. And over-building parking risks degrading the urban environment and encouraging unnecessary driving.

Empty parking is a wasted opportunity. Manage parking to make parking available for a broader range of users. This means that communities should seek the correct amount of parking and that many different users should be allowed to make use of the parking that exists. If parking in a city is consistently unused that is very inefficient, and the parking should be opened to more users or should be decommissioned and turned into a more productive use.

The land used for parking is very valuable. Land should be used to support downtown and community vitality. This principle builds off the previous principle to further emphasize that parking occupies lots of space, costs money to operate, and often doesn’t directly generate revenue for cities. Underperforming parking may be better used for developments, bicycle lanes, street seats, and other productive and community-serving functions.

Build more parking only if the supply is truly congested. First, seek to increase functional supply through better parking management. Cities should pursue more efficient parking use by encouraging active transportation, sharing agreements, better enforcement, pricing, wayfinding, customer support, and other methods. These efforts can often yield impressive gains in parking use efficiency. Cities should only prioritize increasing the parking supply in the rare instance that severe parking congestion and public discontent remain even after taking steps to manage demand. And even then, cities need to be aware that providing more parking typically encourages more driving (at the expense of other ways of getting around), which can cause traffic congestion, safety hazards, and increased pollution.

Parking gets supplied for many reasons. Laws that require parking are often unnecessary and even harmful. Requirements to build parking mostly just place an unnecessary burden on development projects. When parking is oversupplied, it is often available for free, effectively subsidizing car ownership and use at the expense of other land uses and other, more sustainable modes of travel. Developers and designers can make decisions about how much parking to provide, if any, based on what they understand their tenants, employees, and occupants to want, and tolerate paying for. Parking degrades from quality experiences of places and makes it harder to get around by other modes of travel. Projects should not have to provide free parking just because of arbitrary minimums.

Parking should be managed granularly for different users. Different parking options, locations, and rules for parking help meet people’s different needs. Increasing one-size-fits-all parking doesn’t provide great parking choices. Two-hour spaces serve some users, but other people and businesses may benefit from 10-minute zones for food pickup. Some parking spaces might better serve users or serve more users if they are converted to bicycle racks, electric vehicle charging spaces, or ADA parking. It is best to match parking and curb uses to the more varied ways people want to move about.

Relationship to the Fort Bragg General Plan

This study seeks to develop strategies that align parking policy and management with Fort Bragg’s broader overall goals, as defined in the General Plan. Many of the parking principles described above naturally support General Plan goals for a wider range of development types, increased mobility options, and the general upkeep and revitalization of downtown and the city where needed. However, there are several General Plan policies that imply an ongoing reliance, and possibly even growth in automobile primacy, that the City should reevaluate critically to judge if the goals and policies fit Fort Bragg’s vision for an increasingly walkable downtown with increased sustainable transportation options.

Supportive Policies

First, we’ll highlight General Plan goals and policies that are well aligned.

Goal Land Use LU-3 “Ensure that the Central Business District remains the historic, civic, cultural, and commercial core of the community.”

LU-3.2 “Support mixed use development... in the CBD”

LU-3.3 “In the CBD...encourage residential uses, mixed residential, and commercial uses, and the preservation of historic structures”

LU-3.4 “Encourage infill development of vacant and underdeveloped land in the CBD...”

LU-3.6 “Encourage the adaptive re-use and more complete utilization of buildings in the CBD...”

This Land Use goal seeks to promote places for people, active uses, and economic vibrancy in the CBD, including new infill development and the regeneration of buildings that may be vacant or in disrepair. Overabundant

parking would not support these outcomes, and so this study and the City are seeking to find the appropriate supply of parking that supports necessary vehicle access without overburdening downtown with parking lots and vehicle congestion.

Policies in the General Plan Circulation and Community Development elements support creating strong places instead of vehicle speed and throughput at all costs.

C-5.1 “...higher priority on maintaining a sense of place...than on efficient traffic flow”

C-6.1.1 “...update...the parking in-lieu fee program”

CD-2.4.1 “Implement shared parking agreements wherever feasible”

Furthermore, Fort Bragg’s municipal code is a regulatory document that seeks to support the General Plan’s goals through aligned purposes statements. Section 18.10.010 of the code states the Purposes of the Inland Land Use and Development Code, including to “Minimize automobile congestion by promoting pedestrian-oriented development, safe and effective traffic circulation, and adequate off-street parking facilities”.

The purpose for pedestrian-oriented development is an excellent overarching objective. The purpose for safe and effective traffic circulation is also very sound, though the City should be cautious not to defer to increased roadway capacity and speeds as the default way of trying to achieve effective traffic circulation, as this could create unintended adverse impacts. Likewise, the City strives to be mindful of what constitutes adequate off-street parking; this study will describe ways that parking needs can be more efficiently met, without necessarily increasing the pure supply, and describe conditions that may trigger the acquisition of additional off-street parking.

Parking on E Laurel Street



Policies in Tension

There are several General Plan policies that present tensions with sound parking management. Four of these are listed below, with brief commentary.

C-1.1 “Balance the need to increase motor vehicle capacity with the need for complete streets that provide facilities for bicycle and pedestrian circulation and commercial viability”

The City should reevaluate if motor vehicle capacity truly needs to be increased. More efficient circulation, as well as increasing options for walking, bicycling, carpooling, transit, and other active uses, can boost mobility options without defaulting to expanding vehicle capacity.

C-6.1 “Continue to construct additional off-street parking...”

As this study will describe, there is no obvious current need for building more off-street parking. Through more efficient parking management, the parking supply in downtown appears sufficient to meet both immediate and longer-term parking needs.

C-6.1.5 “...incentives for employers and employees to park off-street...”

While ensuring convenient employee parking (as well as access by other modes) is a sound priority, there are not obvious tools available to incentivize or compel employees to park off-street. This is discussed later in the report under Consideration 2, which is about employee parking.

C-15.1.1 “Develop a City-wide Traffic Mitigation Fee”, and CD-2.4.2 “Consider establishing a parking assessment district...”

Over the past decade or more the City has sought to reduce fees and cost burdens on development. Such fees likely contradict that objective and given the lack of overall parking congestion and non-interest in imposing parking payment; an assessment district likely isn’t practical under current conditions.

Related Programs in Fort Bragg

Over the course of this study, the team explored and acknowledged several related policies and programs downtown and citywide that have a relationship to parking and mobility management. This study is not examining these topics in-depth, nor providing new recommendations in these areas. However, the City continues to execute actions in these areas and wishes for the parking study to be aligned wherever possible. The related policies and programs are summarized below.

Outdoor Dining in Parking Lots

As of February 2024, the City, via Planning Commission and City Council, was considering the extent to which it might adopt formal rules allowing some dining areas to be placed in off-street private parking locations. This parking study supports ongoing efforts to rethink the use of valuable land as business and gathering space instead of underutilized parking.

Outdoor dining tent in the Pub at North Coast Brewing parking lot



Mobile Vending

The City has been evaluating and granting certain mobile vending permits in downtown as of early 2023. These allow the use of on-street curb parking for food trucks during the day and evening. The mobile vendors must vacate the space overnight. This study considers mobile vending to be a positive commercial activity (assuming compliance with necessary regulations) and is consistent with the parking study's conclusions that the City and other parking providers should be encouraged to consider non-vehicle uses of valuable land currently used for only for automobile parking.

Electric Vehicle Charging

The City works with ChargePoint to provide electric vehicle charging in the City Hall and Laurel Street public parking lots. This arrangement works well, and the City can continue to evaluate the need for additional EV charging in public lots. Several downtown and city private businesses also have EV charging equipment available in their parking lots. The State of California has ambitious EV installation targets and regulations that both public and private parking owners need to comply with. This includes ensuring that a minimum percentage of off-street parking is EV charging equipped or ready. This study considered and does not recommend that Fort Bragg install EV charging equipment at public on-street parking spaces.

Solar Canopies over Parking Lots

The City of Fort Bragg and other regional agencies intend to gradually deploy on-site solar generation capacity at public facilities where it is practical to do so. For example, the Mendocino Coast Recreation and Park District recently installed rooftop solar on the CV Starr Community Center in 2009, which is about half a mile southeast of downtown Fort Bragg. Redwood Coast Seniors also installed solar canopies over several rows of their parking lot. The date of this installation is unknown. The City may choose to consider rooftop, open field, and parking canopy solar installations. Solar canopies over parking lots are now a standard best practice in many climate regions, providing energy generation, shading, and stormwater management. In some instances, especially in places where tying a parking

A mobile vending food service trailer that often parks on N Franklin Street



ChargePoint electric vehicle charging equipment and parking stalls at the City Hall parking lot



Example of solar canopies over a parking lot (Fresno, CA)



lot to the electrical grid is complicated, solar canopies over parking can directly provide electric current to on-site battery systems and electric vehicle charging.

Recent State of California legislation provides for additional tax exemptions for solar equipment purchasing. The City may explore suitable solar installation based on a range of factors. Strictly considering locations in the Central Business District, the City would need to evaluate if the size of public parking lots (which are small by many standards) and the solar exposure of downtown (which is often covered in clouds or fog) provide viable installation options.

Temporary Car-Free Streets for Events

The City recently installed mounting points for removable bollards at several intersections in downtown. The City can now install the bollards to prevent vehicles from driving on some street segments, including N Franklin Street between E Pine Street and E Redwood Avenue and E Laurel Street between Highway 1 and N Franklin Street, during events such as the farmers market, parades, and holiday celebrations. The City most commonly installs the bollards on Wednesday afternoons to prevent vehicles from driving on N Franklin Street between E Laurel Street and E Pine Street during the year-round farmer's market. The City makes the other blocks car-free much less often.

The Wednesday farmer's market is one of the busier regular downtown events. It removes one block of street parking and much of the City Hall parking lot from service for several hours. Community members noted that parking can be harder to find during the farmer's market, but that they are typically able to still find a space within two blocks of the market. This study finds it unnecessary for the City to make significant changes to parking supply or enforcement simply to accommodate this moderate weekly surge of visitor parking. In fact, the appeal of the farmer's market being a car-free, walkable event that uses the street for local business activity instead of merely vehicle movement and storage is an indicator of the type of downtown not overwhelmed by cars that the Fort Bragg community supports.

Regional Transit

Mendocino Transit Authority (MTA) operates several intra- and inter-city bus routes through Fort Bragg. MTA should continue to work with partners to expand and adjust public transportation services in the county as demand warrants. This parking study supports efforts to provide non-driving ways to travel and any

One block of N Franklin Street is made car-free for the year-round Wednesday farmer's market



Walla Walla, Washington, makes one downtown block a car-free dining plaza in the summer



improvements to parking management that can ease traffic congestion and provide curbside bus stop locations to make transit more successful.

Existing Conditions

A full Existing Conditions report is included in Appendix A, and existing conditions pertaining to the strategies are described in each Recommendation section that follows. Briefly, parking conditions in Fort Bragg’s Central Business District are as follows:

- On-street public parking is free and is controlled with two-hour limits from 9am to 6pm on most CBD streets. The City does not conduct strict parking enforcement.
- The City operates three off-street public parking lots in the CBD. These do not have time limits and there are no posted restrictions on overnight parking.. Two of the lots provide electric vehicle charging for a fee using ChargePoint equipment.

Observations and public input suggest that on-street and off-street public parking is usually available near people’s destination. Parking can be more congested during the Wednesday farmer’s market and many summer weekends when tourist activity peaks.

Most downtown land uses are private businesses, with some government and civic uses, along with single-dwelling and a few multi-dwelling residential structures mixed in. Many private properties have their own parking lots. However, many businesses along Main Street, Laurel Street, Redwood Avenue, and Franklin Street are small storefronts that do not have dedicated parking areas. These businesses rely on public parking or people parking at other private lots and then walking to the business. Most private parking owners do not appear to strictly enforce their parking, and so this type of “walk off” behavior is common. In a non-congested and forgiving parking environment such as Fort Bragg’s, it is often unnecessary to proactively manage or prevent such parking activity. Observations and public input suggest that private parking is rarely congested, and that visitors and patrons are usually able to find parking at their intended destination.

The Fort Bragg CBD also contains numerous curbside loading zones, as shown in Figure 1. Loading zones are the second most common stationary activity at the curb. The Public Works Department oversees establishing loading zones, and the Police Department is in charge of their enforcement. The City observed through this project that some loading zones are rarely used and that the time restrictions (often 24 hours a day) are unnecessarily

Mendicino Transit Authority provides bus connections around the county and as far south as Santa Rosa (image: MTA)



The Laurel Street public parking lot provides roughly 18 spaces, two of which have EV charging



restrictive. Through a separate process in the future, the City may choose to evaluate loading zone use and regulations and make adjustments to better serve current demands at the curb.

Summary of Project Process

The City of Fort Bragg secured a planning grant from the Mendocino Council of Government in 2022 to fund most of this parking study. In early 2023, the City launched a competitive request for proposals for consulting services and awarded the project to Walker Consultants in May 2023.

The study ramped up in the early summer of 2023 with the City and consultant team convening the project and beginning existing conditions analysis and initial public outreach. The consultants visited Fort Bragg in August 2023 to discuss strategy concepts with City staff members, do field work investigation and conduct community outreach, including launching an online survey, hosting a booth at the farmer’s market to gather input, and conducting an in-person town hall meeting that anyone could attend and provide input through.

During fall 2023, the team analyzed community input results and began developing strategies for both near-term action and future consideration. It was at this point that the project team determined that while there were several key immediate strategies to implement (most notably the removal of parking minimums in the CBD), the City also needed documentation of parking and mobility strategies to consider in the future if certain parking congestion or transportation impediments emerged.

City staff members and Walker Consultants staff presented preliminary concepts to the Planning Commission on December 13, 2023, and received supportive guidance on the recommendations. The consultant then prepared a draft study report that was issued to the Planning Commission in February 2024 and was publicly reviewed during their February 28, 2024, meeting. At this meeting, Planning Commissioners requested further clarification of the steps involved in considering an outdoor dining parklet program, more context detail on how the City designates curbside loading zones, and documentation of an idea to survey downtown businesses about their employee headcount and parking behavior. All these points have been expanded in the March 12, 2024, version of this report. The Fort Bragg City Council is expected to consider this Study for adoption in April 2024.

Many downtown businesses, including on Hwy 1 and Laurel Street, offer no off-street parking





02 Recommendations for Immediate Action

2. Recommendations for Immediate Action

Action 1: Remove Parking Minimums and In-Lieu Fee in the CBD

Existing Conditions

- Development in the CBD is subject to both parking minimum and maximum quantity requirements depending on the use and other development factors.
- The City provides several methods for project developers to reduce parking requirements, including submitting a parking demand study or entering shared parking agreements. Developers also have the option to pay a fee to the City in-lieu of building new parking supply.
- The CBD includes several vacant storefronts.
- With the goal of promoting economic vibrancy in the CBD, the City has decided to waive the in-lieu fee (and, effectively by extension, the parking minimums) for change-of-use projects in the CBD every year since 2012.

Recommendation

- Remove parking minimums in the CBD for both new construction and change-of-use projects from the Inland and Coastal development code.
- Remove the in-lieu fee option from all code sections affecting the CBD, as it will no longer be relevant.
- Retain parking maximums per current rules in the Inland and Coastal development code.
- Revise the City's bicycle parking code requirements to include bicycle parking requirements based on the number of residential units or commercial building square footage, rather than requiring bicycle parking only as a percent share of vehicle parking.

Reasoning

The City has over a decade of history creating parking policy that acknowledges the burden of parking minimums on development project viability. The City created the in-lieu fee option in 2008 partly to provide developers an option to bypass the complexity and space requirements of providing parking on-site in favor of contributing fees to the City's in-lieu program, which could then use the funds for downtown-wide parking supply development or general mobility improvements per code chapters 17 and 18, section 36.080(C)3.b.

In reducing the in-lieu fee amount in 2011 and eliminating the fee entirely for change-of-use projects in the CBD in 2012, the City further acknowledged that parking requirements, even with the in-lieu fee option, could make desirable downtown development less likely. The City made the active choice to facilitate development and revitalization projects by reducing development costs and hurdles.

This recommendation to eliminate the parking minimums and associated in-lieu fee program is a logical next step in this progression. Eliminating the minimums does away with a barrier to development and will modernize the code to reflect the City's objectives for reducing the spatial and traffic impact of cars downtown and promoting the development of places for people including businesses, civic uses, and housing options.

This action allows developers to voluntarily provide on-site or off-site parking if they choose to. If a person developing a new construction project or change-of-use project feels that new vehicle parking supply should be provided as part of the project, they may do so up to the parking maximums that already exist and are listed in code chapters 17 and 18, sections 36.040, table 3-7. As always, an existing business, resident, or landowner may voluntarily provide new parking up to the maximum if they so choose.

Action Steps

- Through this Study process, the City will consider and possibly adopt resolutions to amend its municipal code to remove parking minimums and the in-lieu fee program in the CBD.
- Relatedly, the City will consider and possibly adopt resolutions to amend its municipal code to adjust bicycle parking requirements.
- In early 2024, the Fort Bragg Planning Commission and City Council will consider amendments to the necessary sections of the Coastal 17.36 Parking and Loading chapter and the Inland 18.36 Parking and Loading chapter.
- The City may wish to evaluate and adjust parking minimums in other zones outside the Central Business District in the future

Public parking wayfinding signs could be more visible in Fort Bragg (Bend, OR)



Action 2. Wayfinding Improvements to Public Off-Street Parking

Existing Conditions

The City operates three publicly available parking lots in and near downtown. Wayfinding and signage markings to these lots are often insufficient and the use permissions are unclear. Each public lot is described below with recommendations for signage improvements. A complete inventory of public parking wayfinding signs and deficiencies is provided in Appendix A Existing Conditions Report *Existing Parking Supply* section. The City would be the lead to install these signs. New signs on Highway 1 may require coordination with Caltrans.

Recommendations

This list is of the three existing public City lots. The City should consider adding more wayfinding signs, both directly at the parking lots and at key access points, such as turns from Highway 1, so that users can more easily find these locations.

Some existing parking wayfinding signs are outdated and no longer point to public parking



City Hall Lot: 422 N Franklin Street (north of City Hall)

- 39 parking spaces, including two accessible spaces with no time limit restrictions.
- Two electric vehicle charging spaces with four-hour time limits.
- Needed signs:
 - Directional signs on Pine in both directions to indicate public parking to the south down the alley.

Laurel Lot: 230 E Laurel Street (south of the bus stop on Laurel Street, between Franklin and McPherson Street)

- Approximately 19 spaces, including two EV charging stalls.
- Needed signs:
 - Signs indicating this parking appear sufficient, with a prominent sign on Laurel at the main entrance and several directional signs on Franklin and Main pointing users to this parking area.

Main Street Lot: (400 block of Main Street, (south of North Coast Brewing Co.)

- Approximately 19 spaces, including two ADA spaces.
- Needed signs:
 - Signs directly at the entrance to this lot along Main Street (note: this lot provides head-in angle parking facing eastbound so the driveway to the alley is an exit only)
 - Directional sign on northbound Main Street to indicate public parking to the east (right turn)

The City may wish to install parking signs specifically to point out EV charging (Astoria, OR)



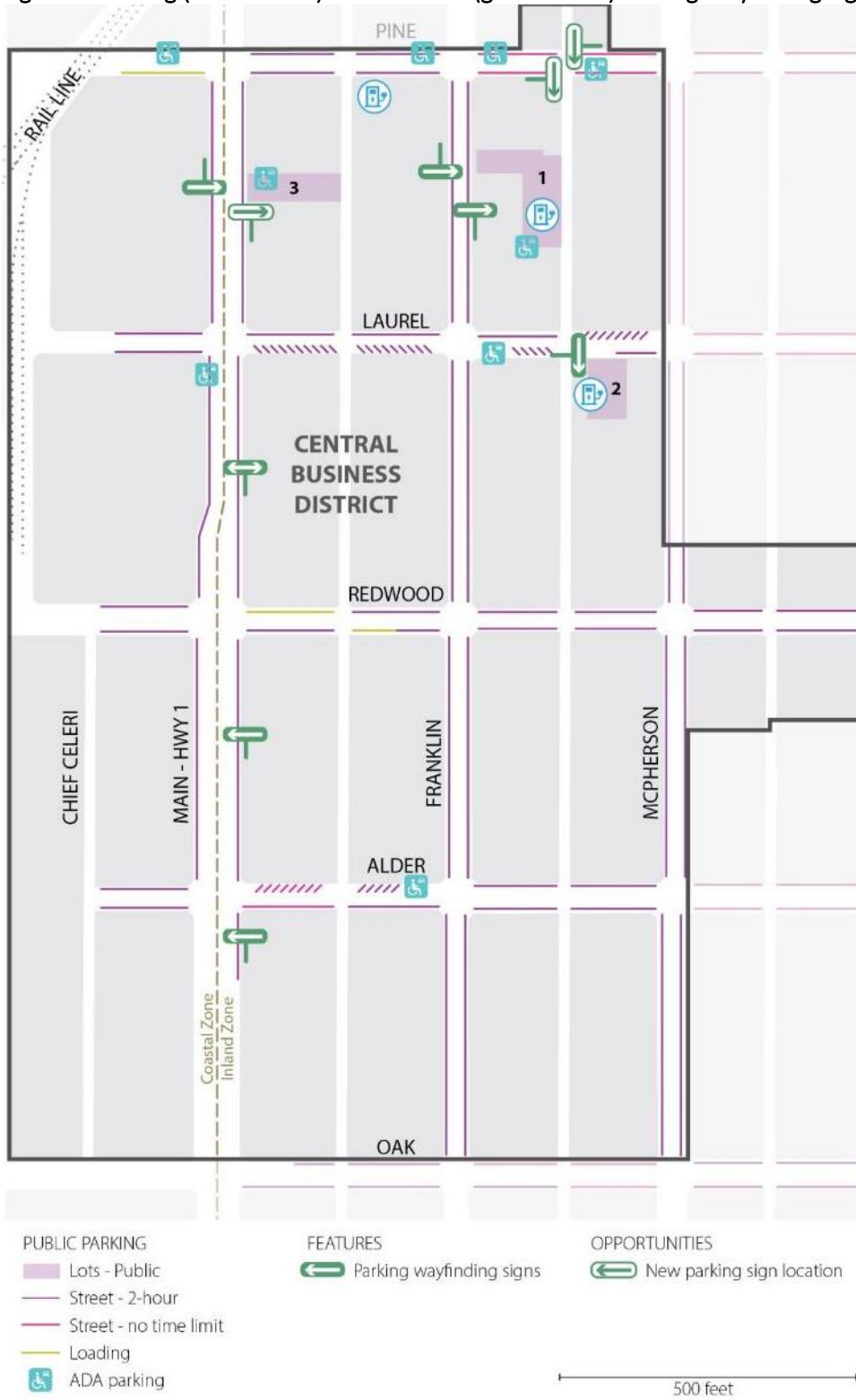
Other parking area wayfinding signs

The City should also evaluate the placement and accuracy of other parking directional signs and update, relocate, or remove them as needed.

Reasoning

Better wayfinding to parking will make it easier for users to find off-street spaces (which allow longer stays than the two-hour on-street parking) without needing to circle or aimlessly drive through downtown trying to find the public lots. The nearness of all three public lots also makes it easy for visitors to park once in the lots and then walk from destination to destination, instead of driving just a block or two from point to point. Fort Bragg also recognizes that the quality of its urban form and buildings contributes to people finding downtown to be attractive and enjoyable to walk around.

Figure 2. Existing (white arrow) and Potential (green arrow) Parking Wayfinding Signs



Action 3. Public Bicycle Parking

Existing Conditions

The City has installed U-shaped staple racks in the sidewalk zone in several downtown locations, including the 300 block of N Franklin and the intersection of Laurel and Main.

The wave rack on the 100 block of E Laurel is frequently used but is a substandard design that does not provide secure locking options and is difficult to use for some larger electric and cargo bikes.

There is also one bicycle rack in the grass near the entrance to City Hall. It is a substandard design that is too close to the wall for some of the four spaces to be used, and it is placed in the grass, which can be muddy in the rainy season.

The City should install more bicycle parking on sidewalks and switch to U-shape staple racks



Recommendations

The City should install additional U-shape staple racks where space allows at intersections and mid-block. Many street segments along Main, Pine, Franklin, and Alder would be ideal locations, as they are the busiest business locations. Bicycle parking should be located to be convenient for bicycle riders to access and to not interfere with the through path of a sidewalk, business entrance, ADA access, or door swing zone of vehicle parking.

While staple-racks in the sidewalk are an excellent short-term bicycle parking option, the City may also want to consider long-term bicycle parking, such as bike lockers or a secure bicycle storage shed, potentially with charging available for e-bikes. Long-term bicycle parking can be especially appealing to downtown residents, employees, and bicycle tourists who are traveling up and down the coast. Bicycle lockers provide a secure place for people to lock not only their bicycles but also their luggage and equipment, such as helmets, camping gear, and other goods. Bicycle lockers or a shed would take up more space than staple racks, and so it may be more appropriate to locate longer-term storage areas in off-street parking lots, parks, and other locations outside the right-of-way.

Reasoning

Fort Bragg intends to promote greater bicycle use for local and long-distance trips. Bicycle riding can be a convenient way for people to make trips downtown and citywide, especially if bicycle routes are safe and abundant, and bicycle parking is easy to find. Just as people driving cars seek out parking very near their destination, people riding bikes want bicycle parking near their destinations. By making bicycle parking abundant and easy to find, the City encourages bicycle use and helps communicate that riding a bicycle is a valid and respected way of traveling. Long-term bicycle parking equipment provides a secure bike parking location for longer stay users and helps communicate that Fort Bragg welcomes bicycle tourists and recreational riders.

Action 4. Begin Considering an On-Street Parklet Dining Program

Existing Conditions

- The City currently has no program to permit the conversion of on-street parking spaces into dining and seating areas, commonly called “Parklets”.
- The City does allow mobile vending vehicles (MVV) and sidewalk vending (SV) through code section 10.20.150 Mobile Vending - Permit - Required. Several food trucks currently use MVV permits to occupy curbside parking space and sell food for limited hours of the day. The food trucks vacate the curb parking overnight and when they are not vending. Several businesses use SV permits for tables and outdoor dining in the sidewalk zone.
- In February or March 2024, the City Council is expected to adopt rules allowing the expansion of dining areas into private off-street parking for restaurants in the CBD without needing to replace the parking spaces that are taken out of service to create the food service area. This Parking Study does not address this specific code update, which the City initiated through other means. The same basic principle of reallocating parking spaces into commercial and dining uses, though, similarly applies to this strategy to allow the conversion of some on-street parking into parklets.

Recommendations

The City should consider a parklet program and, if initiated, adopt code updates to allow parklet uses of on-street curbside areas. This program could be limited to the CBD or could apply citywide.

Action Steps

The City would be the lead regulatory and review body responsible for initiating a parklet program and the associated code updates, permitting steps, and enforcement methods. Key steps would include:

- Evaluate interest in and capacity for a parklet program. These are preliminary steps that would help the City identify possible participants and define the framework of the program.
 - Continue to monitor on-street parking use to observe for locations where parklets would fit and be minimally disruptive to parking.
 - Connect with business owners, especially restaurants, to gauge their interest in launching parklet dining.
 - Evaluate the City’s capacity to be the review, approval, and enforcement authority to ensure parklets would be built property and operated to established standards.
- Updating the municipal code to allow parklet uses.

Outdoor dining parklets provide seating areas in place of street parking (San Luis Obispo, CA)



- Establish application and approval criteria, which may include:
 - Application fees
 - Ongoing fees for the duration of a private parklet installation
 - Determining options for seasonal or year-round parklet installation
 - Design standards for the parklets
 - Safety and traffic protection standards
 - Conditions on the hours of operation of the parklet for private use
 - Rules about permitted equipment in the parklet, including lighting, heating, and combustion devices
 - Rules about vertical elements of the parklet and impacts on sightlines
 - Rules about the permitted location of parklet, often related to the quantity of allowed parklets, permitted or prohibited street locations, and proximity to intersections
- Numerous cities around California have established parklet programs that could serve as a model for Fort Bragg’s implementation. Examples include Sacramento, Davis, Benicia, Healdsburg, San Luis Obispo, Santa Rosa, and others.
- Caltrans has a guidebook for parklet installation on state highways, which would include Highway 1 Main Street in Fort Bragg.



03 Recommendations for Ongoing Monitoring and Possible Future Changes

3. Recommendations for Ongoing Monitoring and Possible Future Changes

Consideration 1. Secure Additional City-Run Public Off-Street Parking

Existing Conditions

The City operates three public off-street parking lots inside or near the Central Business District (See Figure 3’s numbered lots and the description of each in the previous *Wayfinding Improvements* topic). In total these three lots provide approximately 80 parking spaces, including several ADA spaces and several designated for electric vehicle charging only. City staff have observed regular usage of these lots but also have noted the lots rarely approach being full other than during the farmer’s market and certain summer weekends.

Recommendation

- The City may wish to secure access to an additional off-street parking lot, either by purchasing or leasing an existing underused lot or by buying or leasing vacant land that could be built into parking.
- To be clear, the parking conditions in Fort Bragg as of 2024 do not, in Walker Consultants’ judgment, warrant pursuing additional public parking. This strategy is described here for long-term consideration and execution if changing conditions indicate that new public parking supply is in Fort Bragg’s interests.
- If pursued, the City has identified five possible locations that could be candidates for acquisition and transformation into public parking supply. This is not an exhaustive list of all the locations in Fort Bragg that

The Community First Credit Union parking lot at 105 N McPherson is mothballed and empty



may be suitable for public parking in the future; it is simply the list of locations identified for consideration as of early 2024. These locations are shown in Figure 3 and are described below:

- Location A, 105 N McPherson Street: A paved 12-space lot that occupies an entire parcel and is currently chained off prohibiting use by any party. (As shown in the image above.)
- Location B, 136 N Franklin Street: A paved 13-space lot that occupies an entire parcel, is owned by the Community First Credit Union, and is chained off prohibiting use by any party.
- Location C, 320 N Main Street: A large, mostly vacant parcel owned by Mendocino Railway that contains some paved and unpaved parking that is informally used by the public. The existing parking could be moderately improved and made public, or the City could expand the parking surface across the dirt brownfield that covers most of the western portion of the property.

- Location D, 225 N Main Street: A degrading paved lot behind several businesses that can hold perhaps 15 vehicles. The lot is currently marked with signs for Employee Use Only but it is unclear if the property owner actively enforces who uses the parking.
- Location E, 435 Franklin Street. Colloquially known as the “AT&T Lot”. A vacant downtown parcel near City Hall that is privately owned. It is currently dirt and grass and would need extensive construction improvements to make it into public parking. As of August 2023, the parcel was for sale.
- Location F, 127 N Franklin Street. Vacant, unimproved parcel owned by the Mendocino Coast Healthcare Foundation. As of January 2024, the property was not publicly listed for sale, but a representative of the Foundation has contacted the City expressing interest in making the parcel available for public parking use. It is unclear if this is an offer to lease or sell the land to the City, or if the Foundation would retain control.
- Location G, 310 N Franklin Street. Vacant, unimproved lot of approximately 4,600sf.

Reasoning

Additional off-street public parking supply may help ease parking congestion throughout the CBD. The additional parking could be targeted for downtown employees to use, or it could help shift the parking supply around downtown so that other sites and properties become more viable to develop.

Driving and parking will remain an important way to access downtown Fort Bragg. Additional public parking would expand convenience for people to come downtown to shop, dine, and recreate. This approach considers parking to be a public asset that the City helps provide to catalyze visitation and the use of other lands for business, residential, and civic development. Said differently, this is the City providing parking so that other private and public destinations don’t have to provide as much themselves but still benefit from people being able to drive and park downtown.

The City should consider this option only under the following conditions:

- Existing parking is regularly congested to the point that parking availability is imperiled.
- Other measures to distribute and reduce parking demand, such as wayfinding improvements, stronger time limit enforcement, pricing, and walking and bicycling, do not adequately reduce parking congestion.
- No other party, specifically private developers, has intentions to use these locations (or any other locations not named in this study) for development or private parking supply.
- The City is comfortable with the financial outlay and labor required to obtain the parking lot location (via purchase or lease), make improvements, execute maintenance, and provide for enforcement and security.
- New public parking replaces existing public parking that is repurposed for other uses.

Figure 3. Existing (numbers) and Potential (letters) Public Parking Areas



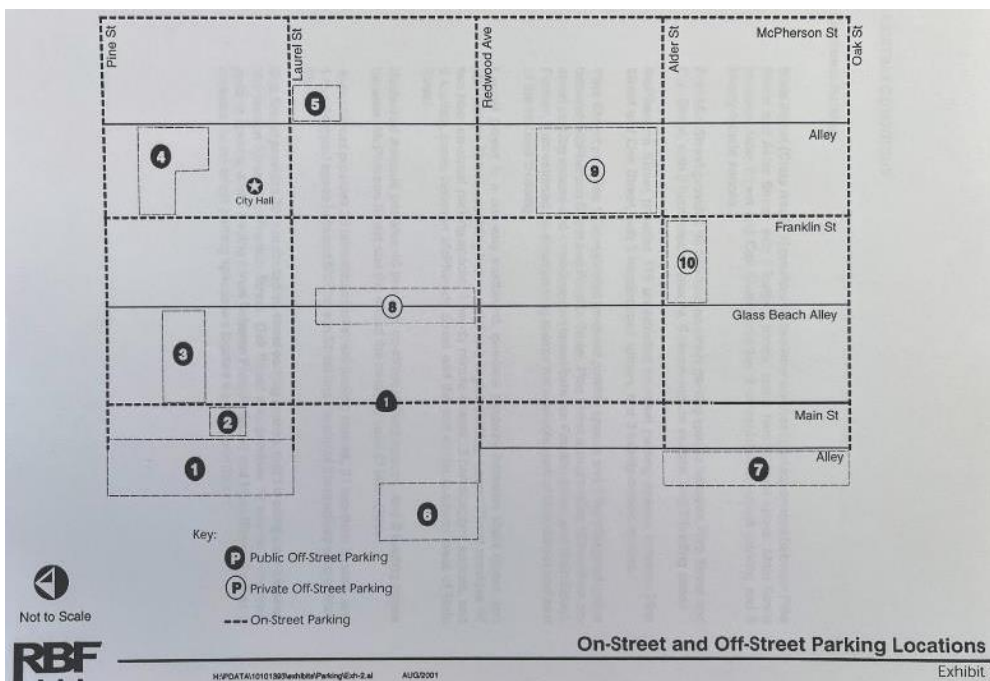
Action Steps

- The City would lead any program to secure access to an existing parking lot or build a new parking area. The City should act only if existing parking supply and updated management practices are insufficient to maintain adequate parking availability in downtown. As of 2024, the City does not see a need to deploy additional public parking but may consider it if future conditions warrant.
- The City may be able to use general funds, parking citation fees, paid parking revenue, or other dedicated revenue streams, such as bonds or a transportation fee, to purchase or lease land and make necessary improvements to turn it into usable public parking. If the City retains or reinstates an in-lieu fee, that program may generate fees that could be used to provide parking.
- The City will need to comply with all relevant code requirements for disabled parking and electric vehicle charging if they increase the supply of publicly available and managed parking.

Interesting Historical Note

- The Fort Bragg Central Business District Parking Study prepared by RBF Consulting in 2001 recommended constructing two new parking areas, one at 435 Franklin Street on the west side of Franklin between Pine and Laurel and a parking lot dedicated to RV use south of Pine and west of Main (it is unclear what property this refers to). Neither parking facility has been constructed.
- According to the same Study, as of 2001 the City operated several public off-street parking areas west of Main Street that are no longer under City control. These include locations 1, 2, 6, and 7 from the 2001 Study's Exhibit 2 (shown below). Locations 3, 4, and 5 are current City public parking as of early 2024.

Parking locations map from the 2001 Parking Study (image by RBF)



Consideration 2. Dedicated Off-Street Parking for Employees of Downtown Businesses

Existing Conditions

- Some community members said they believe downtown has a parking problem caused by employees of downtown businesses parking in on-street two-hour parking spaces for an entire day during their working shifts, making it difficult for customers to find street parking. This study includes strategies to try to differentiate parking options for short-term (customers) versus long-term users (employees / residents).
- This study did not perform a formal parking utilization count, nor a duration-of-stay count, so does not have absolute information on employee parking practices. Many of the larger downtown businesses have off-street parking lots, where many employees likely park. These include Purity Supermarket, Chase Bank, Community First Credit Union, Coast Hardware, City Hall, The Pub at North Coast Brewing, North Coast Brewing, Skunk Train, Piaci Pizza, and others.

Strategies to Consider

- Consideration 1, for the City to consider obtaining an additional off-street public parking lot, could partially alleviate long-term employee parking concerns if employees can be encouraged to use the lot.
- The City and downtown businesses should investigate if long-term on-street parking by employees is truly a detrimental issue. Given the non-strict parking enforcement approach of the City, it is plausible that people occupy on-street two-hour spaces for an entire day, but the extent of the issue isn't known. If the City begins to enforce existing regulations more strictly, it may alleviate this issue to the extent it exists, but all should be aware that customers may also get caught up in parking violations and citations.
- Because the prevalence of employee on-street parking is unknown, as are the impacts to on-street parking availability for other users, the severity of this issue isn't well understood. The City may wish to launch a downtown-wide survey of businesses and employees to seek information about hours of operation, employee headcount, commute behavior, and typical parking patterns. This may provide the City with insights about the extent, or lack thereof, of an issue and the need for formal employee parking.
- As discussed regarding removing parking minimums, property owners are still permitted to voluntarily construct parking. A business or group of businesses may choose to pool resources to obtain an existing parking lot or construct a new parking lot to serve their employees and/or customers. This puts the financial and development responsibility on the private party. Possible employee parking locations include but are not limited to, locations A-G identified in Figure 3, which were also identified as possible City-run public parking locations.
- The City and downtown businesses may wish to launch an education and awareness campaign intended to encourage employees to use off-street parking. The campaign could include email blasts, flyers in the workplaces, informational brochures placed on people's car windshields, information on the City website, social media posts, and face-to-face discussions at workplaces and community events such as the farmer's market. The campaign should emphasize the benefits of using off-street parking, including less time spent searching for street parking, potential security benefits, and the positive impacts to business access from leaving street parking available for customers.

Consideration 3. Monitoring and Adjustments to On-Street Public Parking Management

Existing Conditions

- Most local streets and Highway 1 in the Fort Bragg Central Business District provide on-street parking. Most of the street parking is parallel parking, except for one and a half blocks on the south side of Laurel and one block on the north side of Alder.
- Street parking does not require payment. Most of the street parking on the central streets of the CBD has two-hour time limits from 9 am to 6 pm and does not allow parking from 4 am to 6 am. Most of the street parking on the outer streets of the CBD has no time limit (but is subject to the City’s rule that no vehicle may occupy on-street parking at the curb for longer than 72 hours).
- This Study did not conduct formal parking utilization counts, but City staff and the consultant have observed that street parking is typically not fully occupied and that users can consistently find an available space at or near their intended destination.
- The City, through the Police Department, does not prioritize strict or regular parking enforcement. The City dedicates less than one full-time equivalent staff member to parking enforcement, usually to focus on obvious time limit infractions, double-parking, ADA parking enforcement, and other outlier behavior. The City does not prioritize strict monitoring or enforcement of the two-hour limits; this is currently acceptable as the downtown parking situation is not regularly congested and there are few complaints of significant time limit violations.
- Observations and City staff input describe that several blocks of parking, typically Laurel between Main and Franklin and Franklin between Pine and Redwood, do sometimes fill with vehicles but that spaces are usually available on the next block. Downtown parking is typically most highly utilized during the Wednesday afternoon farmer’s market, some summer weekends, and monthly First Friday evening events, but even then, parking is usually available within two blocks during these peak events.
- Community members who participated in the online survey, farmer’s market tabling event, or the multiple workshops broadly stated that while parking is occasionally nearly full on specific blocks, parking is almost always readily available across downtown.

Strategy Options and Considerations

These recommendations and considerations comprise a sequence, in which each step would be pursued only if the outcomes of the preceding step were to warrant it. This will help the City of Fort Bragg establish more durable parking management practices and institute changes as needed and only incrementally. As discussed, the parking systems in Fort Bragg do not need a major overhaul. These recommendations are a basic maintenance and fitness plan to keep operations in good working order.

Step 1. Monitoring

Monitoring includes both empirical data collection and user sentiment observations. Empirical data includes parking utilization counts and parking violation data. User sentiment observations can mimic many of the questions asked through the community survey this study conducted in the summer of 2023 about perceived

parking availability, parking distances from destinations, and questions about attitudes towards non-driving travel options such as walking, bicycling, and transit.

Empirical data - parking utilization

The City may wish to conduct occasional parking utilization counts, especially of Laurel, Redwood, and Alder from their western ends to McPherson, and Main and Franklin from Laurel to Alder. These were observed to be the most highly utilized street parking areas. The City can also count utilization rates of the several public City-operated off-street parking lots in the CBD. The City can begin with “moment in time” counts, where it counts the number of parked vehicles at a single moment, say 11AM or 5PM, and divides the number by the supply of spaces.

If certain areas consistently exceed 85% utilization, it can indicate problematic parking congestion that may warrant stronger regulations and enforcement (described in Step 2). Conversely, if some parking areas have regularly low utilization, they could be promoted with more wayfinding information to direct users to park there instead of the busier locations, or they could be suitable locations for repurposing for mobile vending, outdoor dining, bicycle parking, bicycle lanes, sidewalk curb extensions, stormwater facilities, or other uses.

Empirical data - parking duration

A further step beyond basic utilization counts is to monitor parked vehicle duration. This can help the City understand parking behavior compared to the regulations, which are most commonly two-hour limits in the CBD. Purely as a data collection exercise, not for enforcement, the City can monitor a small stretch of road - Laurel between Main and McPherson would be a good test case - to track how many vehicles stay parked beyond two hours. If it is a large number, the City may wish to increase enforcement of the time limits.

Conversely, the City may find a significant share of vehicles that park for only a few minutes at a time. This is increasingly common in many downtowns as people pick up and drop off passengers, run short errands, grab takeout food, or even have appointments that only require half an hour. The City could convert some two-hour parking into one-hour, 15-minute, or other shorter-term parking to better match these quick turnover parking users.

Empirical data - parking violations

The City’s Police Department and Community Development Department can further share information about documented parking violations (regardless of whether violations are issued citations or simply observed by enforcement staff). If improper parking behavior becomes more common in certain locations, it could indicate a need to improve regulatory signage, change regulations to accommodate evolving user behavior, or increase enforcement strictness.

Sentiment data - community responses

Parking and mobility are as much about people’s experiences as about pure numbers and facts. The fact of street parking congestion only being regularly observed on a few blocks (Laurel between Main and McPherson; Franklin between Laurel and Redwood) with abundant available parking just a block away can still be concerning to a person hoping to find parking directly in front of their intended destination in the business core. Parking in Fort Bragg is a downtown-wide asset that is experienced very locally parking space by parking space.

Community sentiment data helps describe peoples’ attitudes towards different travel options, needs for parking, and approval or dislike of parking as it exists today. This data can help the City decide where problems and opportunities truly exist and whether parking management needs a major overhaul or simply a communications adjustment.

Moreover, this information can help the City decide what parking conditions are “typical” and should be the focus of its management efforts. While some community members expressed that parking downtown during the farmer’s market or a summer weekend is crazy or jammed, most survey respondents said they typically park less than one block or one to two blocks away from their destination. Occasional parking congestion may be temporarily inconvenient for some people, but it is the edge case for use and hasn’t been shown to be detrimental. The City intends to manage parking for typical conditions. User sentiment information can help the City understand if occasional parking friction is becoming a consistent problem and adjust accordingly.

The City of Fort Bragg may undertake a complete parking study only every decade or so. It will be sure to collect extensive community input about parking and mobility during those processes. But there are other, more regular ways the City can hear from community members about parking and mobility topics. This could include citywide surveys about public services every few years; public testimony at the Planning Commission and City Council; ongoing interviews with stakeholders, such as business owners, downtown residents, developers, hotels, and schools; and targeted outreach when specific parking policy changes are being evaluated.

Step 2. Enforcement and Regulatory Changes

If any of the monitoring from the previous step indicated concerning parking behavior, frequent violations, or declining user approval of the parking system, the City may wish to consider enforcement and regulatory changes. These changes should be implemented not as punishment but instead to improve parking compliance, ensure better parking availability, and bring more consistency to the typical person’s experience of finding and using parking.

Enforcement

Parking enforcement takes two forms. The first is to raise general awareness in the community of parking options and regulations. People have a much more positive experience with parking when they know the options and rules when they begin their trip instead of learning the rules only when they arrive at a possible parking space. The City can use its existing communication channels, such as the City Manager’s email messages, social media, newspaper postings, and the like, to occasionally remind people of the on-street and off-street parking options that are either publicly or privately supplied and the rules such as time limits that may apply. Both downtown businesses and outlying establishments such as the hotels along Highway 1 can be ideal partners to help broadcast parking information to their clientele and staff.

Increased enforcement is one parking management option for future consideration



The second phase of enforcement is on-site at the parking locations. This includes ensuring the rules are clearly posted and easy to interpret, followed by measured increases in warnings and citations. Fort Bragg does not have and is unlikely to launch a detailed tracking system of license plates and vehicles. This makes it impractical to issue a formal warning for a first offense followed by a formal citation. Instead, the City could consider a targeted enforcement boost during, say, weekends and farmer’s markets in the summer, preceded by an education campaign in the late spring with a message, such as:

“Welcome to downtown Fort Bragg! We know it gets busy here in the summer and we want to make it convenient and predictable for people to come downtown on foot, by bicycle, car, and any other way of getting around. If you are driving and parking, please know about the public parking lots at [LOCATION] and [LOCATION]. If you park on-street in a space with a two-hour time limit, please keep to the limit. This summer we will be issuing warnings and citations as needed to keep people to the time limit. You’ll have enough time to park to enjoy downtown, and then we please ask you to move along after two hours so that someone else may use that parking space and enjoy downtown after you do.”

Parking Regulations

Fort Bragg may have reasons to change or relocate certain parking regulations. This could include adding time limits to the off-street public parking; expanding time limits to on-street parking areas currently without them, such as parts of Pine and Oak in the CBD; and changing on-street parking time limits to create additional loading zones or short-term (perhaps 15- or 30-minute) street parking spaces. Fort Bragg already has several curbs marked for “No Parking Loading Zone” but with no other signs displaying time limits or hours of the day that the regulation applies. While not indicated by signs, City code section 10.22.020 dictates that loading zones are effective from 7:00 am to 6:00pm any day other than Sundays and holidays, and that passenger loading is valid for three minutes and commercial loading valid for 20 minutes. More nuanced parking regulations may require both additional education, so that users become aware of these options, and stricter enforcement, to ensure people comply with the new rules.

In large part, people operate in good faith and will self-regulate their parking behavior, but a slightly stronger hand with enforcement should remain an option for nudging people toward compliance. Stronger regulations and enforcement are often negatively seen as a “stick”, but proper communication about parking rules can help people understand that these changes are made with the intent of making parking more available, predictable to use, and better matched with people’s nuanced parking needs.

An example sign displaying short-term loading regulations (Seattle, WA)



Action Steps to Consider

- Establish a regular parking utilization and duration counting practice.
- Track parking violation behavior over the long term to monitor for trends, locations with high violation rates, and times of the year with increased violations.

- Conduct occasional community-wide outreach about parking, mobility, and civic topics. Many cities will issue a citywide survey every two years to ask about public services, community priorities, and other civic topics. The City could also partner with hotels and other hospitality businesses to get input from tourists and visitors, who make up a significant share of people coming downtown, especially in the summer.
- Increase parking enforcement in select locations and times of the year as needed to help promote compliance. Enforcement should focus on education and warnings first before considering much stricter citations and tickets.

Consideration 4. Downtown and Highway 1 Circulator Shuttle

Existing Conditions

- The Mendocino Transit Authority operates two bus routes with service to downtown, the 5 - BraggAbout and the 65 - CC Rider. Both begin north of downtown on Elm Street and follow a winding route through downtown and neighborhoods to the east and south, past Adventist Health Hospital, and across the harbor to the Boatyard and Mendocino College. Route 65 continues inland to Willits and beyond as far as Santa Rosa. Combined, the two routes run approximately twelve round trips per day.
- Ridership is reported to be low, and some community comments noted that the buses are neither frequent nor direct enough to be useful for certain trip types. With only about hourly frequency, users need to deliberately plan their bus journeys in advance.

Strategy Options and Considerations

Consider a partnership between the City of Fort Bragg, Visit Mendocino County, Mendocino Transit Authority, and potentially supporting businesses to launch a local circulator shuttle during the heavily-touristed summer season. It could be ideal to begin a pilot program on Fridays through Sundays from June through September. Fort Bragg may be able to use the Holiday Trolley bus that Ukiah operated between Thanksgiving and Christmas. While a route and its stop locations would need further study, the program team should look at connecting Pomo Bluffs, Noyo Harbor, Noyo Headlands, downtown Fort Bragg, Glass Beach, Sunset Cove, MacKerricher State Park, and popular business and hotel areas within those bounds.

A trolley links downtown Monmouth and Independence, Oregon (image: mitrolley.org)



Launching a shuttle program would require further study of routing, funding, operations responsibilities, insurance, promotion, and other factors. Local businesses and hotels may be willing to contribute to an operations fund via sponsorship and/or assurances that the trolley shuttle will stop at their location.

Reasoning

A shuttle circulator with regular trip frequency could help alleviate some summer season traffic by providing an alternative way for visitors and tourists to use the public shuttle and walking instead of a personal vehicle for their trips to downtown and other primary tourist destinations. Several community members noted that a shuttle may help reduce incidents of driving under the influence. In addition to being a public transportation offering, the trolley itself is a fun, mirthsome vehicle that could be novel to ride and help to promote Fort Bragg as a welcoming, accessible destination.

Your Ideas for Downtown Fort Bragg

Sus ideas entro de Fort Bragg

Please select all the reasons you travel to Downtown Fort Bragg.

¿Para qué viaja al Centro de Fort Bragg? Seleccione todas las que apliquen:

I work Downtown Yo trabajo en el Centro 	I live Downtown Yo vivo in el Centro
For shopping and dining Para ir de compras y a restaurantes 	For professional services, such as doctor visits Para servicios profesionales, como visitas al médico
For parks and recreation Para parques y recreación 	For special events (including today) Para eventos especiales (incluida hoy)

What would you like Downtown Fort Bragg to have more of or better?

¿Qué le gustaría que el Centro de Fort Bragg añadiera o mejorara?

Car-free streets Calles sin coches 	StrEATery / Street Seats Asiento de la calle 	Walking / biking Infraestructura para caminar / Ir en bicicleta 	Navigation / Maps El sistema de orientación
Lot parking Estacionamiento 	Street parking Estacionamiento en la calle 	Electric vehicle charging Carga de vehículos eléctricos Ir en bicicleta 	Other? BARRILES PIEDRAL PANTONES, LUBRICACION, OTRAS...



Prepared for the City of Fort Bragg

Appendix A: Community Outreach Summary

Downtown Comprehensive Parking Strategy

April 2024



WALKER
CONSULTANTS



Appendix A

Community Outreach Summary

Community Outreach

Community outreach for this project consisted of (1) a community survey, (2) a town hall meeting, (3) an outreach booth at the Farmers' Market, (4) a Planning Commission Study Session that included public comments, and (5) **OTHER (to be completed once 2024 meetings are concluded)**. These efforts are described in more detail in the following subsections, and the section concludes with a summary of the key outreach themes.

Community Survey

Description

The online survey was available in both English and Spanish and was open for approximately two months. Paper copies were also available at City Hall and at the Farmers' Market outreach booth. The survey was promoted in person at the Town Hall and Farmers' Market outreach events, as well as through fliers and social media posts by City staff. A total of 140 people took the survey. Three participants took the Spanish version; their responses were later translated and input into the English version for inclusion in the analysis. Full survey results are included in Sub-Appendix B1.

The purpose of the survey was to better understand the experiences, values, and priorities of residents. Questions addressed the subjects in the bulleted list below.

- Residents' experiences traveling to downtown Fort Bragg, including:
 - Perceptions of how easy it is to access downtown by various modes.
 - Typical time spent looking for parking.
 - How many blocks people typically park from their destination.
 - How many blocks people are *willing* to park from their destination.
- Residents' perceived need for additional parking options, including:
 - Interest in public EV parking and charging stations.
 - Interest in shared use agreements to open private parking facilities for public use.
 - Interest in City acquisition of a new parking lot, and whether parking expenses should be paid for by parking users, downtown business and property owners, or all local taxpayers (i.e., "the City").
- Residents' priorities, including:
 - Which modes of transportation should be prioritized.
 - Whether parking should be prioritized over other potential uses of downtown curbspace.
 - What residents would like to see more of in the downtown.
- Residents' opinions on the helpfulness of potential parking and access strategies.
- The extent to which various interventions might encourage some residents to walk or bike downtown instead of driving.

Results

Parking and Access Experiences in Downtown Fort Bragg

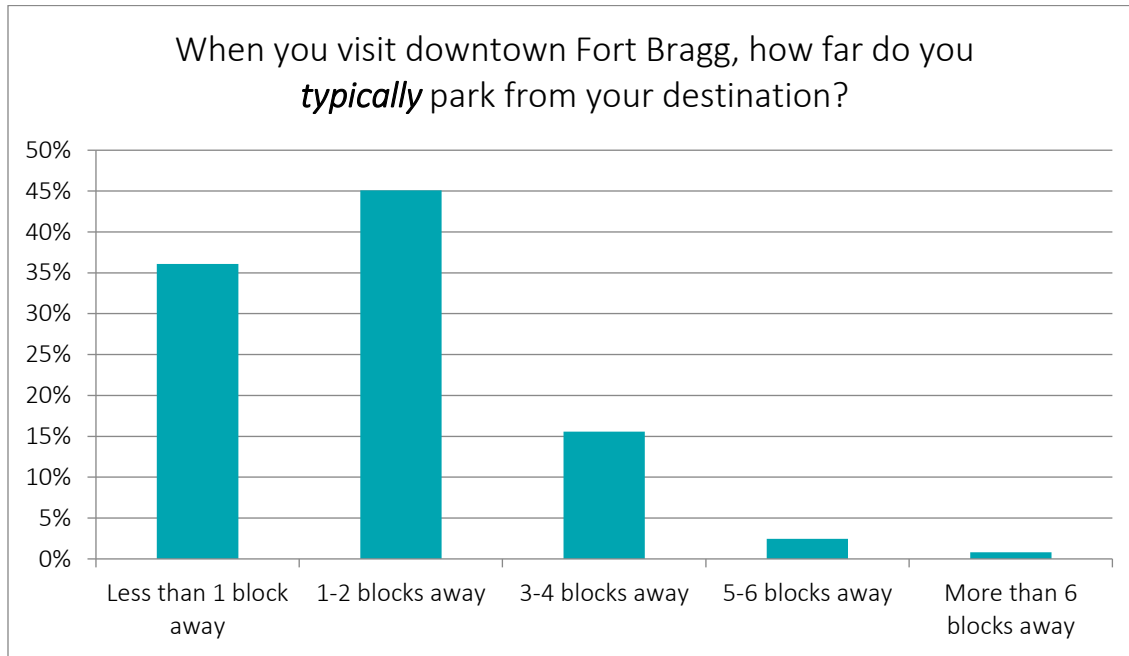
Most survey respondents are frequent visitors to downtown Fort Bragg; approximately 65 percent visit daily, and an additional 27 percent visit weekly. Most participants indicated that it was at least somewhat easy to find parking; similarly, a majority indicated it was at least somewhat easy to walk, bike, or take transit downtown. Some participants, however, did report experiencing difficulties accessing downtown:

- 12 percent find it “very difficult” to find parking; 31 percent find it “somewhat difficult.”
- 18 percent find it “very difficult” to walk, bike or take transit; 15 percent find it “somewhat difficult.”

When asked how long they typically spend looking for parking, almost half of the survey respondents reported that they spend at least two minutes, with 17 percent reporting spending five or more minutes. This result suggests that convenient parking is not always available; even some of the respondents who reported typically finding a parking space more quickly may simply be accustomed to parking further from their destination and walking.

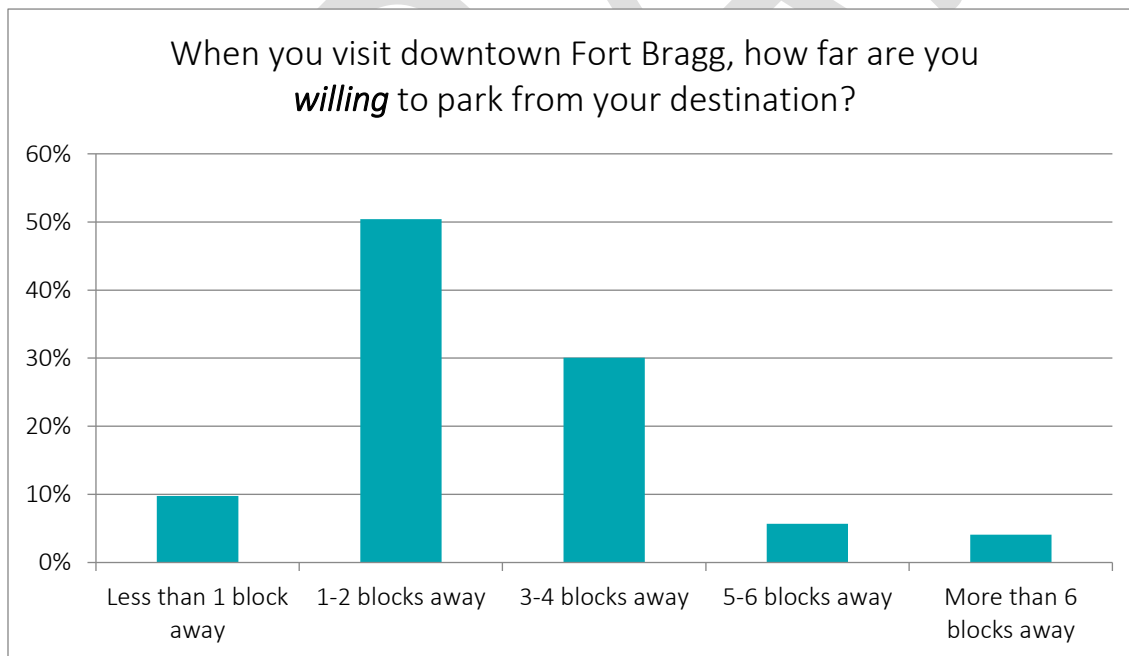
Though the most convenient parking spaces are not always available, survey results suggest that the majority of residents do not perceive this to be a significant problem. As shown in Figure 1 and Figure 2 below, the number of blocks that survey participants are *willing* to park from their destination always exceeds the number of blocks that survey participants *typically* park from their destination; that is, **most participants do not perceive a parking problem and indicated they would be willing to park and walk farther than they currently do**. While it is possible that some individual respondents reported typically parking further away than they are willing, on average, most participants do not currently see parking availability as a problem in downtown Fort Bragg.

Figure 1: Distance Respondents Typically Park from their Destinations



Source: Walker Consultants, 2023.

Figure 2: Distance Respondents are Willing to Park from their Destinations



Source: Walker Consultants, 2023.

Perceived Need for Additional Parking Options

Parking Lot

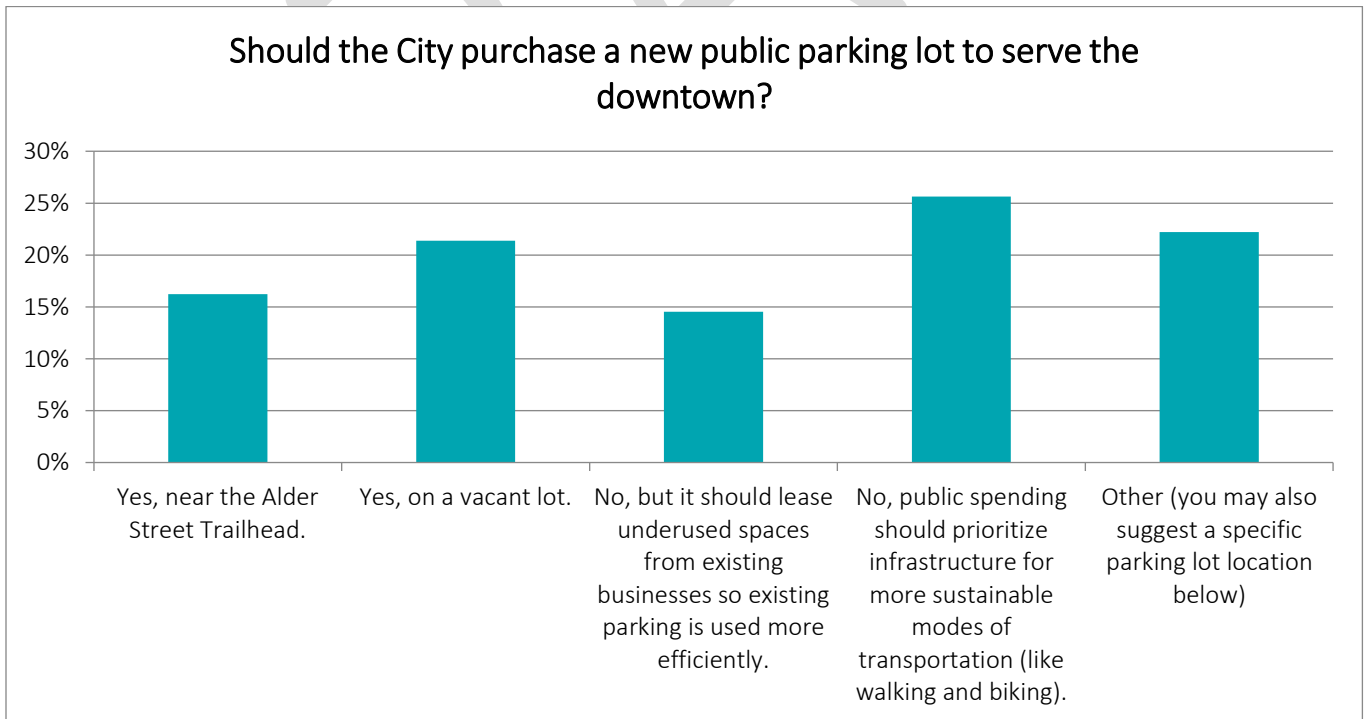
Perceived Need: Survey respondents were relatively evenly split as to whether the City should purchase a new parking lot to serve the downtown (see Figure 3). Of the 38 percent who answered “yes” there was a preference for the vacant lot option, rather than the Alder Street trailhead option. Of the 40 percent who answered “no”, the more popular alternative use of funds was to support bicycle and pedestrian infrastructure; others thought the City should use the funds to lease spaces from existing businesses.

Half of the 22 percent who answered “other” expressed strong opposition to a parking lot purchase, for various reasons listed below, including ideas that funds would be better spent on other downtown improvements:

- Use resources for walking and biking, or transit/shuttles (5)
- Parking is not an important issue (3)
- Use resources to fix the streets (3)
- Use resources for placemaking (2)

A few people who chose “other” suggested a specific location for the City to purchase a lot – including the burned down building on Main Street, near Redwood or Laurel, near Redwood or Franklin, and outside of town. Others used this as an opportunity to recommend parking strategies not yet mentioned, such as opening the City Hall lot to the public on weekends, installing meters, creating more diagonal parking spaces on-street, and creating pull-through parking for RVs.

Figure 3: Survey Respondents’ Interest in a New Public Parking Lot



Source: Walker Consultants, 2023.

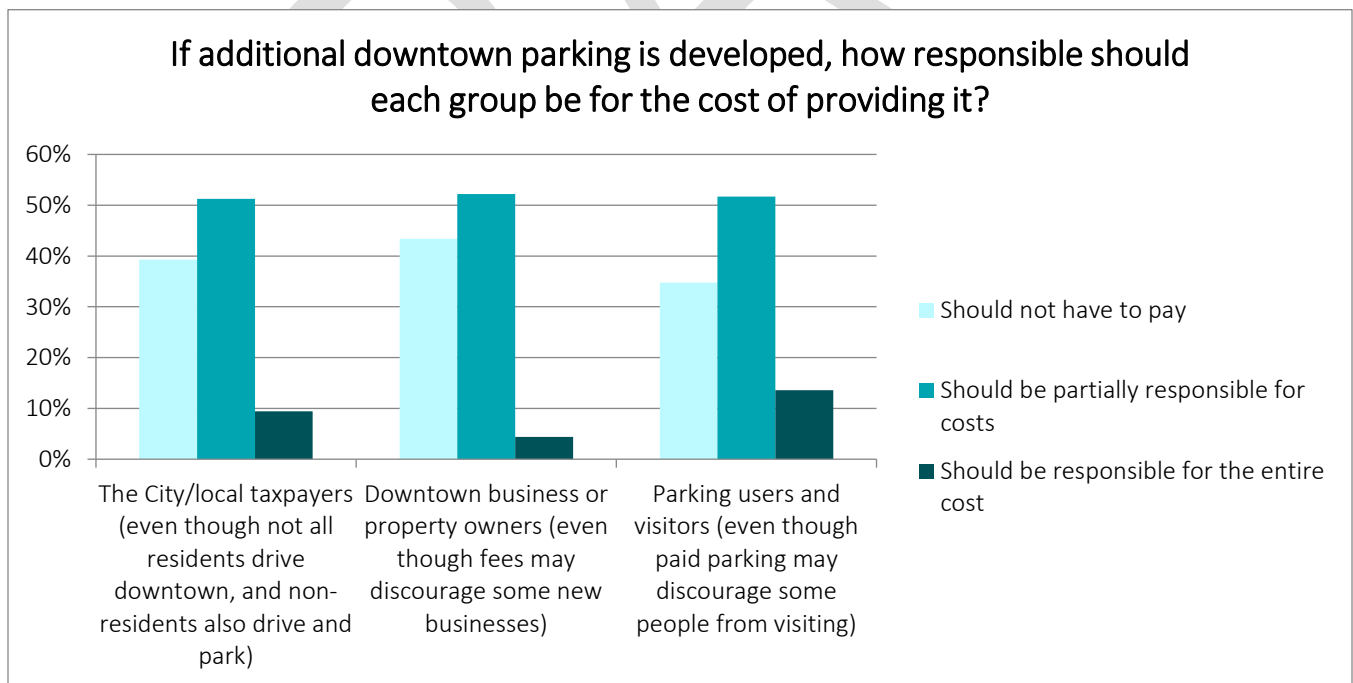
Responsibility for Payment: If the City were to consider acquiring a new public parking facility, it is worth considering the various approaches for who should pay for it.

- **Parking users:** It may be perceived as unfair to residents who do not own vehicles or who choose sustainable transportation modes to help subsidize through their taxes additional parking, including parking used by out-of-town visitors and drivers. Requiring parking users to pay for parking can also reduce the total parking demand and helps shift some users to more sustainable modes.
- **Local businesses:** Some people believe that downtown businesses should help pay for the cost of new parking in their area through an assessment or similar mechanism, as businesses may be some of the primary beneficiaries, especially if they do not provide their own private parking supply.
- **The City:** Another perspective is that the City should ensure there is ample free parking for all, as more convenient parking may increase the number of visitors, generating economic activity and contributing to the vibrancy of the downtown.

To better understand how Fort Bragg community members believed should be responsible for the costs of providing any potential new parking, the survey presented these three options and allowed respondents to select whether they thought each group should not have to pay, should be partially responsible for the costs, or should be responsible for the entire cost. As shown in Figure 4, responses were fairly evenly distributed, and overall, the results suggest that respondents think each group should be partially responsible for any new parking costs.

Parking users were most frequently selected as the group that should be responsible for the entire cost, and downtown business or property owners were most frequently selected as a group that should not have to pay.

Figure 4: Respondents’ Ideas about the Financial Responsibilities for Increasing the Public Parking Supply



Source: Walker Consultants, 2023.

Shared Parking Agreements

As detailed in the section above, when asked whether the City should purchase a new parking lot, a significant share of respondents indicated that the City should instead lease existing parking from downtown businesses with excess spaces so that it is better utilized. In a later question, 81 percent of respondents indicated that they thought agreements to make private parking shared and open to the public would be a somewhat or very helpful strategy to improve access to downtown Fort Bragg.

Many respondents indicated they had noticed private spaces empty during times when public parking was difficult to find. Specific locations mentioned included:

- Skunk Train (10)
- Purity Supermarket (8)
- Coast Hardware Store (7)
- Well House West (5)
- Old Bank of America (5)
- Credit Union (5)
- Company Store (5)
- Behind City Hall (5)
- PG&E (4)
- Old gas station (2)
- North Coast Brewery (2)
- Taka's Grill (1)
- First Baptist Church (1)
- Saint Michael Episcopal Church (1)

Note: Several respondents also referenced several parking facilities that are already open to the public (i.e., FootLighters and near the Masonic Lodge). That these were mentioned in a question asking about private facilities suggests the potential benefit of improving signage, a strategy discussed later in this report.

EV Parking and Charging

Of those who took the survey:

- Eight percent reported owning an electric vehicle.
- Another 13 percent reported that they might be more likely to get an EV if there were better public charging infrastructure.

Two-thirds of respondents who have looked for EV charging in Fort Bragg reported that they at least sometimes have difficulty finding public charging locations. While 77 percent of respondents with an EV reported that they usually charge it at home, 23 percent usually rely on public charging in Fort Bragg. There were no other charging locations reported; the survey participants who selected "other" typed "N/A" in the comments.

The next question invited participants to suggest locations where they would like to see electric vehicle chargers installed in Fort Bragg. There were 30 responses to this question. Locations or themes that were included multiple responses are:

- Skunk Train (8)
- Coastal Lots (4)
- Anywhere (3)
- Nowhere (3)
- CV Starr Community Center (2)
- Safeway (2)
- Company Store (2)

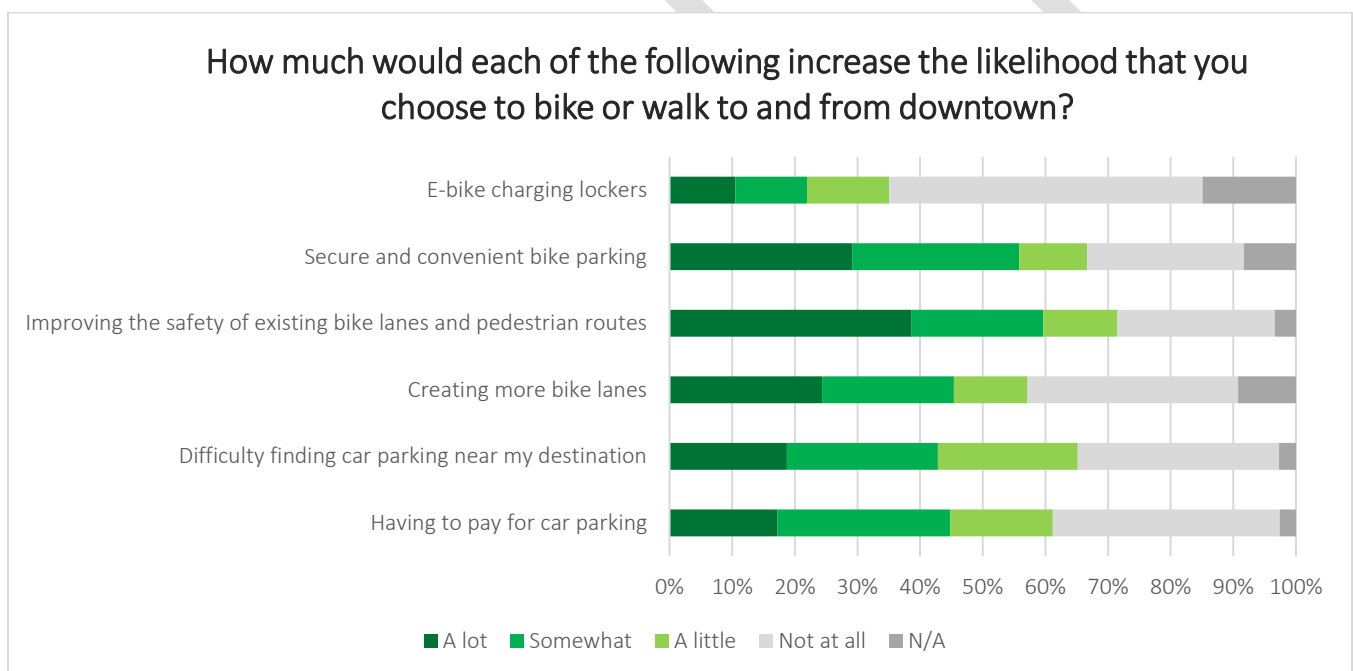
Other specific locations mentioned are included in the full survey results in Sub-Appendix B1. In addition, one respondent mentioned the potential for EV charging stations to attract activity that supports local businesses.

Potential Mode Shift Impacts

Increasing the number of parking spaces available to the public is just one way of improving access to downtown Fort Bragg, and it should be considered in context. For example, investments in active transportation infrastructure may encourage some people to sometimes walk or bike instead of driving, even while parking is free, available, and convenient. For each person who chooses to walk or bike downtown for one of their trips instead of driving alone, a new parking space becomes available. Phasing out “subsidies” for driving (i.e., by removing minimum parking requirements, by allowing some parking spaces to be repurposed, by charging fees in locations with high parking demand) would further increase the share of trips taken by a more sustainable mode of transportation.

Survey participants were asked how much various investments or circumstances would increase their likelihood of biking or walking downtown. The full results are shown in Figure 5 below. The results suggest that while improvements and changes would not mean everyone shifts their mode for every trip, the cumulative impact of some people biking or walking for some trips has the potential to be quite substantial.

Figure 5: Potential Mode Shift to Walking and Biking



Source: Walker Consultants, 2023.

Better understanding potential mode shift impacts can help the City evaluate plans and policies and develop priorities for improving access to downtown. The survey results revealed the following:

- 60% would be somewhat/a lot more likely to bike or walk if *the safety of existing routes improved*.
- 56% would be somewhat/a lot more likely to bike if there were *secure and convenient bike parking*.
- 45% would be somewhat/a lot more likely to bike if there were *more bike lanes*.
- 45% would be somewhat/a lot more likely to bike or walk if there were *a charge for car parking*.
- 43% would be somewhat/a lot more likely to bike or walk if it were more *difficult to find car parking*.
- 22% would be somewhat/a lot more likely to bike if there were *e-bike charging lockers*.

General Priorities for Downtown Fort Bragg

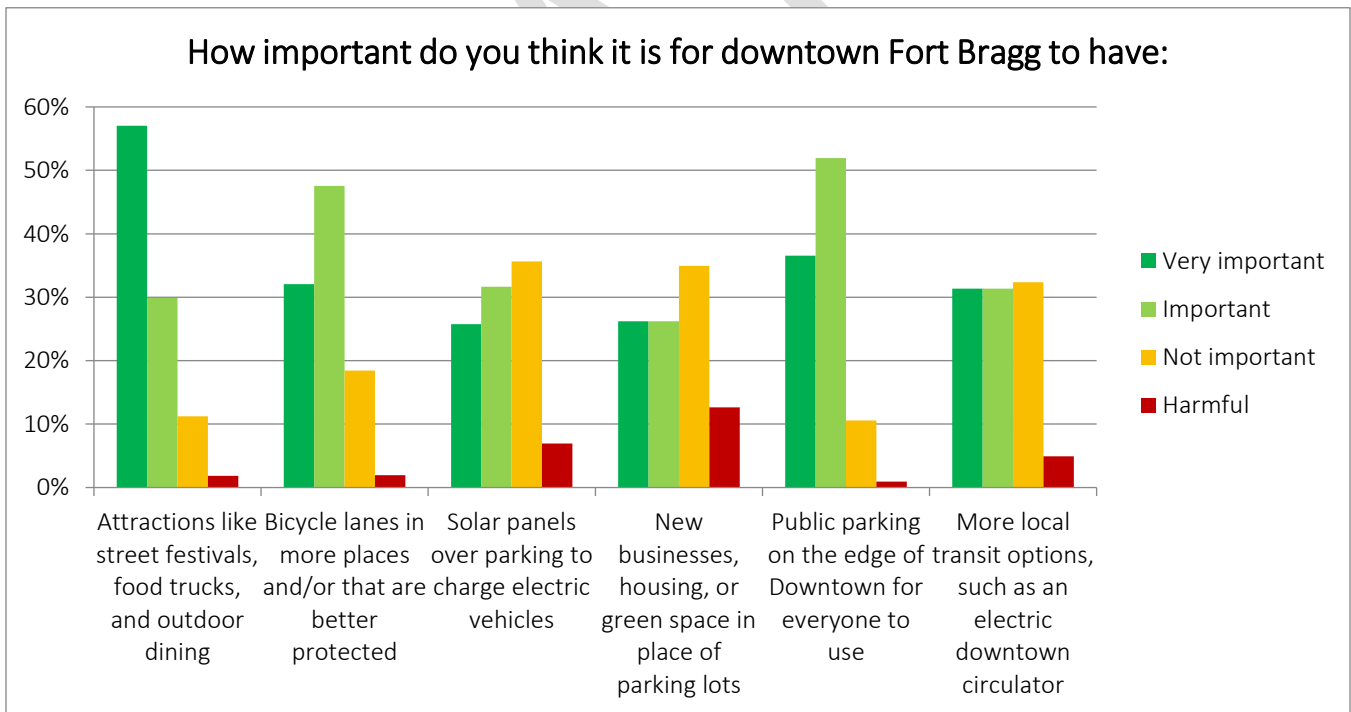
Some of the questions provided participants with the opportunity to share their priorities for Downtown Fort Bragg, including what kinds of things they would like to see, which transportation modes they believed should be prioritized, and how they think curb space should be used.

Improvements Desired

Knowing what community members think is important can help inform policy and funding decisions. As shown in Figure 6, survey respondents had the option to rate various strategies as very important, important, not important, or harmful. Survey takers were generally supportive of all improvement options, but some ideas were more popular than others.

- Attractions were most likely (57 percent) to be considered “very important.”
- Public parking on outskirts most likely (88 percent) to be seen as *either* important or very important.
- Having local transit options was also highly considered (63 percent) important or very important.
- The majority (52 percent) support repurposing parking lots to become businesses, housing, or green space, although 13 percent of survey takers also believed this would be harmful.

Figure 6: Importance of Various Downtown Improvements to Survey Participants



Source: Walker Consultants, 2023.

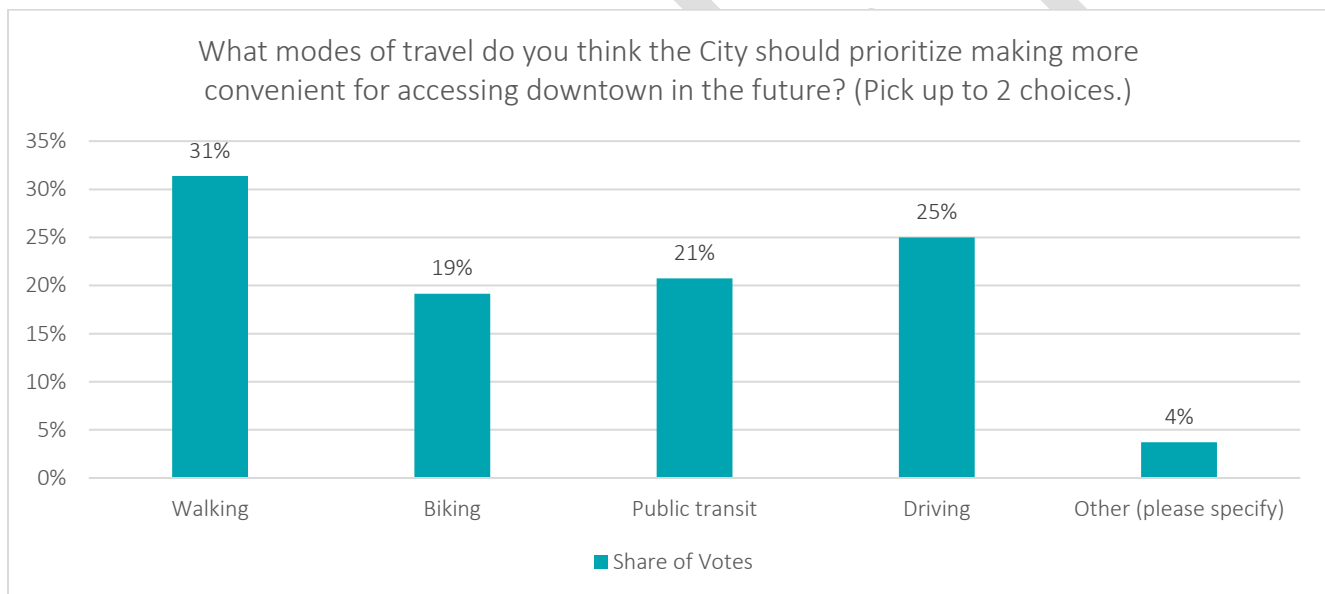
Transportation Modes

Driving and parking is the most common way of accessing downtown Fort Bragg. Some people may believe that the prevalence of driving reveals it to be most people’s preferred mode of travel, and as such should continue to be prioritized for policy decisions and resource allocation. Others may believe that more sustainable modes of transportation should be prioritized so that they have a chance to become more attractive alternatives.

As shown in Figure 7, survey respondents were asked to select two modes of travel that they thought should be prioritized to be made more convenient for accessing downtown Fort Bragg in the future. The results were relatively evenly split. Walking was the most popular answer choice. Driving was the second-most popular, but interestingly, the majority of respondents (56 percent) selected two modes other than driving.

Ideas shared by those who selected “other” included local shuttles, parking, and benches for pedestrians. Other comments were that the current mix of options seemed fine, that there were far more important issues, and that improving access would not matter until vacant shops were reopened.

Figure 7: Transportation Mode Priorities



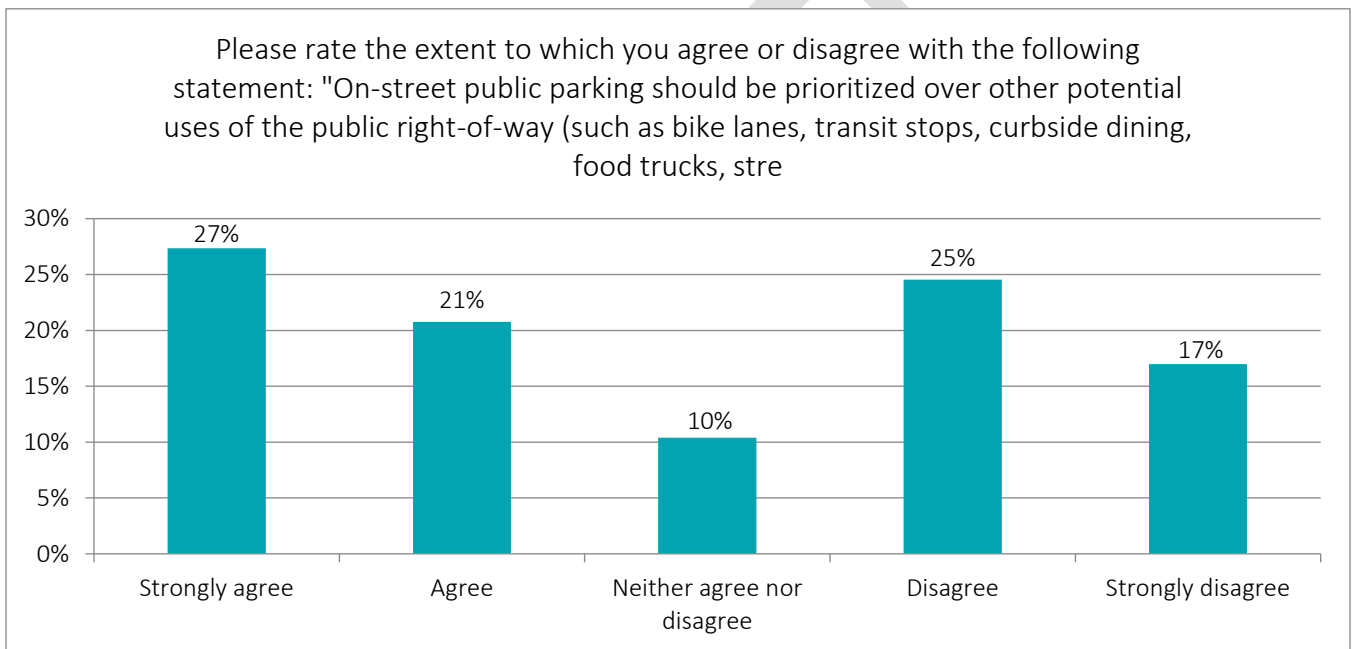
Source: Walker Consultants, 2023.

Use of Curb Space

The curb is a valuable public asset, and while many communities default to using the vast majority of this public space to provide access to free parking, some are exploring alternative uses of the curb—including bike lanes, transit stops, curbside dining, food trucks, street fairs, commercial delivery, etc.—even in the busiest areas and/or at the busiest times.

When asked whether they agreed that parking should be prioritized over these other potential uses, respondents were fairly evenly split, as shown in Figure 8. Forty-eight percent agreed or strongly agreed, 42 percent disagreed or strongly disagreed, and the rest were neutral.

Figure 8: Curb Space Priorities



Source: Walker Consultants, 2023.

Opinions on Potential Access Improvement Strategies

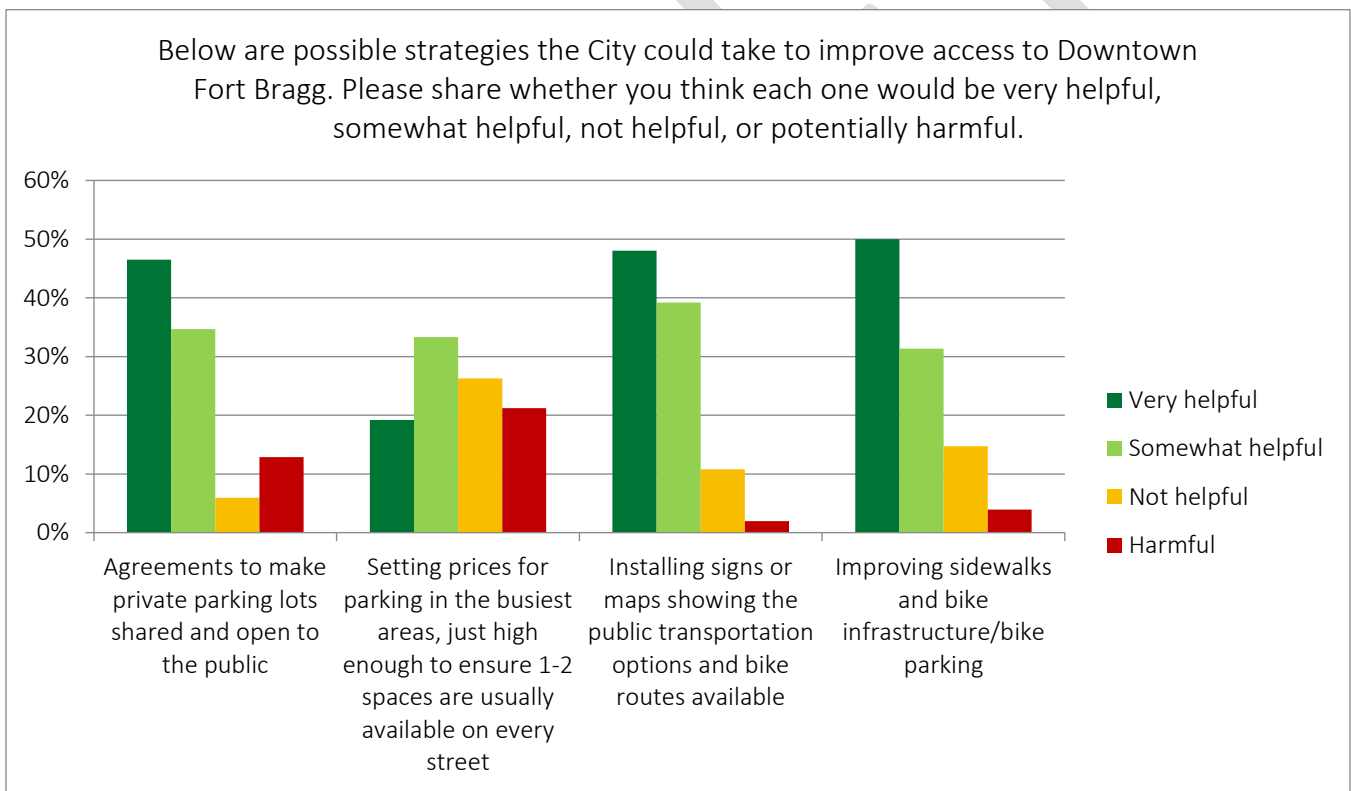
In addition to sharing their general experiences and priorities, participants were invited to weigh in on several strategies that could potentially improve access to downtown Fort Bragg. Survey respondents had the option to rate each strategy as very helpful, somewhat helpful, not helpful, or harmful. On average, each strategy was considered at least somewhat helpful.

The share of respondents selecting either “very helpful” or “somewhat helpful” for each are as follows:

- Increasing parking supply through shared parking agreements – 81%
- Increasing availability of convenient parking through demand-based pricing – 53%
- Installing signs and maps showing available transit options and bike routes – 87%
- Improving sidewalks, bike infrastructure, and bike parking – 81%

The full results are displayed in Figure 9 below.

Figure 9: Opinions on Potential Access Improvement Strategies



Source: Walker Consultants, 2023.

Community Town Hall

Event Description

The Walker team and the City of Fort Bragg hosted a “Community Town Hall” meeting on Thursday, August 17th from 9:00 a.m. to approximately 10:30 a.m. The purpose of this event was to introduce the project and study goals to interested stakeholders from the community, share initial impressions, understand people’s experiences accessing Downtown Fort Bragg, and gather feedback and ideas to inform potential strategy recommendations.

Photo of Community Town Hall Event



Source: Walker Consultants, 2023.

Attendees had opportunities to share their experiences, priorities, and ideas both verbally and with their cell phones via the interactive presentation software Mentimeter, which presented question responses and feedback to the audience in real-time. The full presentation and results are included in Sub-Appendix B2. Approximately 20 community members attended the meeting, most of whom engaged with the Mentimeter platform. Mentimeter results showed most participants reported coming to Downtown Fort Bragg daily, and the remainder reported coming weekly. At least one attendee lived downtown, 11 lived elsewhere in Fort Bragg, four lived outside of the City boundaries, and eight people worked in or owned a business in the downtown area. Findings related to the attendees’ travel habits, priorities, and ideas for improving access to Downtown Fort Bragg are summarized below.

Findings

The Mentimeter platform included multiple question formats, including multiple-choice questions, sliding scale questions that allowed participants to indicate their level of support for potential strategies and options, and opportunities for open-ended feedback. Participants also offered verbal comments throughout and after the presentation, which were documented (see Sub-Appendix B3) and later grouped by topic. This report organizes all feedback by topic, grouping verbal comments and open-ended Mentimeter responses together. Verbal comments

are paraphrased, while the Mentimeter responses are included verbatim, as indicated with quotation marks. Key topics from the Community Town Hall included on- and off-street parking, multimodal transportation access, EV ownership and charging, and tourism and economic development.

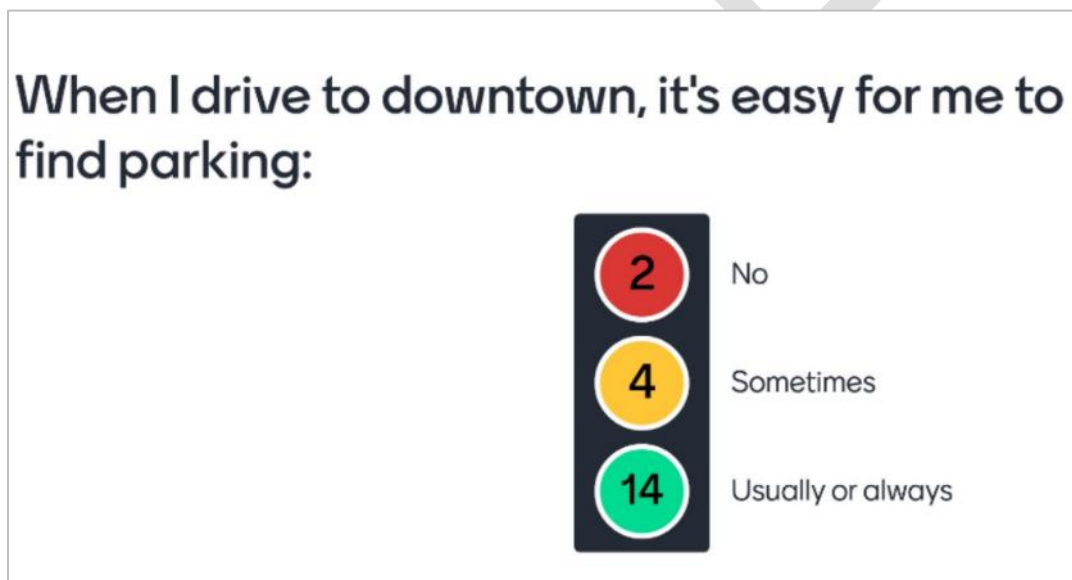
Downtown Parking

Perceptions of Parking Difficulties

While attendees shared many insights and ideas for improving parking in Fort Bragg, overall, most attendees did not seem to think Downtown Fort Bragg had any serious issues related to parking management or believe that improving parking availability should be a top priority for the City. The Mentimeter results showed that most attendees usually or always find it easy to find parking in Downtown Fort Bragg (see Figure 10). Results were:

- Usually or always – 70%
- Sometimes – 20%
- No – 10%

Figure 10: Ease of Finding Downtown Parking Reported by Community Town Hall Attendees



Source: Walker Consultants/Mentimeter Platform, 2023.

Increasing the Public Parking Supply

Although most attendees reported that it was usually or always easy to find parking downtown, a few verbal or open-ended Mentimeter comments suggested that the City should lease, purchase, or develop additional parking facilities to increase the supply of public parking downtown. These comments included:

- Acquiring a new parking lot would help the downtown.
- Public parking lots could be an asset during festivals and events.
- “We need what we already have. We need to develop more parking. City buys lots? Laurel could be people only? Shuttles. Teach visitors where to park.”

- “More parking lots close to downtown. Do not take away any parking that already exists.”
- “Parking on mill site.”
- “City buy land for parking.”
- The City should consider parking easements at underutilized lots to increase public parking supply.

Overall, interest in the idea of purchasing or developing new parking was relatively low, but a more broadly supported strategy to increase the supply of public parking was the idea of *developing agreements to make private parking shared and open to the public*. In fact, out of five potential strategies for improving access to the Downtown, this was the most-supported option chosen by Mentimeter participants (see Figure 11).

Figure 11: Community Town Hall Attendee Support for Downtown Access Strategies



Source: Walker Consultants/Mentimeter Platform, 2023.

District Parking

The project team explained the idea of “district parking” to meeting attendees. As shown in Figure 12, district parking contrasts with on-site parking in that vehicle parking facilities may be more concentrated, open to anyone visiting the area, and a short walk away from multiple destinations. The system becomes more efficient when parking is shared, and fewer spaces can accommodate the same demand. Because of this efficiency, district parking allows some spaces to be dedicated to other uses, such as outdoor dining or bicycle parking, enhancing the pedestrian environment and potentially improving both aesthetics and safety.

Figure 12: District Parking Image from Community Town Hall Presentation



Source: Walker Consultants, 2023.

Via Mentimeter, attendees shared who they thought would be the most appropriate target users for district parking facilities. On average, district parking was supported for all user types, but it was deemed especially appropriate for **downtown employees**. Encouraging downtown employees and residents who are familiar with the area to park in concentrated parking areas and walk to their destinations can help improve the availability of curbside parking for visitors who may be less familiar with the area and for short-term parkers stopping for a quick purchase or errand.

A subsequent but related Mentimeter question asked participants the extent to which they supported the idea that *some* street parking downtown could be used for other purposes. *On average, attendees supported the idea of allowing some curbside space to be used for bicycle lanes, bike parking, outdoor dining, and food trucks.*

Several verbal comments and open-ended Mentimeter comments supported a District Parking strategy, including:

- The City should limit downtown parking to promote walking and support businesses.
- Many people who park stay a long time; they could park at the edges of the downtown.
- “City needs to somehow ask downtown merchants/employees to not park right downtown, where customers need to park.”
- Having plug-in charging in peripheral lots could encourage employees to park a few blocks from work.
- “Signage to where parking is.”
- “Parking lots on the North (industrial area) and South (Hwy 20) of town.”
- “Complete Streets. Parking on outskirts of district, better street lighting to parking areas, incentivizing employees to park on district boundaries, multi-modal transportation facilities.”

District parking works best when most parking is concentrated in off-street locations, while a few convenient on-street spaces also remain available for those who need them.

It was noted that some off-street parking spaces were already sitting empty much of the time, and meeting attendees generally understood that new parking facilities on the outskirts of downtown would not help improve availability in the core area. Instead, people highlighted opportunities for the City to improve parking availability by

using the existing parking supply more efficiently. This includes support for developing agreements to make private parking lots publicly accessible, but also for increasing awareness and use of the off-street facilities.

A common desire was for the City to incentivize long-term parkers to park on the outskirts of downtown, to improve the availability of the convenient on-street parking spaces for tourists and customers making a quick trip. Attendees had a variety of ideas for how to manage demand for prime parking spaces and nudge long-term parkers into public off-street facilities, including:

- Installing parking meters for the most convenient on-street parking spaces.
- Enforcing parking time limits and regulations more strictly.
- Improving signage showing the locations of off-street parking facilities.
- Installing EV chargers in peripheral parking lots.
- Focusing on communications that encourage downtown employees to park in peripheral locations.
- Providing a shuttle connecting peripheral parking facilities with the core downtown area.

Fully Utilized On-Street Parking Downtown



Source: Walker Consultants, 2023.

Many of these ideas are analyzed in further detail in the “Strategies and Actions” section of the report. The attendees did provide more detailed comments related to parking enforcement, including the following:

- The City should discourage long-term RV parking downtown.
- Current two-hour parking regulations are not enforced strictly.
- Different time limits, such as 30-minute or 3-hour spaces, could be helpful for different areas.
- First offenders for parking violations could be given a warning.
- There may be practical constraints to hiring parking enforcement personnel.

Multimodal Transportation

While much of the conversation focused on access via driving and parking, and solo driving was reported as the most common way attendees currently accessed downtown, many people shared a vision in which tourists and local residents alike could also conveniently and safely get to and around Downtown Fort Bragg by other modes of transportation, including walking, biking, public transit, or shuttles. Their open-ended feedback and verbal comments included the following:

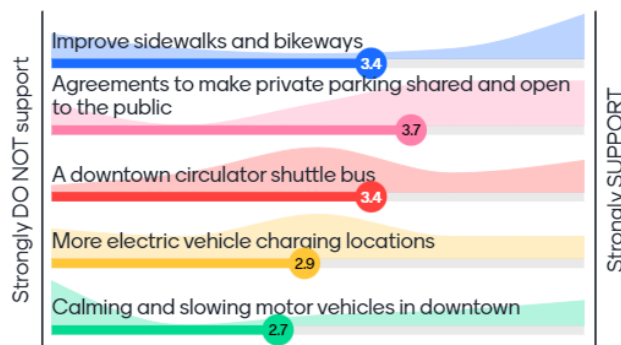
- “Improve pedestrian experience and streetscape”
- “Complete Streets [...] multi-modal transportation facilities.”
- People would appreciate dedicated bike lanes, or bike share so people could borrow bikes.
- The City should address the safety concerns people have about walking late at night.
- “Pedestrian-only downtown. Lots of restaurants and stores and vegetation. Shuttlebus from external parking.”
- “If you want a walking downtown, let pedestrians know where they should go. It isn’t clear where visitors should go (beyond a couple blocks).”

- “Park outside of town. Use transit!”
- “Trams & use of flat space”
- “Weekend/event bus transport from external parking”
- “Laurel could be people only? Shuttles. Teach visitors where to park.”
- “Our transit can facilitate carpooling to town.”
- “Grant funded transit.”
- “Multi-modal transportation facilities.”
- The City should consider an attractive and fun electric shuttle bus for tourists and employees.

When asked which strategies they would support for improving access to downtown, on average, the attendees expressed support for multi-modal transportation improvements, including “improve sidewalks and bikeways” and “a downtown circulator bus” (see Figure 13).

Figure 13: Access Strategies Supported by Community Town Hall Attendees

What strategies would you support to improve access to Downtown?



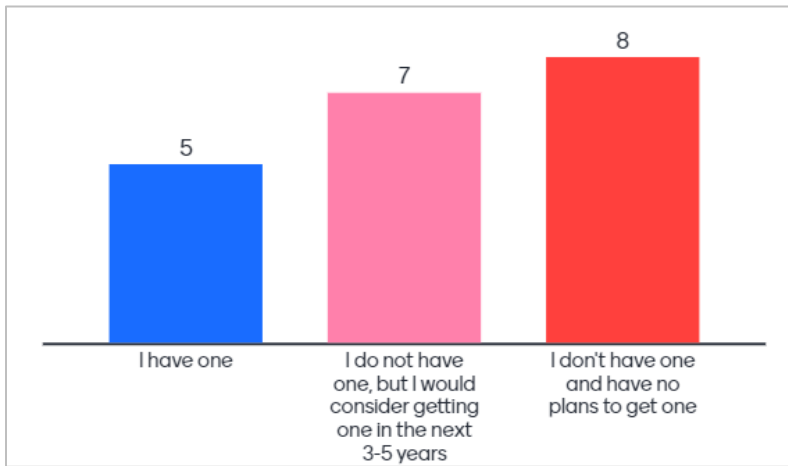
Source: Walker Consultants/Mentimeter Platform, 2023.

Additionally, when given the chance to share via Mentimeter the extent to which they would or would not support various alternative uses of curb space, “bicycle lanes and bike parking” was the most-supported option. On average, the community members present at the meeting supported repurposing some downtown street parking for this use. The attendees’ focus on prioritizing access for non-driving transportation modes aligns with the priorities expressed by attendees at the Farmers’ Market booth and survey participants.

EV Ownership and Charging

As electric vehicles (EVs) become more common, the City’s plan for the future of downtown may include consideration for EV parking and charging. Attendees were asked whether they currently own or would consider purchasing one. As shown in Figure 14, five people reported owning an EV, seven answered that they would consider purchasing one in the future, and eight reported that they did not own or have plans to purchase an EV.

Figure 14: Electric Vehicle (EV) Ownership Reported by Community Town Hall Attendees

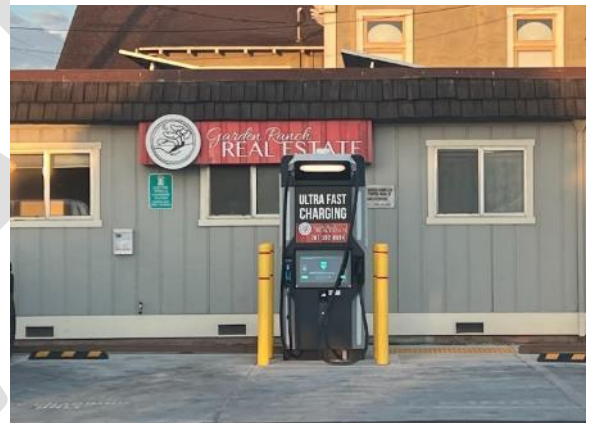


Source: Walker Consultants/Mentimeter Platform, 2023.

Despite their relatively high rate of EV ownership or potential ownership, when asked what strategies they would support for improving access to downtown, on average, the attendees did *not* support “more electric vehicle charging locations.” Verbal comments related to EVs included the following:

- Downtown EV charging spaces may be occupied too long or left empty. Other charging locations might make more sense.
- It is important that the City consider whether public EV charging spaces generate revenue to offset the costs.

EV Charging Station in Private Downtown Lot



Source: Walker Consultants, 2023.

When asked to share any locations where they thought EV charging would be useful for the community, attendees offered the following feedback:

- “Outskirts. At least two blocks or more from the CBD.”
- “Outside of downtown”
- “Downtown not recommended”
- “Motels, grocery stores, a couple at each parking lot at edge of town.”
- “Put charging on the outskirts and in longer term lots”
- “All public buildings such as grocery, hospitals, schools. The Mill Site coast trail is perfect for hikers.”
- “Boatyard shopping center, Safeway, City Hall”
- “The Police Department lot and any new centralized parking lots”
- “Curbside charging on the edges of CDB.”
- “Lots. Not curbs. Existing vacant lots that could be turned into lots plus EV stations. Old gas station lot could be parking.”

- “A few in parking lots.”
- “Everywhere and induction pads”
- “Coastal Trail, Highway 1, Skunk Train parking lot”
- “Different strategy for EV charging for locals vs. tourists.”

These responses show that although attendees did not all support the idea of providing EV charging spaces *in* the downtown, they did think EV charging stations would be helpful for the community on the outskirts of downtown or in other locations.

Tourism and Economic Development Considerations

Downtown Fort Bragg is an important commercial center of the City, and any plans for transportation access should also consider the effect on local businesses.

Some attendees were concerned with attracting tourists and suggested strategies related to creating a more attractive pedestrian environment. Others were concerned with ensuring convenient parking would be available for those wanting to make a quick purchase, so potential customers did not take their business elsewhere.

Comments related to local businesses included the following:

- Focus on making Highway 1 enticing so visitors stop in Fort Bragg.
- Shutting down blocks for outdoor dining, even if temporary, can attract visitors.
 - Outdoor dining could be non-permanent. Structures could have removable covers.
 - Some owners may have concerns non-customers would use curbside outdoor dining spaces.
 - “European public square paradigm. Mexican side street paradigm.”
 - “Pedestrian-only downtown. Lots of restaurants and stores and vegetation. Shuttlebus from external parking.”
- Potential visitors who can’t find parking downtown may go elsewhere.
 - Residents in the outskirts of Fort Bragg may order online or take their business elsewhere if parking is not convenient.
 - “Grab-and-go” businesses like coffee shops require convenient parking; their customers are unlikely to take the bus.
- The City should limit downtown parking to promote walking and support businesses.

Street Closure for Farmers’ Market



Source: Walker Consultants, 2023.

On average, Community Town Hall attendees also supported allowing some street parking downtown to be used for outdoor dining or food trucks. Repurposing street parking for loading and deliveries, however, was, on average, not supported, and it was noted that alleys adequately served most needs for loading and delivery space.

Farmers' Market Outreach Booth

During the site visit, the Walker team held a booth at the Farmers' Market on Wednesday, August 16, from approximately 3:00 pm to 5:00 pm. The purpose of this event was to introduce the project to the wider community, promote the survey, and talk to members of the public about their transportation experiences in and priorities for Downtown Fort Bragg.

Community members were invited to share their reasons for traveling to Downtown Fort Bragg and what they would like to see more of via dot voting on a poster board (see Figure 15 and Table 1 below). The most desired area of improvement was better infrastructure for walking and biking. Community members were also provided with a large study area map and invited to share their usual parking locations, favorite destinations, and walking or biking route (see Figure 27 below).

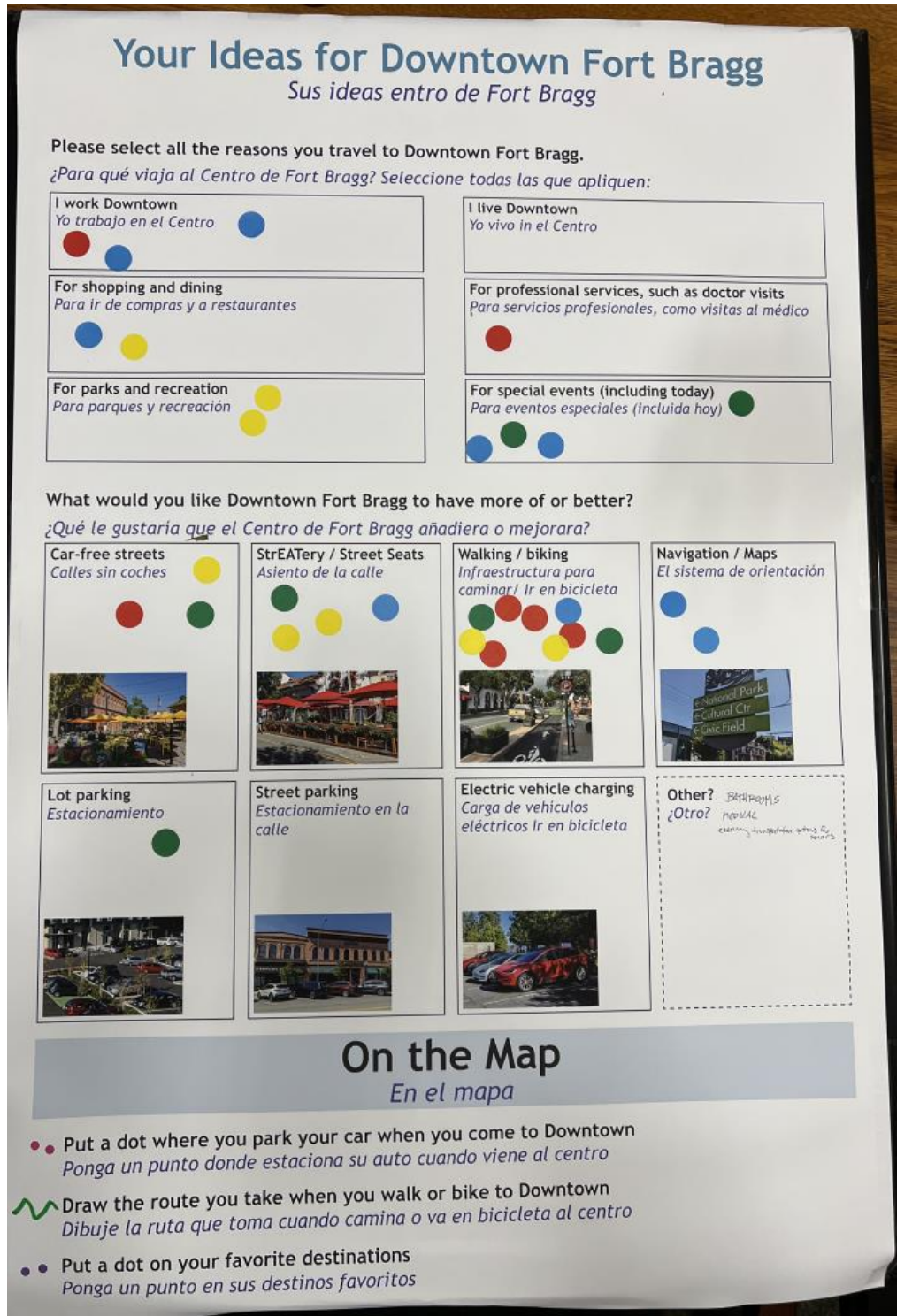
Farmers' Market Outreach Booth



Source: Walker Consultants, 2023.

DRAFT

Figure 15: Farmers' Market Outreach Dot Voting Results



Source: Walker Consultants, 2023.

Table 1: Tally of Areas of Improvement Identified via Dot Voting

Desired Area of Improvement	Number of Votes
Walking/biking	9
StrEATery/Street Seats	4
Car-free Streets	3
Navigation/Maps	2
Lot Parking	1
Street Parking	0
Electric Vehicle Charging	0

Source: Walker Consultants, 2023.

Figure 16: Study Area Map Used in Farmers' Market Outreach



Source: Walker Consultants, 2023.

Finally, the Walker team documented verbal feedback from community members who visited the outreach booth, which included the following comments, grouped by theme:

- **Bike Racks (6)**

- More bike racks are needed, especially by City Hall.
- People worry their bikes will be stolen.
- Fort Bragg should remove parking requirements and focus more on bicycle and pedestrian access.
- More bike racks are needed downtown.
- The City should install more bike racks and benches.
- Very dangerous to cross Hare Creek Bridge by bicycle, but important. They would bike far more often if it were safe.

Bicycle Parked at a Street Sign Downtown



Source: Walker Consultants, 2023.

- **Pedestrian Environment (9)**

- Fort Bragg should bring back benches.
- Fort Bragg should remove parking requirements and focus more on bicycle and pedestrian access.
- Cypress Ridge sidewalk connectivity is lacking; it's dangerous on Cypress near the hospital.
- Laurel Street Crossings take up some street parking spaces, maybe not worth it.
- Fort Bragg should close two streets, like Santa Monica.
- The City should install more bike racks and benches.
- New developments/use changes could be required to pay a fee to support sustainable transportation access.
- Downtown needs public restrooms.
- Support for outdoor dining.

Downtown Sidewalk Seating



Source: Walker Consultants, 2023.

- **Shared Mobility (7)**

- There could be a design competition to improve bus stops.
- There should be a bus/trolley to RV parks. Sonoma County has a nice trolley.
- Transit routes (eg., to Ukiah) should provide return trips later in the day.
- The City should not focus on EVs; they are not the right solution (mineral mining, energy, land use).
- The City needs a free shuttle from Downtown to the Noyo Harbor District (which would make it safer for people to drink alcohol).

- There should be more frequent MTA service to the Harbor, especially for the elderly and in the evenings, as many seniors are unable to drive at night. A shuttle would increase their access to movies, restaurants, and evening events.
- Bus service from Ukiah takes 1.5 hours to arrive, allows only a three hour visit, and then is a 1.5 hour return trip. The return trip should be later, so people can stay longer.

- **Parking (6)**

- Don't want huge parking lots.
- Would prefer to see more shops rather than more parking.
- Employees are often running late for work, and it may be hard to get them to park in peripheral lots.
- EV stations in peripheral lots would be a good way to encourage people to park there.
- Purity Supermarket might be willing to sell their parking lot to the City with a lease-back agreement.
- Better signage is necessary; tourists don't know where to go.

Private Downtown Lot with Restricted Access



Source: Walker Consultants, 2023.

Overall, the majority of the input from those who stopped by the project outreach booth at the Farmers' Market centered around prioritizing access, safety, and convenience for modes of transportation other than driving.

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Summary of Key Community Outreach Themes

The survey, town hall meeting, and farmers' market outreach addressed several key themes and revealed the following:

- **Walkability:** Community members have a strong desire for an attractive and vibrant pedestrian realm. When asked which modes of travel should be prioritized, walking was the most popular response.
- **Parking:** Most community members do not currently believe parking access is a problem in Fort Bragg. There is some interest in repurposing some on-street or off-street parking for other uses; others would prefer the existing parking supply be preserved or expanded in the future.
 - **Shared parking:** A large majority expressed support for shared parking agreements that could open private spaces for public use.
 - **Paid parking:** A small majority believe demand-based prices for parking would help improve access, although opinions were relatively divided.
 - **New parking lot:** Only the minority of participants think the City should acquire a new parking lot in the future, although opinions were relatively evenly divided.
 - **EV parking:** There is some interest in new public EV parking and charging stations, especially in off-street lots, to encourage long-term parkers who needed to charge their cars to leave convenient parking empty for those making shorter trips.
- **Multi-modal transportation:** Community members expressed a strong interest in improving multi-modal access, and many people indicated they would be more likely to use other modes of transportation if certain improvements were made, such as more convenient and secure bike parking, improved safety of walking and biking routes, or better local transit options.
- **Signage and wayfinding:** Community members believed that improving signage and wayfinding for all modes—showing parking locations, transit options, and walking and biking routes—would be a good way to improve access to the downtown.
- **Economic development:** Community members recognized the importance of developing strategies that would support economic development and attract more visitors to downtown Fort Bragg.

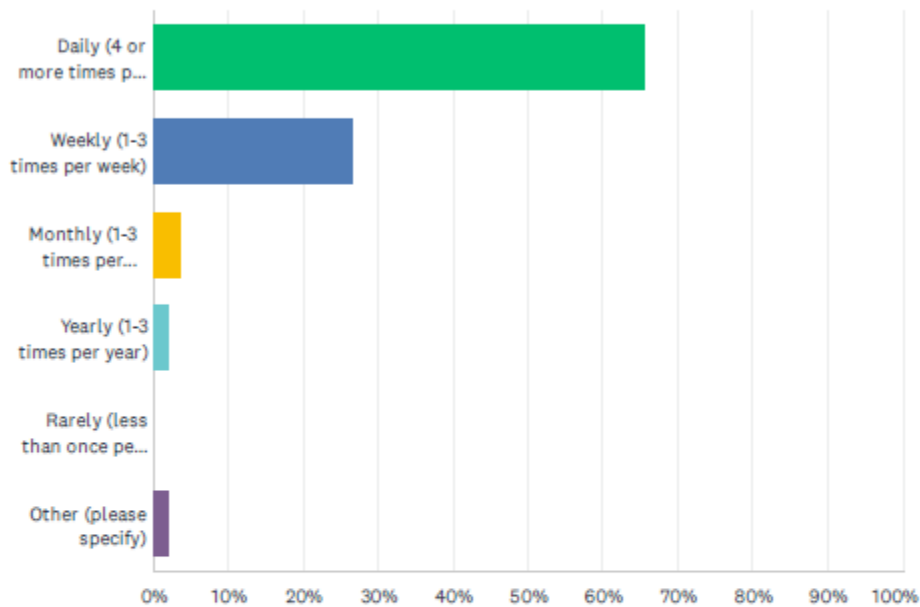
Sub-Appendices

Sub-Appendix A1: Community Survey Results

The complete survey results below have been exported from the SurveyMonkey platform.

Q1 How often do you travel to and from Downtown Fort Bragg?

Answered: 139 Skipped: 1

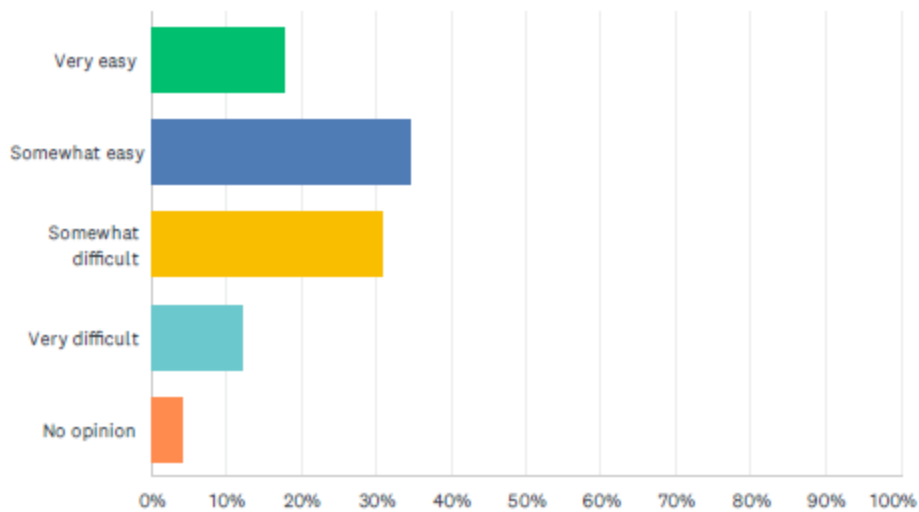


ANSWER CHOICES	RESPONSES	
Daily (4 or more times per week)	65.47%	91
Weekly (1-3 times per week)	26.62%	37
Monthly (1-3 times per month)	3.60%	5
Yearly (1-3 times per year)	2.16%	3
Rarely (less than once per year)	0.00%	0
Other (please specify)	2.16%	3
TOTAL		139

Daily (month of August)
Everyday
Twice a day or more

Q2 On a typical visit, how easy or difficult is it for you to find parking in Downtown Fort Bragg?

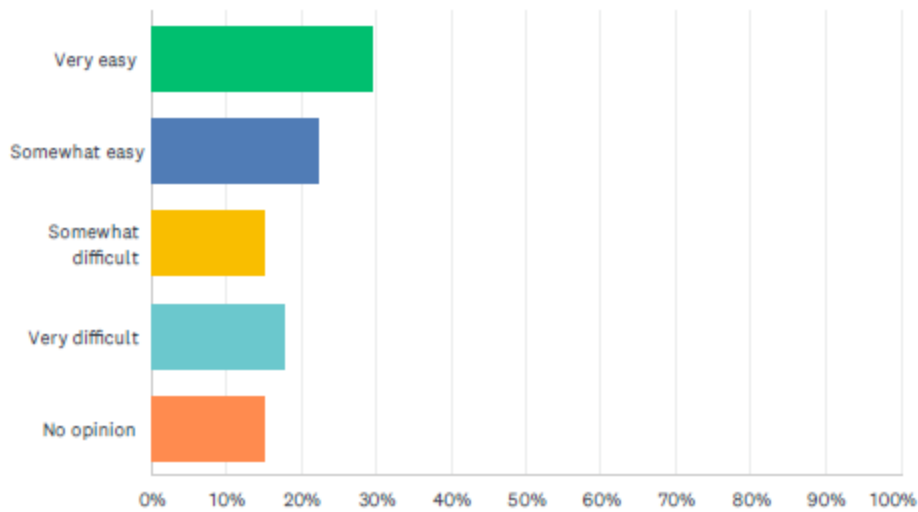
Answered: 139 Skipped: 1



ANSWER CHOICES	RESPONSES	
Very easy	17.99%	25
Somewhat easy	34.53%	48
Somewhat difficult	30.94%	43
Very difficult	12.23%	17
No opinion	4.32%	6
TOTAL		139

Q3 How easy or difficult is it for you to walk, bike, or take public transportation to Downtown Fort Bragg?

Answered: 139 Skipped: 1

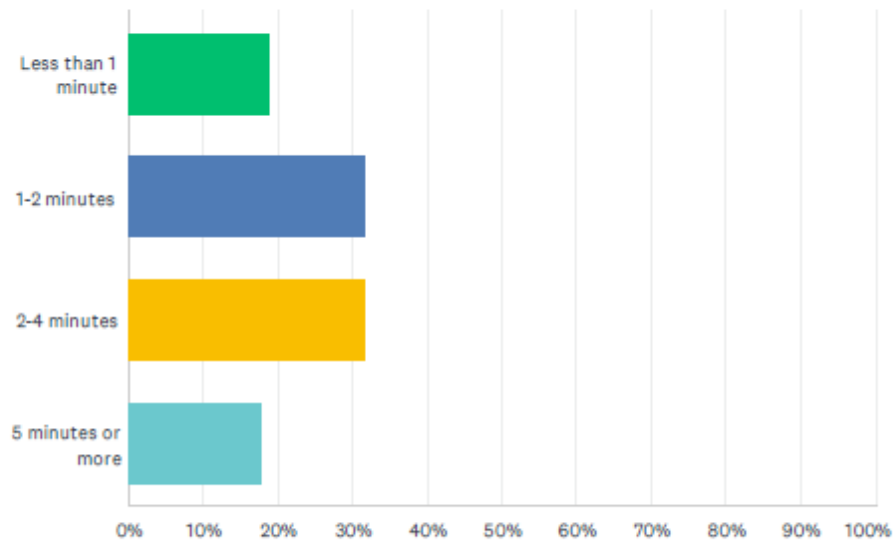


ANSWER CHOICES	RESPONSES	
Very easy	29.50%	41
Somewhat easy	22.30%	31
Somewhat difficult	15.11%	21
Very difficult	17.99%	25
No opinion	15.11%	21
TOTAL		139



Q4 When you visit downtown Fort Bragg, how long do you typically spend looking for parking?

Answered: 123 Skipped: 17

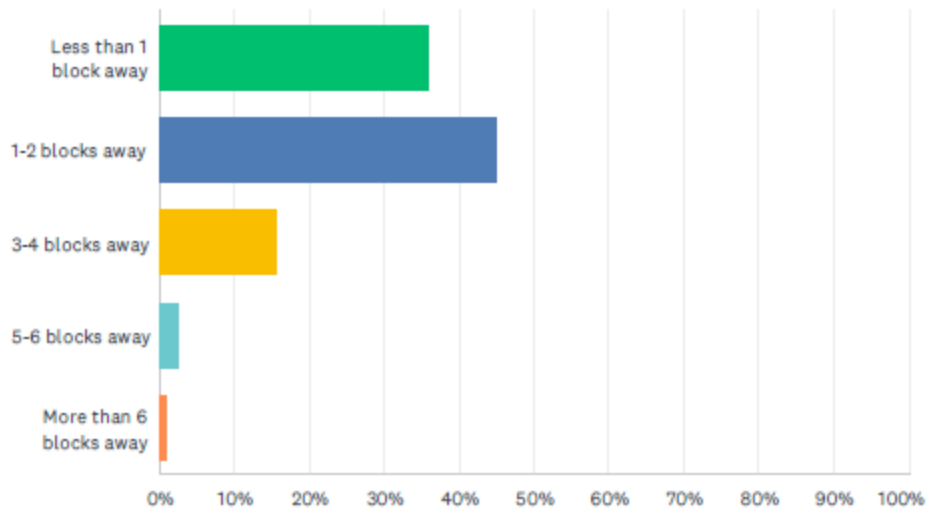


ANSWER CHOICES	RESPONSES	
Less than 1 minute	18.70%	23
1-2 minutes	31.71%	39
2-4 minutes	31.71%	39
5 minutes or more	17.89%	22
TOTAL		123



Q5 When you visit downtown Fort Bragg, how far do you typically park from your destination?

Answered: 122 Skipped: 18

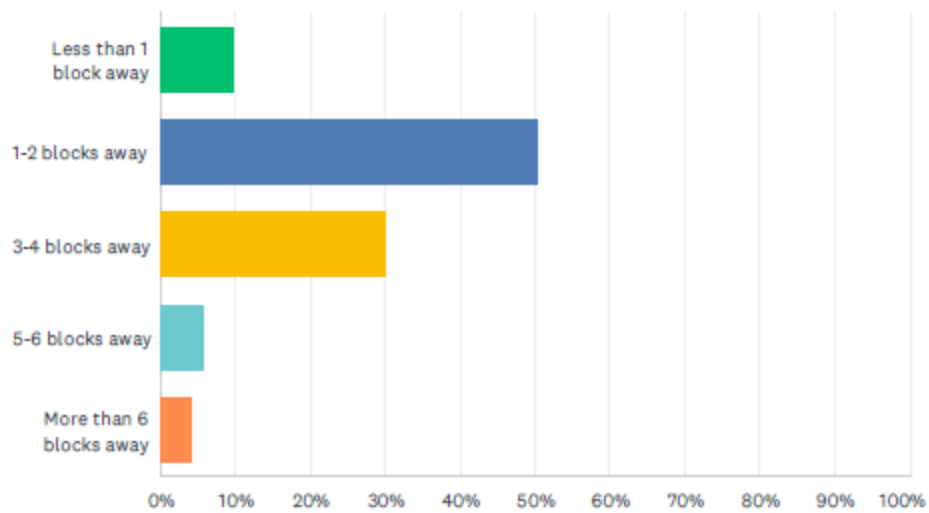


ANSWER CHOICES	RESPONSES	
Less than 1 block away	36.07%	44
1-2 blocks away	45.08%	55
3-4 blocks away	15.57%	19
5-6 blocks away	2.46%	3
More than 6 blocks away	0.82%	1
TOTAL		122



Q6 When you visit downtown Fort Bragg, how far are you willing to park from your destination?

Answered: 123 Skipped: 17

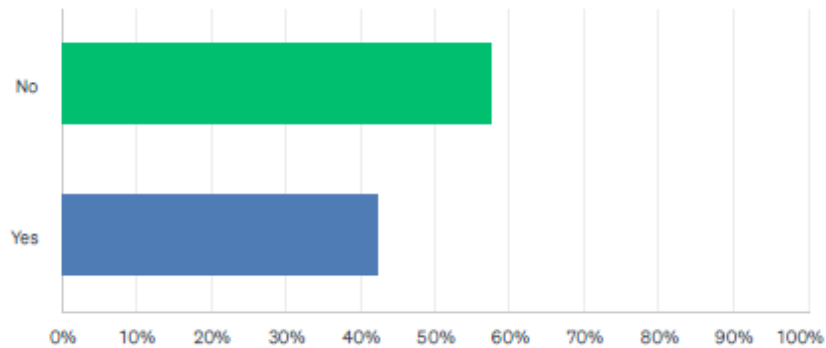


ANSWER CHOICES	RESPONSES	
Less than 1 block away	9.76%	12
1-2 blocks away	50.41%	62
3-4 blocks away	30.08%	37
5-6 blocks away	5.69%	7
More than 6 blocks away	4.07%	5
TOTAL		123



Q7 Have you noticed any private parking lots in or near downtown Fort Bragg that often have empty spaces during times when on-street parking is difficult to find?

Answered: 113 Skipped: 27



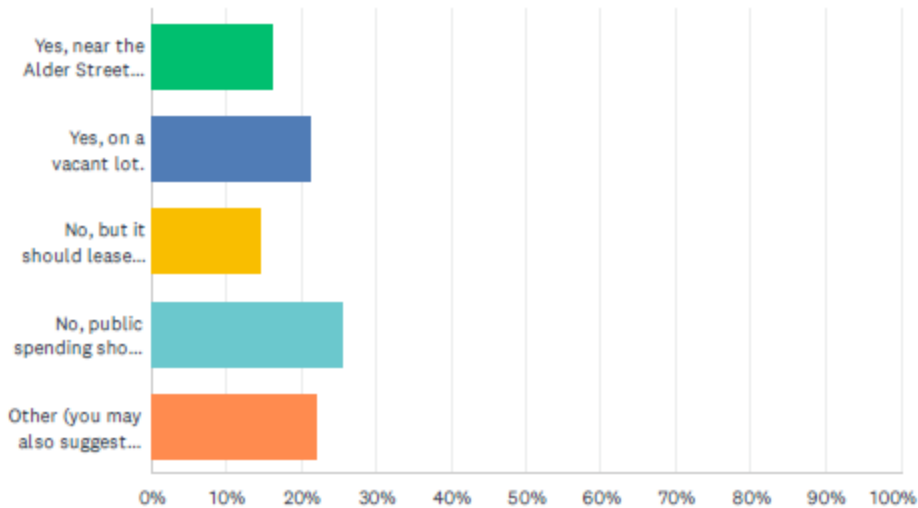
ANSWER CHOICES	RESPONSES	
No	57.52%	65
Yes	42.48%	48
TOTAL		113

Company Store
Across the street from Toscano auto repair, by the Presbyterian church 🏠
Behind city hall, skunk train parking lot, next to masonic hall.
Purity, credit union, skunk train, bank of America, un-signed parking off of Chief celeri
Purity, CFCU (and the one across Franklin, which I've noticed being roped off lately), La Bamba/ Sherer Mann, the one where the farmer's market takes place. Also on your average day lots of street parking on Franklin just north of Laurel.
On Main Street by Taka's
Never see private lots!
Parking lot behind Brewery, off of Main
City hall
Coast Hardware, Purity Supermarket
Lot by city hall, skunk train lot, south purity lot
Behind Scherer Mann, next to the yellow house remodeled by Matson, PG&E
Coast hardware
Small ones with alley access, such as at the brewery, and Purity market.
Credit Union parking lot, Amerigas, PG&E

Well House
Banks
Wellhouse West
Company Store parking lot, Skunk Train Parking Lot, Businesses parking lot when they're closed but their signs said for business parking only or towed away.
City hall parking lot; Skunk parking lot (either full or empty, mostly empty excluding summer peak hours).
The main parking lots downtown are often full, particularly around the train
Coast to Coast, Well House West, old Bof A Building 200 block N Main St, PG &E parking lot, purity market, city hall back lot
First Baptist Church @ Pine St. at Franklin-- used by a few folks going to Farmers Market on Wednesday afternoon.
True value
Pg&e
Footlighters, sears, well house west, Coast hardware, old bank of america
Behind company store, skunk train lot
The lot behind the old shell gass station, next to the Piaci lot.
Skunk parking area
Well house west, coast hardware,
Skunk Train Parking Lot
northwest corner of Franklin and Redwood
Coast Hardware
Purity, union lumber store, skunk train
Not aware of private lots
If they're private, why worry about them. They might be for residents of nearby buildings.
its private for a reason, not to be filled up with other employees
I know where to park so mostly I can find parking but not lately downtown during the day.
Skunk Train lot/between the brewery building and the Skunk Train
1st Community Credit Union
Purity Market, Community Bank, Old B of A building

Q8 Should the City purchase a new public parking lot to serve the downtown?

Answered: 117 Skipped: 23



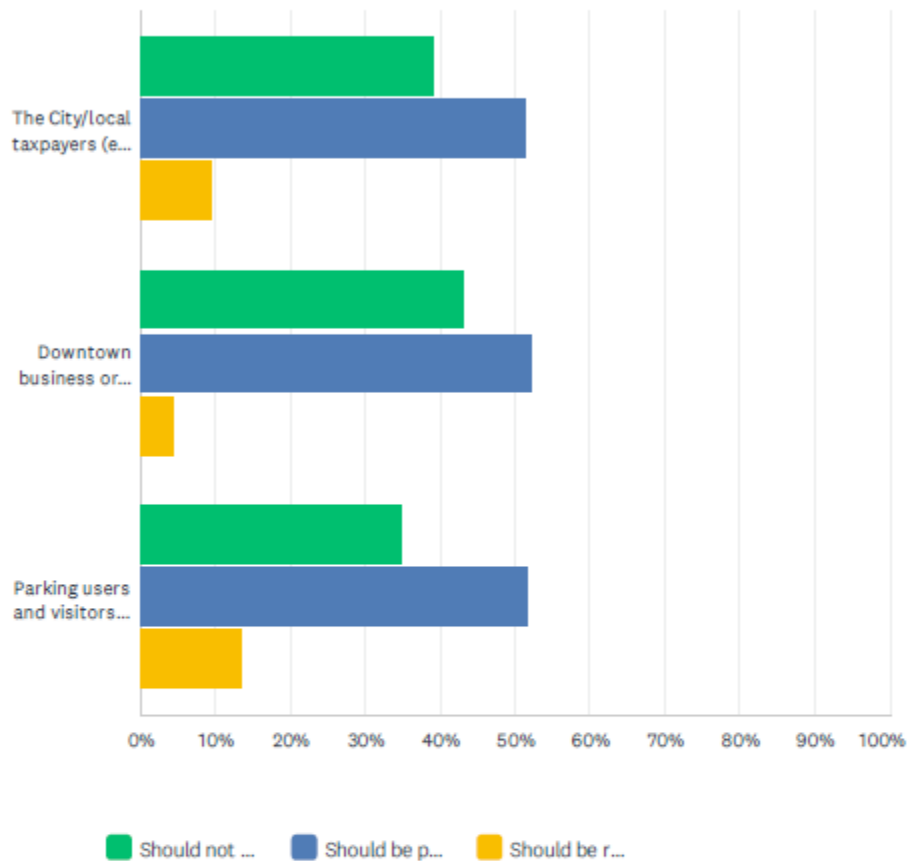
ANSWER CHOICES	RESPONSES
Yes, near the Alder Street Trailhead.	16.24% 19
Yes, on a vacant lot.	21.37% 25
No, but it should lease underused spaces from existing businesses so existing parking is used more efficiently.	14.53% 17
No, public spending should prioritize infrastructure for more sustainable modes of transportation (like walking and biking).	25.64% 30
Other (you may also suggest a specific parking lot location below)	22.22% 26
TOTAL	117

I think it's a little more difficult to find parking in the summer, with all the tourists in town. I think it would be an unnecessary expense to create more parking spaces; it would be better to use the resources to improve Franklin Street.
Having grown up in a major metropolis, I am used to having to park a ways from my destination and walk.
Yes, on Vacant lot or turn burned down building on main st. into parking lot/parking garage. Parking should be near redwood or laurel.
Farmer's market should not be on Franklin Street, it takes the needed parking downtown needed during the week.
My house is close entirely to walk to most of downtown for things like eating out for shopping I tend to go places with their own lots.
No to purchase or leases. Instead more focus should be on maintenance of buildings and creating events/places to visit for locals and visitors

Bus system should run from Ukiah to Fort Bragg later and vice versa to allow for workers to utilize public transit and visitors to stay long especially during summer and holidays.
No. Fix the streets
People should not be using private parking lots unless there going to that business, that owner is paying taxes and insurance on it. Unless the city wants to pay those bills for them.
Enhanced MTA electric shuttle throughout town would be a better use of funds.
we need pull through rv parking to get them off our streets blocking views of businesses. perhaps by alder
Open the lot by city hall on the weekends
I believe Main St Highway 1 should only be 2 lane . I lane each direction. The traffic moves too fast to be safe especially when drivers don't merger properly. Maybe there could be diagonal parking and provide a few more spaces. People in Fort Bragg won't park and walk a block. If they can't find a space they just won't shop.
Near Alder would be good but so would the lot at Redwood and Franklin. Not many spaces but if workers parked there then street spaces would be open to the public.
No. Fix the streets so it doesn't damage my car!
You guys need to get out more! Parking and transportation "issues" here are a non-issue. Focus on more important things like crime, drugs and gangs!!!!
There's an empty lot across and north of City Hall and others scattered nearby.
Take a larger view!! Keep cars parking for several hours OUT OF TOWN. Get 2 lots: one barely north of Airport Rd. & Hotels (ie industrial area), One South, very near Hwy 20 & Hwy 1 (ie behind Boatyard Ctr/trailer park/McDonalds).
Bus Dist staff (& others)park & ride electric busses. Then busses have various short routes to & from hotels, to: Downtown, and farther; beaches, Mendocino etc. Install "pay w plastic" parking meters in town! Locals could purchase bus & parking "Gift Cards" at greatly discounted rates, so tourism would fund a greater portion of the ride, and staff would pay a reduced rate to park near their workplace on those occasions when they have to deliver etc.
NO
Private cars and truck transportation is a big contributor to the Climate Crisis. I usually ride a bike to and from downtown Ft. Bragg from up by Pudding Creek Beach. The vast majority of the survey questions are for people driving cars and trucks. Prioritize more walking, biking, and bus riding.
Preserve what we have. Make no "improvements" that remove public parking in the downtown.
mark the spaces on the streets so cars wont be so spread out. could do diagonal but franklin is to narrow. Works great on Laurel
Enforce the street parking limits
Alder st is kindof far away for people with mobility issues.
I like the 4th option "public spending should prioritize infrastructure for walking" and want to use this space to advocate that you permanently close to cars the main block of Laurel, Franklin and Redwood so that only pedestrians can use those roads. If you needed to keep Redwood open I would understand that, but at least close a block of Laurel and Franklin, it will lose parking but the gain to the social atmosphere will be wonderful. You can see the positive energy during events when it is closed, and it could grow into so much more happening on those roads than parking. It could be gardens, outdoor seating, so much.
Yes Vacant lot set aside & yes Purity Market lease.

Q9 If additional downtown parking is developed, how responsible should each group be for the cost of providing it?

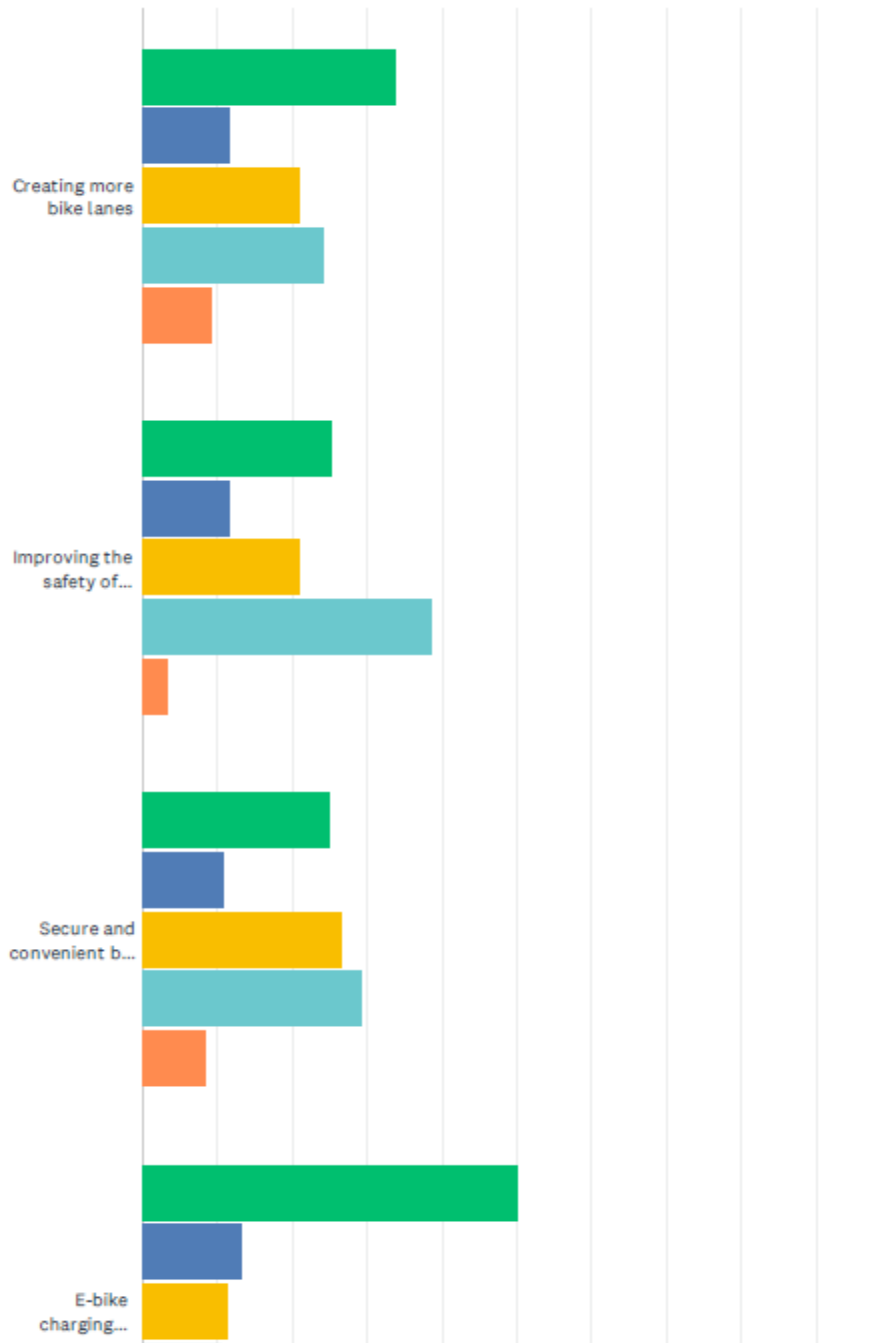
Answered: 119 Skipped: 21

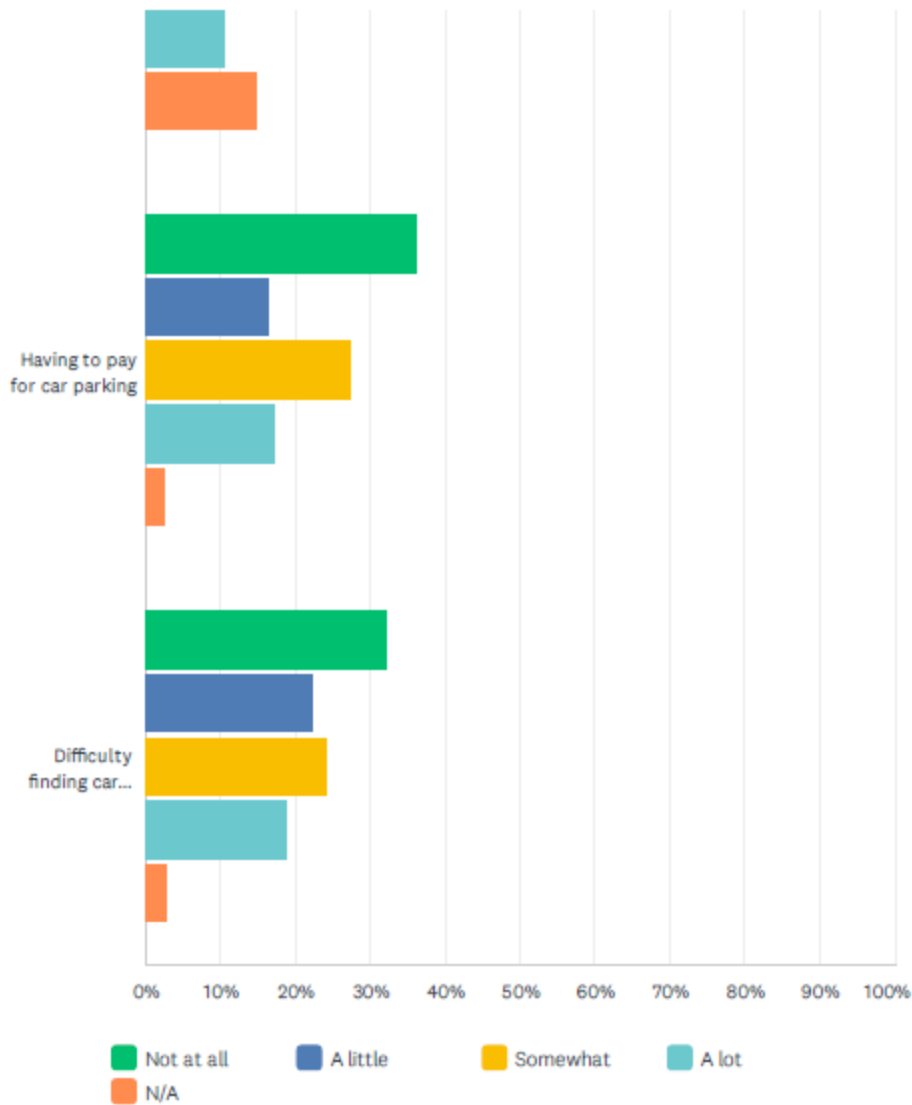


	SHOULD NOT HAVE TO PAY	SHOULD BE PARTIALLY RESPONSIBLE FOR COSTS	SHOULD BE RESPONSIBLE FOR THE ENTIRE COST	TOTAL
The City/local taxpayers (even though not all residents drive downtown, and non-residents also drive and park)	39.32% 46	51.28% 60	9.40% 11	117
Downtown business or property owners (even though fees may discourage some new businesses)	43.36% 49	52.21% 59	4.42% 5	113
Parking users and visitors (even though paid parking may discourage some people from visiting)	34.75% 41	51.69% 61	13.56% 16	118

Q10 How much would each of the following increase the likelihood that you choose to bike or walk to and from downtown?

Answered: 120 Skipped: 20





	NOT AT ALL	A LITTLE	SOMEWHAT	A LOT	N/A	TOTAL	WEIGHTED AVERAGE
Creating more bike lanes	33.61% 40	11.76% 14	21.01% 25	24.37% 29	9.24% 11	119	1.40
Improving the safety of existing bike lanes and pedestrian routes	25.21% 30	11.76% 14	21.01% 25	38.66% 46	3.36% 4	119	1.76
Secure and convenient bike parking	25.00% 30	10.83% 13	26.67% 32	29.17% 35	8.33% 10	120	1.65
E-bike charging lockers	50.00% 57	13.16% 15	11.40% 13	10.53% 12	14.91% 17	114	0.79
Having to pay for car parking	36.21% 42	16.38% 19	27.59% 32	17.24% 20	2.59% 3	116	1.27
Difficulty finding car parking near my destination	32.14% 36	22.32% 25	24.11% 27	18.75% 21	2.68% 3	112	1.30

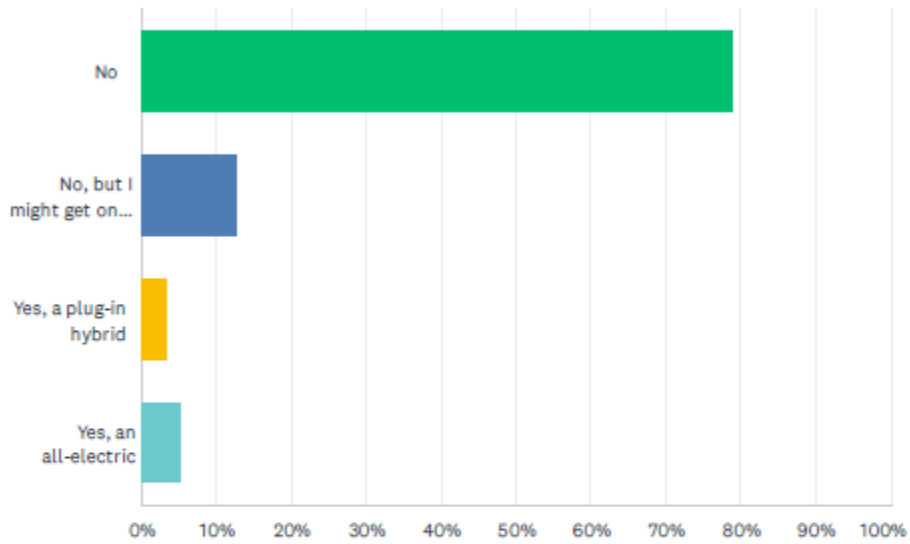
I live far enough from town that biking or walking is not an easy or safe option. I wouldn't mind parking and walking a few blocks on some occasions, but frequent wet weather is a deterrent.
not living so far from downtown
Parking just does not seem like a real problem. If overnight parking is a problem, ban it exc for those with permits bc they live downtown. Or allow 4 hour parking (but unlimited for downtown residents). Spending city money on parking seems silly to me, and any fuss about parking a solution looking for a problem.
It is particularly difficult to ride bikes on Franklin Street since it was narrowed to expand with width of the sidewalks .
I would just as soon walk. I hate driving down town. The only time I drive near down town is to go to Purity or the post office.
Choosing to walk or bike aren't options for the elderly or those with physical disabilities that aren't great enough to warrant a blue placard. Making them pay for parking when they have no other option is unfair.
There is barely enough room for cars! Where are you putting a bike lane??
We need more handicapped spaces
Downtown businesses are local taxpayers so having both local taxpayers/City and downtown businesses partially pay for parking lots would duplicate the burden on local businesses.
I live north of town. Hwy 1 is not safe for walking or biking to town. If there were a North of Town parking lot I would use it, then take a shuttle into town and enjoy walking, taking in all the benefits of our Coastal beauty & clean air! I'd probably notice & go into shops I've never been in before because they were not my intended destination.
I am in a wheelchair so i have to park. biking & public transportation is not an option for me.
Bike parking is minimum and sparse. But I still manage.
I imagine that when young people of 2040 look back at the adults of the earlier part of this century, including the 2020s, they will think we were extremely selfish to drive private vehicles so much.
It can be difficult, loud, and unpleasant walking to downtown from the south on Hwy 1. No protection north of the bridge on ocean side.
You can't easily get both more parking & more bike lanes. Instead, don't put bike lanes everywhere. Have a few primary bike routes with well protected lanes. Riders then get close to their final destination via the primary bike routes they can the finish on regular streets.
Food trucks offer a nice option for businesses who can't pull off a kitchen. It is good to encourage them, but they can make it difficult on streets & bike paths.
Consider whether you're making bike paths for local kids, all locals, or Hwy 1 riders since the routing, size, and such will vary a lot. Perhaps Caltrans will help.
Can you use parking more what was done for Carnival and Jamboree?
Access to the coastal trail for pedestrians is really flawed at Cypress. Glass Beach car parking is too crowded. Alder Street access is not well known, plus people wipe out on the awful street & parking lot leading to it.

All answers change if asked during "tourist weekends". No parking issue's normally only when town is full of tourists.
Improving existing parking lots, such as the Alder Street Trailhead lot would make access more pleasant by any means of transportation.
Most people are coming in from rural areas, so forcing people to bike or walk downtown by reducing parking would not be helpful in this area.
I absolutely think bike/walking infrastructure should be prioritized over more parking! The vast majority of the city is designed for cars, not people, and that should change!
If I can't find a parking spot a block or two from the place I want to go, I just go home and order on Amazon instead.
its easy to see where this is going.
More disabled parking closer to downtown. I don't come downtown much because there are very few disabled parking spots close or in downtown. Walking 6 blocks to and from a parking spot isn't possible.
I drive from Caspar and cannot bike
Green space for bike/walk along Franklin and circulator running from harbor to glass each especially in peak tourist season would be awesome. Connect South FB to the downtown area and improve the eyesore that is Franklin Street.
I like the idea of paid parking with an option for a local permit?

DRAFT

Q11 Do you have an electric vehicle (EV)?

Answered: 118 Skipped: 22

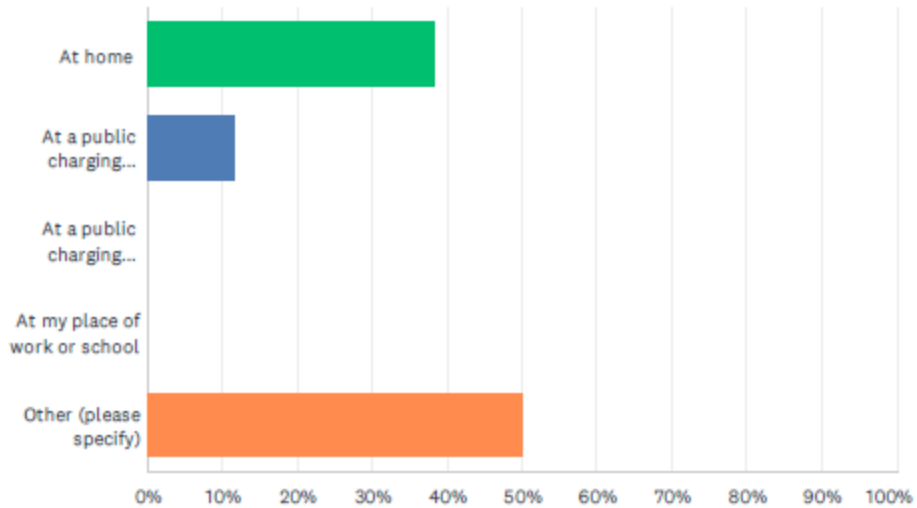


ANSWER CHOICES	RESPONSES	
No	78.81%	93
No, but I might get one if there were better charging infrastructure	12.71%	15
Yes, a plug-in hybrid	3.39%	4
Yes, an all-electric	5.08%	6
TOTAL		118



Q12 Where do you most commonly charge your electric vehicle?

Answered: 26 Skipped: 114



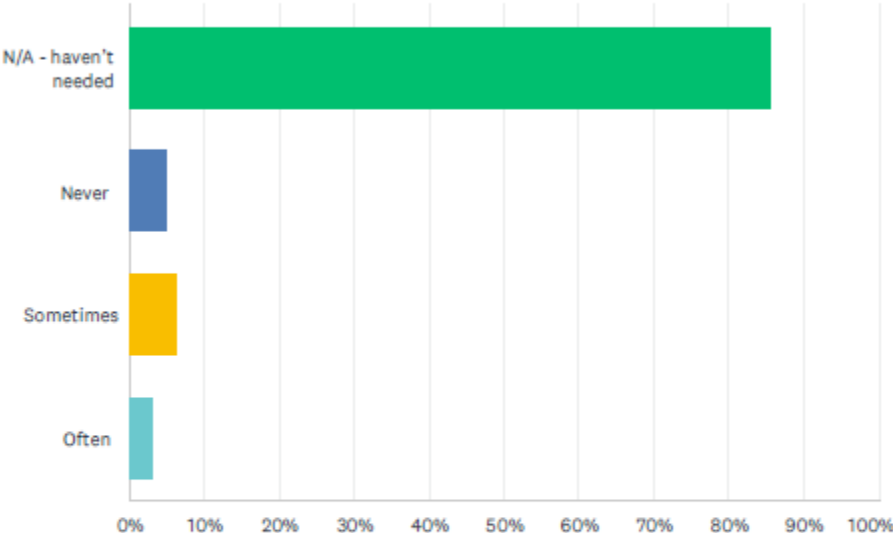
ANSWER CHOICES	RESPONSES
At home	38.46% 10
At a public charging station in Fort Bragg	11.54% 3
At a public charging station OUTSIDE of Fort Bragg	0.00% 0
At my place of work or school	0.00% 0
Other (please specify)	50.00% 13
TOTAL	26

N/A
N/A
not applicable
n/a
Nowhere
not planning to use electric vehicles
I have a non-plug-in Prius
Downtown is very difficult to find a spot, but since we live here we charge at home. Would hate to be a visitor trying to find a spot, especially if they weren't staying at a hotel with charging station. Before we lived here we would leave our car overnight at the place by city hall. Wasn't easy.
N/A
N/A
Do not have an electric vehicle
N/A

N/A

Q13 Do you have difficulty finding public electric vehicle charging in Fort Bragg?

Answered: 62 Skipped: 78



ANSWER CHOICES	RESPONSES	
N/A - haven't needed	85.48%	53
Never	4.84%	3
Sometimes	6.45%	4
Often	3.23%	2
TOTAL		62

Q14 Please list one or more locations where you would like to see electric vehicle chargers installed in Fort Bragg. You can list destinations or specific addresses.

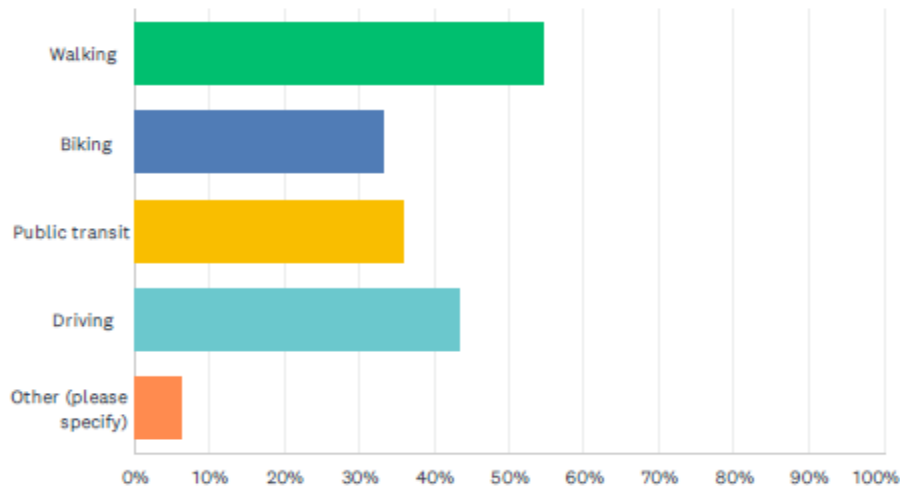
Answered: 30 Skipped: 110

More chargers near the train
Skunk train

Any new installation point would be fine. The current downtown location has limited access and are frequently misused and unavailable due to other persons using the space for their gas vehicle due to lack of parking.
I'm sure it would be nice for people who are here from out of town to have access to DC fast chargers that are not exclusive to Teslas in the Safeway and harvest market parking lots.
I don't care where you put it, I will never own an EV!
Every public parking lot and lots on like minded businesses
Don't have ev
Skunk train/brewery parking lot, burned down auto repair on Main St, rite aid parking lot
north side of city
City Hall
Not needed for now.
Next to NC Brewery—where you already have had one in the past. In the area of Down Home and the Coast Cinema.
hopsital, police station, coastal trail
Library, Bainbridge Park, City parking lot and Starr Crnter.
The old gas station on main street
As many as possible in any new parking lots.
no place
Hotels, Grocery Outlet. Most EV owners charge at home. Locals wouldn't need to charge in the daytime in town. Although Hotels might choose to install some for their customers, currently we have enough "Tesla only" charging stations! "Charge Point" charging stations can accommodate many EVs.
CV Starr community center
Skunk Train parking lot(s)
The parking lot for theSkunk Train. the parking lot by Coast Tires and Rite Aid. Dana Gray and FB high parking lots.
Company store, Skunk Train
coastal parking lots would be nice though that wouldn't help local businesses. Harbor. Encourage people to stop to charge and spend locally.
Safeway and Harvest Mkt; Skunk parking area
Skunk Train & Alder Street Trail Head
Glass Beach Parking Lot
none this is a huge hoax
Safeway, Depot Mall parking
We don't have one yet
A corner of the old Bank of America building parking lot.

Q15 What modes of travel do you think the City should prioritize making more convenient for accessing downtown in the future? (Pick up to 2 choices.)

Answered: 108 Skipped: 32

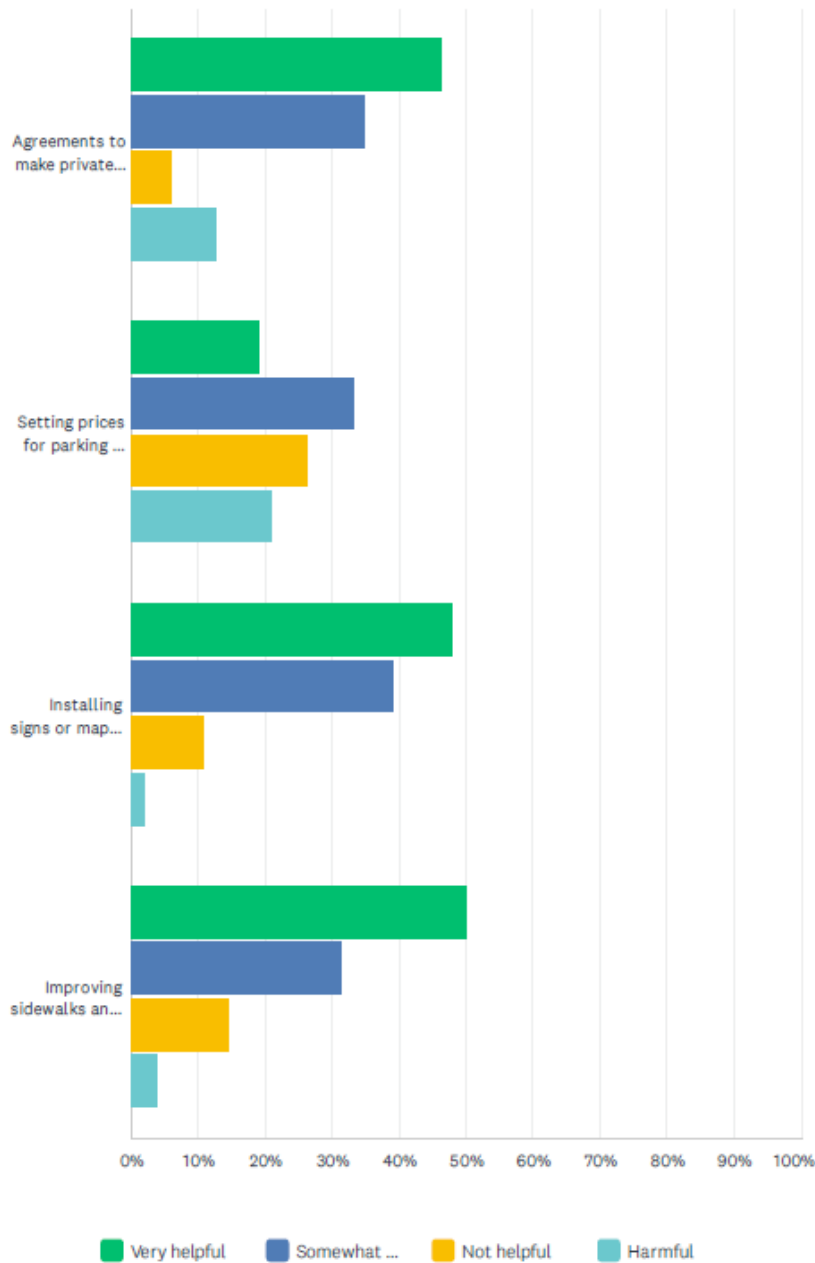


ANSWER CHOICES	RESPONSES
Walking	54.63% 59
Biking	33.33% 36
Public transit	36.11% 39
Driving	43.52% 47
Other (please specify)	6.48% 7
Total Respondents: 108	

I think the current mix is fine. I think bikers probably have to walk their bikes downtown, but i don't see why that's a problem.
Free shuttles
There are FAR more important issues!!!
It is easy to say walking is best but if you can't walk very far at one time and need to sit frequently I would encourage more benches be placed around the downtown again.
Free Shuttle bus that makes a loop around the greater downtown
Until vacant shops are reopened there will be no need to improve accessibility.
parking

Q16 Below are possible strategies the City could take to improve access to Downtown Fort Bragg. Please share whether you think each one would be very helpful, somewhat helpful, not helpful, or potentially harmful.

Answered: 104 Skipped: 36



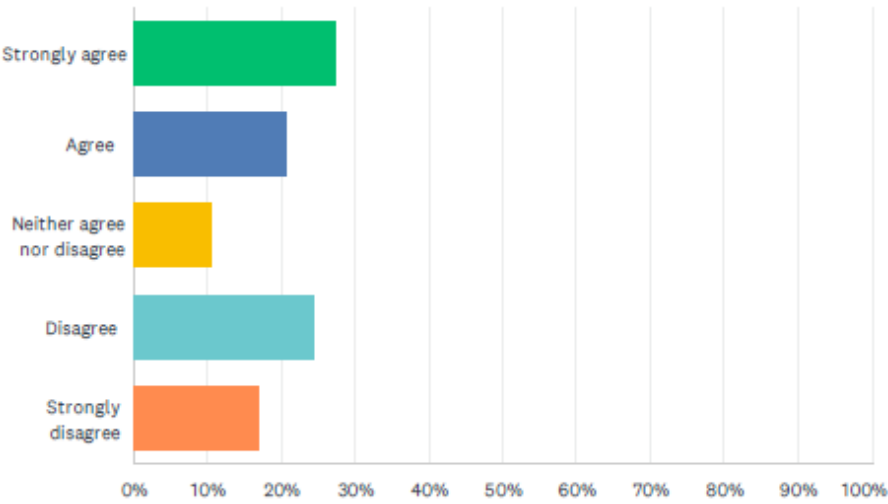
	VERY HELPFUL	SOMEWHAT HELPFUL	NOT HELPFUL	HARMFUL	TOTAL
Agreements to make private parking lots shared and open to the public	46.53% 47	34.65% 35	5.94% 6	12.87% 13	101
Setting prices for parking in the busiest areas, just high enough to ensure 1-2 spaces are usually available on every street	19.19% 19	33.33% 33	26.26% 26	21.21% 21	99
Installing signs or maps showing the public transportation options and bike routes available	48.04% 49	39.22% 40	10.78% 11	1.96% 2	102
Improving sidewalks and bike infrastructure/bike parking	50.00% 51	31.37% 32	14.71% 15	3.92% 4	102

Better utilizing the public parking lots we have in the downtown area and reinforcing the use of those while creating pedestrian-only areas of town.
Enforcing parking times - utilizing parking tickets or meters
People who want to ride a bike will do so. I don't recall seeing the downtown bike racks full. But there is definitely a lack of available parking spaces for autos since we have become so dependent on tourism. Why isn't improved/expanded public transportation included as a strategy?
There is parking because there are alot of empty buildings
Purchase parking lots 2 to 3 blocks from CBD.
no 15 minute cities
Just start charging for parking in all areas of downtown, other cities do it... people are accustomed to it.
Build more bike lanes, make walking better by expanding sidewalks and protecting them from cars. Making more streets that are just for pedestrians and bikes.
I don't think it is obvious where visitors on foot should go. What is the downtown. Where does downtown end as you go southward. Is the theater in it? What about small shopping center w/ DMV on Franklin, starbucks, etc? How do they relate?
Going other way, what about Denny's and Overtime Brewery area?
In middle, Skunk Train complex is oddly not mentioned.
My point is that people like to wander around downtown. If they knew there were destinations on foot, they would be more confident to go visit them on foot.
If you do these further locations, be sure to allow longer parking.
We know people park overnight as they travel up & down the coast or live out of their cars. As a result, these car dwellers make messes, pee and more all over the place. Would it make sense to give them a couple designated places where they could, and have porta potties. Not sure if good idea, but a suggestions.
Finally, get rid of the cars that get dumped long-term at lots.
Increasing public transportation options-- if a bus only runs a few times per day, or only travels half the necessary distance, people will opt for convenience and drive instead.
When the city decided to make Franklin street so narrow it erased the opportunity for safe bike lanes.

Bikes are pushed to a too narrow Franklin Street now
enforce time limited parking spaces in busiest areas at busiest times
I think we do have plenty of access to Fort Bragg, I really do feel the main blocks of Laurel and Franklin should be closed to cars.
Improving the deplorable state of the sidewalks on Main and Frankin from the Skunk Train and to Franklin and Main to Walnut.

Q17 Please rate the extent to which you agree or disagree with the following statement: "On-street public parking should be prioritized over other potential uses of the public right-of-way (such as bike lanes, transit stops, curbside dining, food trucks, street fairs, commercial delivery, etc.) in the busiest areas of Downtown and/or at the busiest times."

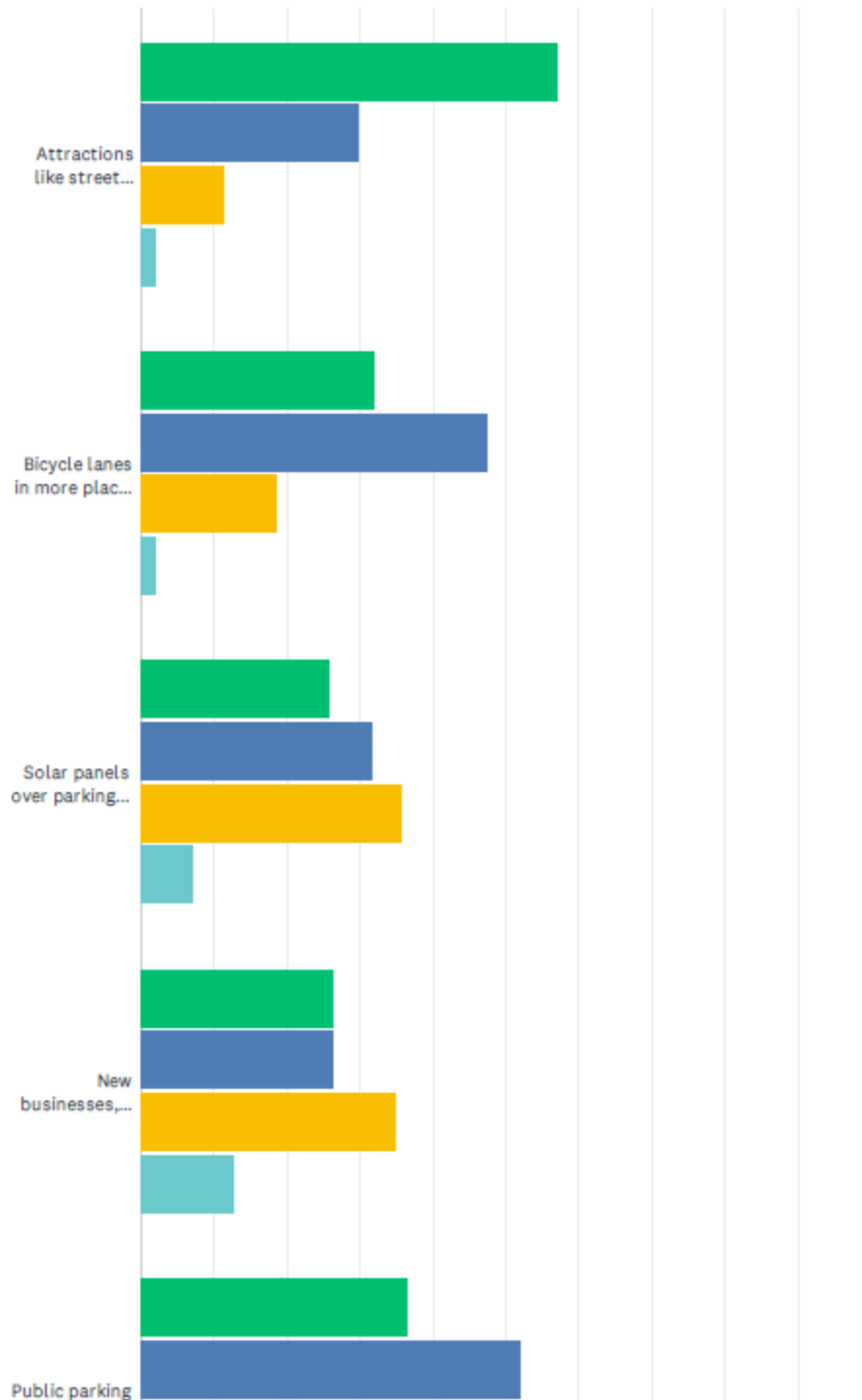
Answered: 106 Skipped: 34

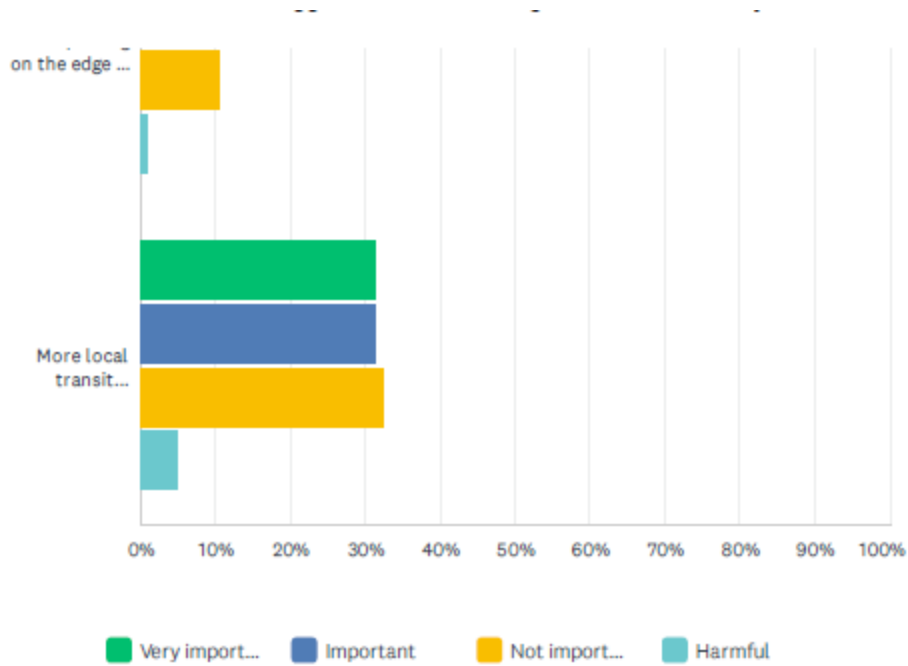


ANSWER CHOICES	RESPONSES
Strongly agree	27.36% 29
Agree	20.75% 22
Neither agree nor disagree	10.38% 11
Disagree	24.53% 26
Strongly disagree	16.98% 18
TOTAL	106

Q18 How important do you think it is important for downtown Fort Bragg to have:

Answered: 107 Skipped: 33





	VERY IMPORTANT	IMPORTANT	NOT IMPORTANT	HARMFUL	TOTAL
Attractions like street festivals, food trucks, and outdoor dining	57.01% 61	29.91% 32	11.21% 12	1.87% 2	107
Bicycle lanes in more places and/or that are better protected	32.04% 33	47.57% 49	18.45% 19	1.94% 2	103
Solar panels over parking to charge electric vehicles	25.74% 26	31.68% 32	35.64% 36	6.93% 7	101
New businesses, housing, or green space in place of parking lots	26.21% 27	26.21% 27	34.95% 36	12.62% 13	103
Public parking on the edge of Downtown for everyone to use	36.54% 38	51.92% 54	10.58% 11	0.96% 1	104
More local transit options, such as an electric downtown circulator	31.37% 32	31.37% 32	32.35% 33	4.90% 5	102



Q19 Please share any additional ideas, opinions, observations, or insights for the City to consider when evaluating parking and access strategies for Downtown Fort Bragg.

Answered: 34 Skipped: 106

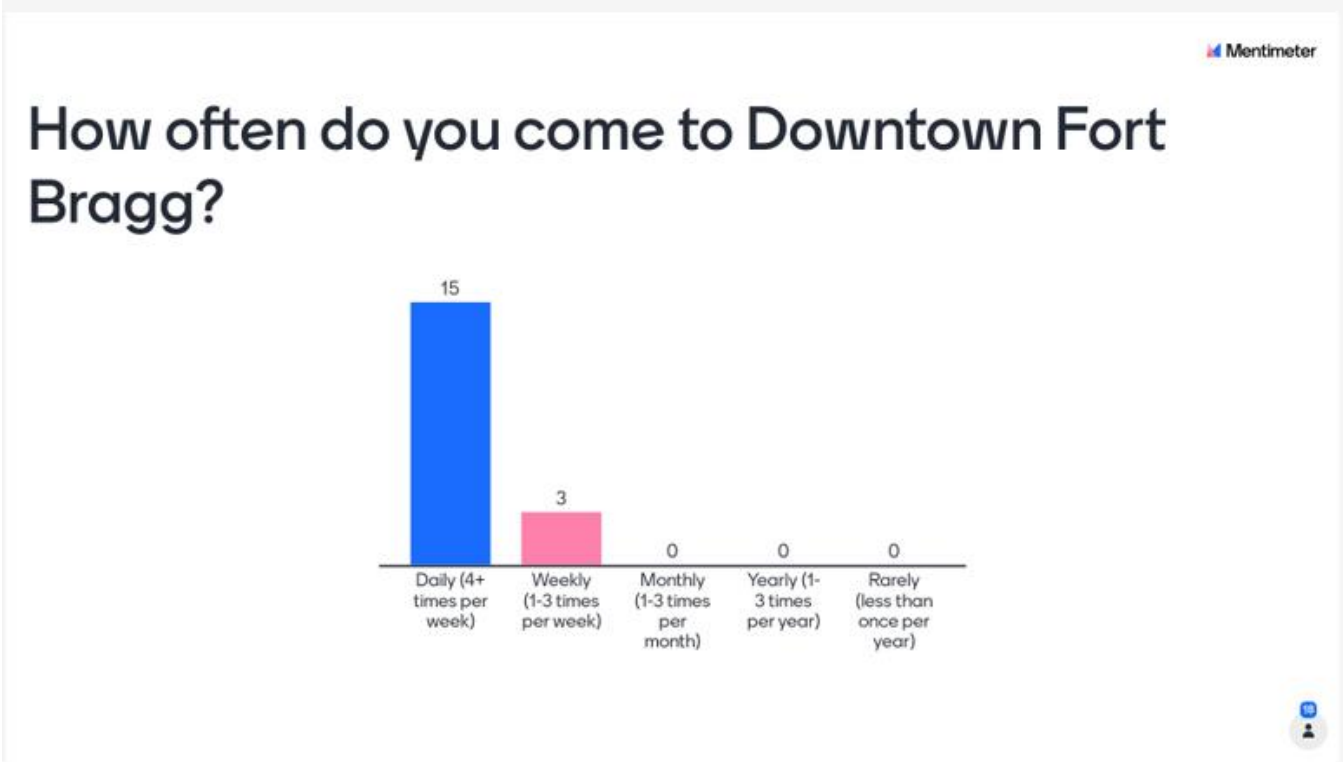
Improving Franklin Street would be fabulous for the residents of Fort Bragg
I believe it's most important to prioritize gathering spaces and event opportunities otherwise there's not much reason to be in the downtown. A balance between parking and bicycle lanes would be great, keeping in mind safe options for handicapped folks.
It cannot be overstated how beneficial it would be for our town to de-emphasize parking and automobile travel and to prioritize walking and biking. The health and safety of our population both mental and physical, the revenue of local businesses, the beauty of our city, and our impact on the environment could all be greatly improved by thoughtful leadership in this area.
There are so many empty stores in the downtown area, so why the urgency for more parking?
I sometimes use the lot by the skunk train. Mor signs for visitors to find way around walking & parking
Street fairs/festivals are very different from food trucks and outdoor eating. I think street festivals should be rare. I think food trucks as a regular thing would be fine. I think the taco truck has been a good addition and see no downside.
More bike racks of parking
Sonoma County is offering FREE shuttles for in town and to and from beaches. Let's get the Parks involved to get people off the roads and let people ride public transportation. This includes workers who live in other areas and have to drive vehicles.
Bump out sidewalks are a waste of space and not in the historical ambiance of F.B
We have a trolley but I never see anyone on it. it doesn't appear to have a posted schedule and appears only randomly.
Let me emphasize the above. Enhanced electric shuttle and more charging stations.
Thank you for doing this!
We will never fill our empty shops downtown if rents don't come down, landlords need to help renters. We need some box stores to help with jobs. Maybe on the out skirts of town. Things must change. We can't have name brand shops but we can have flea bag motels.
Improve the survey questions. Question #18 is worded weirdly and if you ask random people on the street about an electric downtown "circulator" you'll likely get a puzzled look. Most people don't use or know that term.
Public transportation is sorely lacking in this country, county and here in Fort Bragg. A circulator is our best option for improving access to areas of downtown without creating additional problems.
Our CBD is very compact so major parking efforts are not critical. Pubic transportation routes from campground to the CBD and other local attractions could be helpful especially in summer. If new parking lots are constructed install permeable road surface.
Eliminating the delivery zone on E Redwood on the south side of the street.
No agenda 2030!

It is very important to end the use of parking lots as a place to eat
I think our downtown is small enough to walk/ride around. I usually do not have to park further than two blocks from destination. I can get around pretty easy by bike.
MORE BIKE RACKS
Sorry. I can't make it to the meeting on Thursday.
Famers market is good for town once a week. Street events are good no more than once a month. We must maintain the ability to drive thru town by car or truck if we want to keep alive as a tourist destination. Trucks must be able to deliver (to side streets and alleys) and vacationers must be able to drive thru. It is absolutely essential that Main Street remain accessible to cars and trucks and does not get overtaken by pedestrians and bikes.
I have lived in and around Fort Bragg my entire life and I have never had trouble finding parking. I have however noticed that the streets are wide and the sidewalks narrow. I would spend more time and money downtown if it was able more freely walk and bike around.
I marked bicycle lanes as not important. I want them but don't put them everywhere. That would be a big mistake.
Figure out something on mill site. It would help things a bunch.
What is Downtown Fort Bragg, and what is the rest of the commercial area that is left out? Give the other parts an identity too since there is too much emphasis on just downtown businesses.
When you're on foot, you want to know that there is something ahead of you. There are too many blocks near downtown that lead to businesses, but they discourage people from walking further since they have ugly empty lots with weeds.
Highway 1 is not pleasant to walk along. Are there towns that do it better somehow?
Considering possible development of former GP land, consideration must expand to encompass that area and traffic flow.
Bring back meter parking and someone to over see the 2 hour parking limit
The biking infrastructure side should certainly be improved. I appreciate how the sidewalks in a lot of places include bulbouts now, and bike lanes would be excellent particularly with painted colored lanes.
What demonstrated quantified problem are you trying to solve? Downtown revitalization should focus on shuttered buildings and rent gouging first. Then you might need more parking.
If I can't find a parking spot a block or two from the place I want to go, I just go home and order on Amazon instead.
Fort Bragg has more important issues to deal with. Get out of the way of business.
Enforce parking laws would help. Mark parking spots on pavement and ticket people who take up 2 spots
Utilize under-developed areas in South Fort Bragg for public parking, and create attractive green walking/bike lanes along Franklin to unify with South FB with the downtown area. Add circulator shuttle.
I don't know what an electric circulator is but I live and work in town and parking is challenging especially when the tourists are around. Hopefully we will have more tourists, not less so this issue is timely. Especially on farmers market day (which I love) and also with the new brewery.

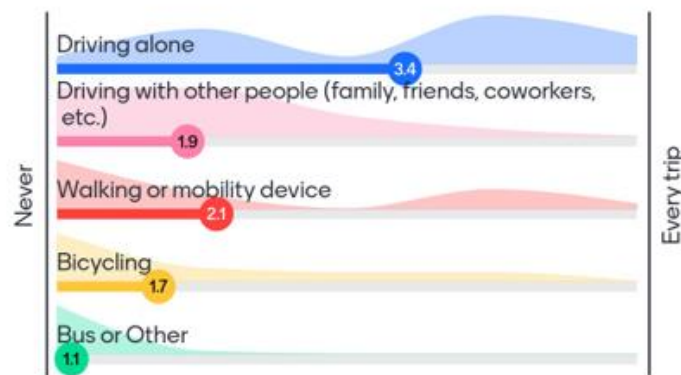
I feel if there were more transportation options in Fort Bragg, more people would attend events, especially at night time.
I am frustrated that your survey doesn't include anything about this idea that roads could be closed to cars. This idea is not new, it has been circulating for a decade to my knowledge, and this survey would be a perfect place to include it. You are not including it as an option and now you won't know how many people want it.
Repair/resurface S Franklin to Franklin at City Hall.

DRAFT

Sub-Appendix A2: Community Town Hall Mentimeter Presentation Results



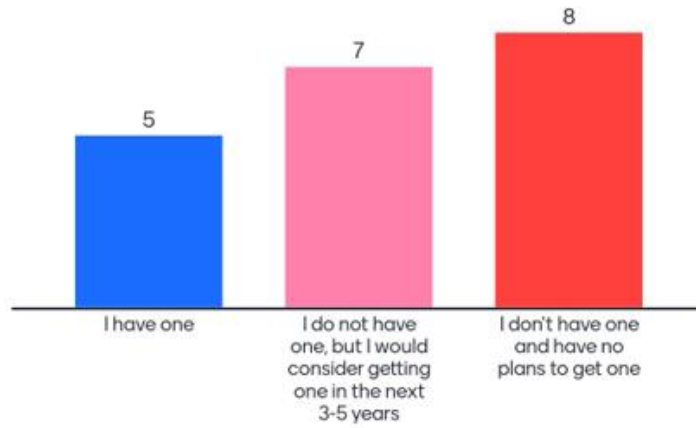
Please rate how often you use each method to get to and from downtown:



When I drive to downtown, it's easy for me to find parking:



Electric vehicles



What opportunities do you see for improving people's access to Downtown Fort Bragg?

18 Responses

- Limit parking times
- Park outside of town. Use transit!
- Create more 24/7 parking
- Create a 3-4 hour parking limit, curbside... And enforce
- More parking lots close to downtown. Do not take away any parking that already exists.
- Require City staff to not use up nearly all of the public parking spaces
- Better utilization of existing parking lots. Shares business parking. Education for employees in the CBD
- Improve pedestrian experience and streetscape
- Weekend/event bus transport from external parking



What opportunities do you see for improving people's access to Downtown Fort Bragg?

18 Responses

- More bathrooms with better baby changing
- Trams & use of flat space
- City should buy land for parking.
- Bike lanes and better bike parking infrastructure
- Alternate route other than US 1 for northbound/southbound traffic. A parkway of sorts with limiting the traffic that just wants to pass through
- Parking on mill site.
- Having available space to open a business.
- City buy land for parking.
- If you want a walking downtown, let pedestrians know where they should go. It isn't clear where visitors should go (beyond a couple blocks).



If you had more formal district parking, who would be the best people to use it?



What strategies would you support to improve access to Downtown?



Please list any locations you think EV charging would be useful for the community:

15 Responses

- Curbside charging on the edges of CDB.
- Coastal Trail, highway 1, skunk train parking lot
- Outskirts. At least two blocks or more from the CBD.
- Everywhere & induction pads
- A few in parking lots
- Outside of down town
- All public buildings such as grocery, hospital, schools. Then millsite coast trail is perfect for hikers.
- Lots. Not curbs. Existing van lots that could be tuened into lots plus EV stations. Old gas storon lot could be parking
- Motels, grocery stores, a couple at each parking lot at edge of town



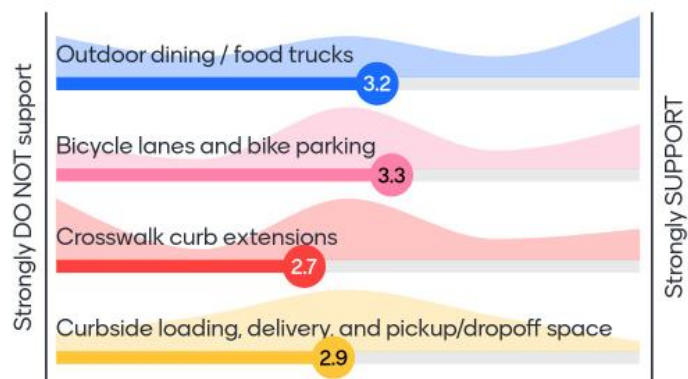
Please list any locations you think EV charging would be useful for the community:

15 Responses

- Boatyard shopping center, safeway, city hall
- The Police Department lot and any new centralized parking lots
- Different strategy for ev charging for locals vs tourists.
- Downtown not recommended.
- Hotels
- Put charging on the outskirts and in longer term lots

15

Uses of the curb: *Some* street parking in downtown could become:



18

Please share additional thoughts on downtown access and parking:

10 Responses

Pedestrian-only downtown. Lots of restaurants and stores and vegetation. Shuttlebus from external parking.

We need what we already have. We need to develop more parking. City buys lots? Laurel could be people only? Shuttles. Teach visitors where to park.

Complete Streets. Parking on outskirts of district, better street lighting to parking areas, incentivizing employees to park on district boundaries, multi-modal transportation facilities.

City needs to somehow ask downtown merchants/employees to not park right downtown, where customers need to park.

Optimization across current & reasonably foreseeable future. Leeway for hand over fist approach?

Complete street elements

Signage to where parking is

European public square paradigm. Mexican side street paradigm.

Parking lots on the North (Industrial area) and South (Hwy 20) of town. Grant funded transit. Perhaps Redwood Ave. could become oneway westbound = parallel parking. Its in between two eastbound oneway streets.



Please share additional thoughts on downtown access and parking:

10 Responses

Bus fare & plastic pay parking meters can shift some of the expense burden to tourists Locals can buy passes for both at greatly discounted rates. Our transit can facilitate carpooling to town



Sub-Appendix A3: Community Town Hall – Verbal Comments Recorded

- Downtown EV charging spaces may be occupied too long or left empty. Other charging locations might make more sense.
- The study should consider whether EV charging generates revenue to offset its costs.
- Alleys are an asset for loading/deliveries.
- Outdoor dining could be non-permanent. Structures could have removable covers. Some owners may have concerns non-customers would use the space.
- People might appreciate dedicated bike lanes, or bike share so people could borrow bikes.
- Planning will require compromise.
- Would be helpful to have data:
 - # of people living downtown
 - # of employees parking downtown (and where)
 - current use of transportation opportunities
- Focus on making Highway 1 enticing so visitors stop.
- Shutting down blocks for outdoor dining can attract visitors.
 - could be temporary
- People who can't find parking downtown may go elsewhere.

- Unity would help the City solve issues.
- Discourage long-term RV parking downtown.
- Consider parking easements at underutilized lots to increase public parking supply.
- Limit downtown parking to promote walking and support businesses.
 - (For tourists)
- Consider an electric shuttle bus. (For employees too)
 - ↳ also attractive + fun, can increase tourism
- Many who park stay a long time; they could park outside the downtown. Meters and providing ^(free) buses could incentivize.
- Families with young children may not feel safe parking and getting out at the curb.
- People in the outskirts may take their business elsewhere or order online if coming downtown is inconvenient.
- "Grab-and-go" businesses like coffee shops require parking; people are less likely to take the bus.
- Half-hour or three-hour spots could help.
 - ↳ different limits for different areas
- First offenders could be given a warning. But, there may be practical constraints to hiring enforcement.
- Parking lots would be an asset during festivals.

- Parking is harder to find during tourist season.
- Elderly customers would appreciate better downtown parking availability.
- Employees sometimes park all day in prime spaces.
- Having plug-in charging in peripheral locations could encourage employees to park a few blocks from work.
- Two-hour parking is not enforced.
- Parking meters could help. Residents could have a local rate.
(Surrounding communities should also be considered "local.")
- There are safety concerns walking late at night.
- Acquiring a new parking lot would help.
- Plans should consider future growth.
- Private lots sometimes fill up with non-customers, and those businesses need parking options for over 2 hours.



Prepared for the City of Fort Bragg

Appendix B: Planning Context

Downtown Comprehensive Parking Strategy

April 2024



WALKER
CONSULTANTS

Appendix B Planning Context

Planning Context

This Planning Context section provides an overview of the existing planning goals and policies, zoning and land use regulations, development standards, and parking enforcement regulations and practices. It also provides an overview of the City's current and planned multimodal transportation options that relate to access and parking demand. Finally, it concludes with relevant demographics and a discussion of how growth may affect the study area in the future. The Planning Context chapter findings inform recommendations for Downtown Fort Bragg.

Relevant Planning Goals and Policies

This subsection highlights General Plan policies and programs that are relevant to downtown access and parking management. It also reviews the Citywide Design Guidelines as they relate to parking and the Central Business District, and it summarizes the recommendations and strategies from other related planning efforts, including the Street Safety Plan and the Central Business District Revitalization Plan. This report's recommendations are designed to support the General Plan policies and complement the specific strategies developed in other plans.

General Plan Policies

The Fort Bragg City Council adopted the Inland General Plan in 2013. The Plan regulates land use for inland properties that are within city limits but that are not in the Coastal Zone. The Coastal Zone is accounted for in the Coastal General Plan, which was adopted and certified by the Coastal Commission in 2008. The goals, policies, and programs in the Inland General Plan and Coastal General Plan are not identical but largely overlap. The Circulation Element and Community Design Element subsections below highlight relevant policies and programs from the Inland General Plan; most are also included in the Coastal General Plan.

Circulation Element

The Circulation Element contains policies and programs related to improving the transportation system throughout the City, including in the Central Business District. The Element has a strong emphasis on improving access via walking, biking, and shared mobility. It calls for the development of priorities related to parking, and for actions that will increase the land use efficiency and user-friendliness of the parking system. It suggests the City coordinate with regional entities and pursue grant funding for some projects and also calls for new development to pay its fair share of transportation improvements. Circulation Element policies and programs of relevance to this report include:

- **Policy C-1.1:** Balance the need of all users. The City shall balance the need to increase motor vehicle capacity with the need for complete streets that provide facilities for bicycle and pedestrian circulation and commercial viability.
- **Policy C-1.2:** Walking and bicycling shall be considered an essential and integral part of the city's circulation network.
- **Policy C-5.1 Community Priorities for Transportation Improvements:** Place a higher priority on maintaining a sense of place and enhancing the attractiveness of the Central Business District than on efficient traffic flow and movement.

- **Policy C-5.2 Franklin Street:** Ensure that Franklin Street in the Central Business District is maintained as a pedestrian-oriented corridor with safe vehicular and pedestrian traffic patterns.
- **Policy C-6.1 Additional Off-Street Parking:** Continue to construct additional off-street parking spaces in the Central Business District.
 - Program C-6.1.1: Continue, and update, as needed, the City's parking in-lieu fee program for the Central Business District.
 - Program C-6.1.2: Define priorities for the acquisition of property and the construction of additional parking facilities.
 - Program C-6.1.3: Encourage the use of reciprocal access agreements and interconnecting off-street parking and circulation between adjacent commercial uses.
 - Program C-6.1.4: Develop a comprehensive signage program within the Central Business District to direct vehicles to off-street parking areas.
 - Program C-6.1.5: Develop incentives for employers and employees to park off-street in the Central Business District.
- **Policy C-7.1:** Improve and update parking regulations in accordance with best practices and smart growth principles.
 - Program C-7.1.1: Revise the Inland Land Use and Development Code to reduce parking requirements for: 1) affordable and senior housing developments; 2) commercial and mixed-use projects within a reasonable walking distance of downtown; and 3) small infill projects in areas with an abundance of on-street parking.
- **Policy C-10.1 Encourage Transit Use.**
- **Policy C-11.1 Continuous Sidewalks:** Require an uninterrupted pedestrian network of sidewalks, with continuous sidewalks along both sides of streets. New development shall provide sidewalks along project frontages to close gaps in the City's sidewalk network.
 - Program C-11.1.2: Work with the Mendocino Council of Governments and Caltrans to construct pedestrian walkways over the Hare Creek and Pudding Creek Bridges. These facilities may qualify for Transportation Enhancement Activities (TEA) funding available through Mendocino Council of Governments (MCOG).
- **Policy C-11.5 Pedestrian Paths:** Develop a series of continuous pedestrian and multi-use walkways throughout the commercial districts and residential neighborhoods.
- **Policy C-12.1 Comprehensive Bikeway System:** Establish a comprehensive and safe system of bikeways connecting all parts of Fort Bragg.
- **Policy C-12.2:** Improve and expand bicycle facilities and infrastructure according to the City's Bicycle Master Plan and the Residential Streets Safety Plan recommendations.
 - Program C-12.2.3: Complete the bikeway system as indicated in Map C-2: Bicycle Paths with parking-in-lieu funds, dedications, grant funding, traffic impact fees, and other means, as appropriate.
 - Program C-12.2.7: Promote and encourage bicycling as a method to reduce the City's impact on climate change.
 - Program C-12.2.8: Utilize dedications, grant funding, traffic impact fees, and other means, as appropriate, to acquire rights-of-way needed for a comprehensive bikeway system as described in the Bicycle Master Plan.

- **Policy C-12.3:** Require new development to provide on-site connections to existing and proposed bikeways, as appropriate.
- **Policy C-12.4:** Require new development, redevelopment, and significant renovation projects to provide superior bicycle/bicyclist support infrastructure.
 - Program 12.4.1: Consider revising the Inland Land Use and Development Code to reduce parking requirements for projects that facilitate employee/customer bicycle use beyond current code requirements by providing: indoor or covered bike storage, lockers for personal belongings, changing rooms and showers, and/or bicycles for employee use.
 - Program 12.4.2: Update the bicycle parking guidelines in the Citywide Design Guidelines. Consider requiring larger “vehicle prints” for bike parking and bikeways that accommodate bike trailers for carrying children, dogs, parcels, groceries, freight, etc.
- **Policy C-12.5: Bicycle Parking:** Provide adequate and secure bicycle parking at bus stops, schools, the library, parks, City offices, and commercial areas.
- **Policy C-12.8:** Improve continuity and connections between the City’s bike facilities and those of the County and State.
 - Program C-12.8.1: Produce and distribute a map illustrating all local and regional bicycle routes, facilities, and important destinations.
- **Policy C-15.1 Development to Pay its Fair Share:** Require new development to pay its fair share of transportation improvements to maintain levels of service and traffic safety in the City.
 - Program C-15.1.1: Develop a City-wide Traffic Mitigation Fee Program.

Community Design Element

The Community Design Element contains policies and programs related to maintaining community vibrancy and a strong sense of place. Many policies focus on the Central Business District in particular, and support adaptive reuse and economic vitality, pedestrian activity, parking availability, distinctive signage, and public gathering spaces. Community Design Element policies and programs of relevance to this report include the following:

- **Policy CD-2.1 Adaptive Reuse:** Facilitate the adaptive reuse of existing older buildings in the Central Business District.
- **Policy CD-2.2 Pedestrian Activity:** Encourage increased pedestrian movement and activity in the Central Business District.
 - Program CD-2.2.1: Continue to support the operation of a Farmer’s Market and a multitude of street fairs and promotional activities in the Central Business District.
- **Policy CD-2.3 Economic Vitality:** Continue to support the economic diversity and vitality of downtown businesses.
 - Program CD-2.3.1: Consider establishing a Business Improvement District (BID) to stimulate increased business activity and revenues by helping to fund public improvements and loans and/or grants for private improvements in the Central Business District.
- **Policy CD-2.4 Parking:** Improve the availability of public parking facilities in the Central Business District and other commercial areas.
 - Program CD-2.4.1: Implement shared parking agreements wherever feasible. Utilize, as appropriate, development agreements, conditions of approval, easements, and other means to assure shared parking arrangements.

- Program CD-2.4.2: Consider establishing a parking assessment district for the Central Business District to help finance the acquisition of property for additional off-street parking lots.
- Program CD-2.4.3: Periodically update the Central Business District parking in-lieu fee program to ensure that it presents a fair and equitable alternative to the provision of on-site parking.
- **Policy CD-2.5 Strengthen the Distinctive Identity of the Central Business District:** Strengthen the distinctive identity and unique sense of place of the Central Business District.
 - Program CD-2.5.1: Consider establishing a sign program for the Central Business District, with distinctive signs at the entryways to and within the Central Business District.
 - Program CD-2.5.2: Locate an area where a pocket park or a small plaza could be established for public gatherings, street fairs, concerts, and similar outdoor public events.
- **Policy CD-7.2 Provide Public Open Spaces:** Encourage the development of public open spaces for gatherings and fairs in commercial areas of the City.
 - Program CD-7.2.1: Consider the purchase of appropriate locations for public open space and the enhancement of existing public spaces to accommodate community gatherings.

Citywide Design Guidelines

The City of Fort Bragg adopted the Citywide Design Guidelines in 2022. In general, the guidelines provide guidance to help ensure new developments are consistent with the City’s goals and character. Guidelines of relevance to this plan include parking guidelines, guidelines specifically for the Central Business District (CBD), guidelines related to bicycle infrastructure and bus stops, and guidelines related to signage.

Parking guidelines prioritize safety and efficiency:

- Shared parking is encouraged; smaller parking areas should be consolidated into larger lots.
- Eliminate unnecessary driveways; use patterned concrete or pavers to differentiate driveway access from sidewalk.
- Solar-covered and shaded parking lots are encouraged.
- Pedestrian access to and from parking areas should be clearly marked, separate from vehicle traffic, and landscaped with shrubs or shade trees.

Some guidelines address the CBD specifically:

- Parking is not allowed in the CBD between building front doors and the street they face.
- Pedestrian-oriented spaces are encouraged, such as plazas, courtyards, outdoor dining, mid-block alleys.

Some guidelines are for new developments:

- Projects in new developments should include bike lanes as part of the street section, where feasible.
- Developments near bus stops should consider convenience, comfort, and access; they should provide wide sidewalks, seating areas, and weather protection.
- Pedestrian amenities (benches, shelters, drinking fountains, lighting, trash receptacles, electric vehicle charging stations, and bicycle racks) are strongly encouraged.

The guidelines also provide the following instructions for signage:

- Should have continuity with surrounding buildings.
- Should be easy to read, with lettering contrast and a brief message.
- Symbols and logos are encouraged.
- Should be at or near parking area entrances to indicate the most direct access.

The parking and access strategies and actions recommended in this report are designed to be consistent with these Citywide Design Guidelines.

Street Safety Plan

The City of Fort Bragg adopted a Street Safety Plan in 2018. Its goals include creating safer streets to encourage walking and biking as alternatives to the private automobile and improving pedestrian and bicycle facilities and safety. The contents of the Street Safety Plan include four study roadways for design recommendations, two study roadways with recent improvements, three study intersections, speed surveys, traffic and pedestrian counts, and parking counts on Elm Street and Stewart Street.

Community outreach conducted for the plan found the following:

- Walkability rated at 64/100
- Pedestrian safety rated at 41/100
- Bike access and safety rated at 50/100

When asked to provide input on potential actions, participants **widely supported** the following street safety strategies: dedicated bike lanes, buffered bike lanes, narrowing lanes to create room for a bike lane, striped crosswalks, all-way stop controls, and pedestrian signal timing improvements. Participants were more supportive than not but had **mixed opinions** about: single-sided parking and raised median crossing islands. Finally, participants **widely opposed** the following safety strategies: bulb-outs, narrowing through striping to control vehicle speeds, and speed humps.

The Street Safety Plan recommended the re-striping of bicycle facilities, adding pedestrian crossing signs to uncontrolled crosswalks, re-striping faded crossings, and traffic calming on Pine Street and Maple Street.

The parking and access recommendations in this report are designed to complement the goals and strategies in the Street Safety Plan.

Buffered Bike Lane



Source: City of Fort Bragg, Street Safety Plan, 2018.

Central Business District Revitalization Plan

The City of Fort Bragg and the Community Development Committee have developed a plan of action with economic development recommendations to support the CBD. The economic development toolkit includes the following strategies:

- Coordinate Downtown Business Conversation Regarding a Business Improvement District (BID)
- Walking Tours
- Improve Town Hall Restrooms
- Increased Pedestrian Dedications
- Public Art
- Improve Business Directory & Directional Signage
- Install Trees, Planters, and Landscaping
- Install Bollards to Block Vehicular Traffic for Special Events
- Reconsider Allowable Land Uses
- Employ Code Enforcement Actions
- Establish Regular Walking Patrol
- Temporary Waiver of Water/Sewer Capacity Fees
- Create Public Gathering Space

The City has already implemented a bollard plan to block vehicular traffic for special events. The bollards allow for Franklin Street to be closed between East Pine Street to the north and East Oak Street to the south (or smaller street segments within). It also allows for the closure of Pine Street between McPherson Street and Franklin Street, and for the closure of Laurel Street, Redwood Avenue, and/or Alder Street between McPherson Street and the alley just east of Main Street.

Some of the CBD revitalization strategies (like the bollard plan detailed above) are complete, some are in process, and some are on hold. There may be opportunities for this report's strategies to improve parking and access in the CBD to complement the economic development strategies included in the CBD Revitalization Toolkit.

Zoning and Land Use

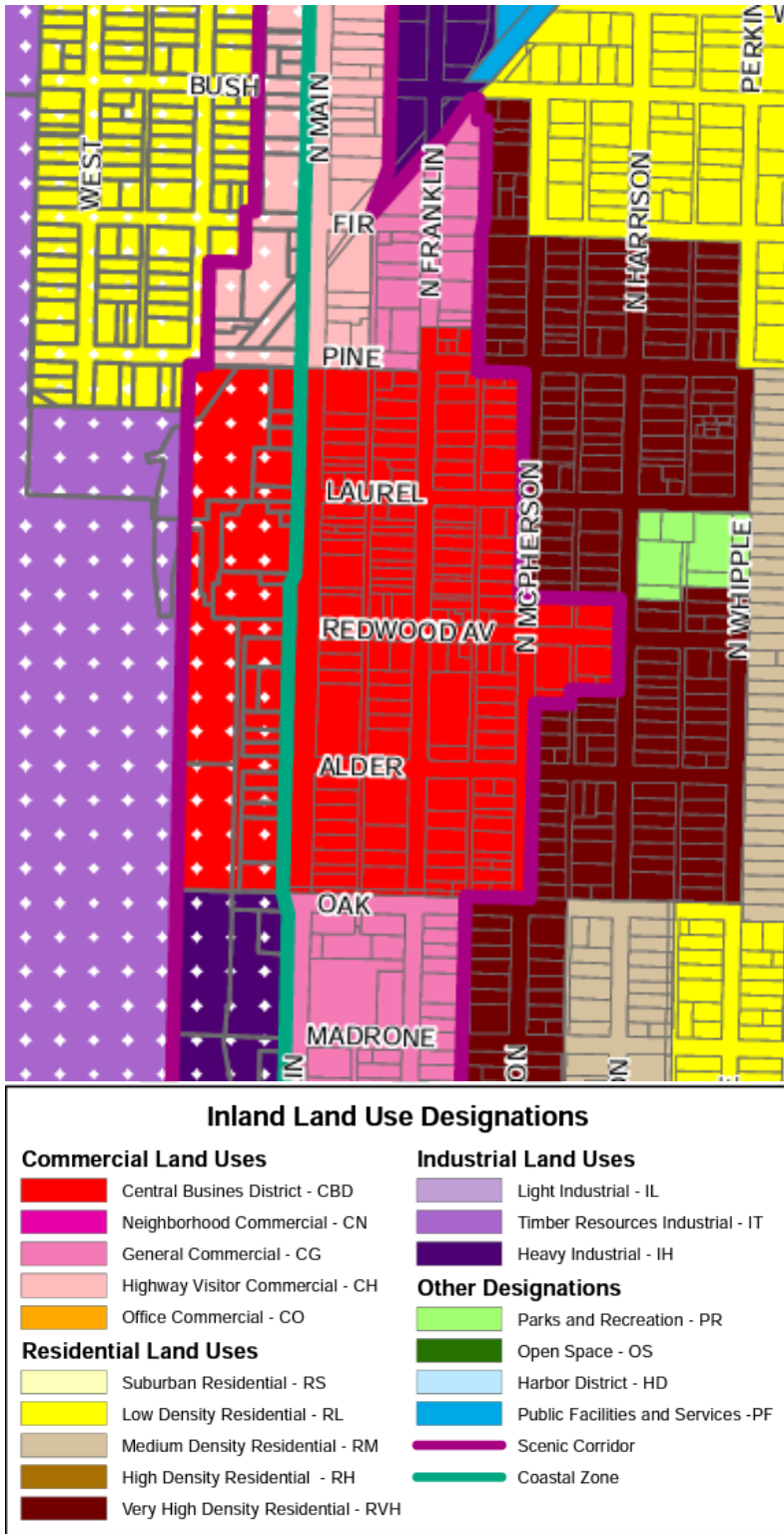
The study area for this project corresponds with the City's Central Business District, shown in red in the zoning map in Figure 1 on the next page. The land west of Main Street (Highway 1) is in the Coastal Zone, as designated by the zoning map's white dotted overlay, and the land east of Main Street is in the Inland Zone. The CBD is bordered primarily by Highway Visitor Commercial and General Commercial land uses to the north and south, Very High Density Residential land use to the east, and Low Density Residential and Light Industrial land uses to the west.

The purpose of the CBD zoning district is explained in Chapter 18.22 of the Inland Development Code:

"The CBD zoning district is applied to the core of the downtown which is the civic, cultural, and commercial center of the City. The CBD zone is intended to accommodate retail stores, government and professional offices, theaters, and other similar and related uses in the context of pedestrian-oriented development. The maximum allowable residential density within the CBD zone for the residential component of a mixed use project is 40 dwelling units per acre; the maximum floor area ratio (FAR) is 2.0. The CBD zoning district implements and is consistent with the CBD land use designation of the General Plan."

Another interesting feature of the CBD zoning district is that residential uses are permitted by-right only on the upper levels of mixed-use structures, an element of the district's pedestrian-oriented development.

Figure 1: Zoning Map of Fort Bragg CBD and Surrounding Areas



Source: City of Fort Bragg, 2023.

Municipal Code Regulations and Requirements

This section summarizes the City's parking regulations, off-street parking requirements for new developments and use changes, and opportunities for flexibility regarding the off-street parking requirements.

Parking Regulations

Chapter 10.20 of the Fort Bragg Municipal Code establishes various parking regulations, and any vehicle that does not comply with the regulations is subject to citation. The regulations include:

- Mobile vending is allowed only with a mobile vending permit. The mobile vending operation may not remove any parking spaces on Main Street.
- The parking area on the south side of the Fort Bragg Fire Station is restricted to City employees and volunteer firefighters only.
- The City may establish and enforce the following time limits:
 - Designated green curb/20 minute spaces, between 7am-6pm except Sundays and holidays.
 - Designated 1-hour parking spaces, between 9am-6pm except Sundays and holidays.
 - Designated 2-hour parking spaces, between 9am-6pm except Sundays and holidays.
- Vehicles parked in EV charging spaces must be connected to charging equipment and abide by any posted time limits between 9am-10pm.
- All night parking may be prohibited by resolution on certain streets and is prohibited for vehicles over 30 feet in length in residential districts.
- Vehicle habitation on public streets and other public property is prohibited.
- Large motor vehicles, non-motorized vehicles, and commercial vehicles may not be parked on public streets or in publicly owned or leased parking lots.
- Vehicles may not park in the same space for more than 72 hours.

The Fort Bragg Municipal Code does not establish any parking meter zones, parking benefit districts, or residential parking permit zones.

The parking citation fees for violations of the parking regulations are included in the City's fee schedule. According to the 2022/2023 fee schedule, most parking violations are subject to a \$45 fee. Fees are slightly higher for 72-hour parking violations and significantly higher for parking in an ADA space without a disabled parking placard or permit.

Off-Street Parking Requirements

Section 18.36.040 of the Inland Land Use and Development Code establishes off-street parking requirements for different land uses and structures. The code includes specific parking requirements for over 50 unique land uses. There are both minimum and maximum parking requirements or ratios, which may be based on the number of residential units, building floor area square footage, or the number of employees.

- **Parking minimums** are a historical feature of many development codes across the country, intended to ensure that suitable off-street parking facilities are provided for all uses and developments. Unintended

consequences include creating an artificial subsidy for driving and creating auto-oriented environments in which driving is the most convenient and attractive mode of transportation.

- **Parking maximums** exist to avoid the inefficient use of land, unnecessary pavement, and excessive storm water runoff from paved surfaces.

Both new developments and changes in use of existing structures must comply with parking requirements. Parking for the disabled must be provided on site in compliance with California Building Code Standards. Multifamily residential developments with at least five units and all nonresidential developments are also required to provide bicycle parking that is conveniently located and generally within proximity to the main entrance of a structure. There are no requirements for unbundled parking or parking cash out.

All parking requirements, even those outside CBD, have the potential to affect citywide vehicle ownership and transportation choices, and therefore to also affect parking demand within the CBD.

Parking Requirement Flexibility

Parking Reductions with a Minor Use Permit (Citywide)

The two subsections below are opportunities for parking requirement flexibility that are available citywide. They provide context for understanding the City's standard approach to parking reductions; however, any new developments and use changes within the Central Business District would not need these options, as the area has long been given increased parking flexibility, as discussed in the CBD Special Parking Combining Zone section below.

Shared On-Site Parking with Recorded Covenant

According to Section 18.36.080(A) of the Inland Land Use and Development Code, if two or more adjacent developments have different peak usage periods, they may apply for a Minor Use Permit, which would allow the developments to use the same parking facilities to satisfy their parking requirements. According to Section 18.36.090(A)(2), parking facilities may be located within 300 feet of a nonresidential parcel if shared parking is used to meet parking requirements. The application fee for a Minor Use Permit is \$1,160, and a permit for Shared On-Site Parking requires a recorded covenant running with the land, recorded by the owner of the parking lot.

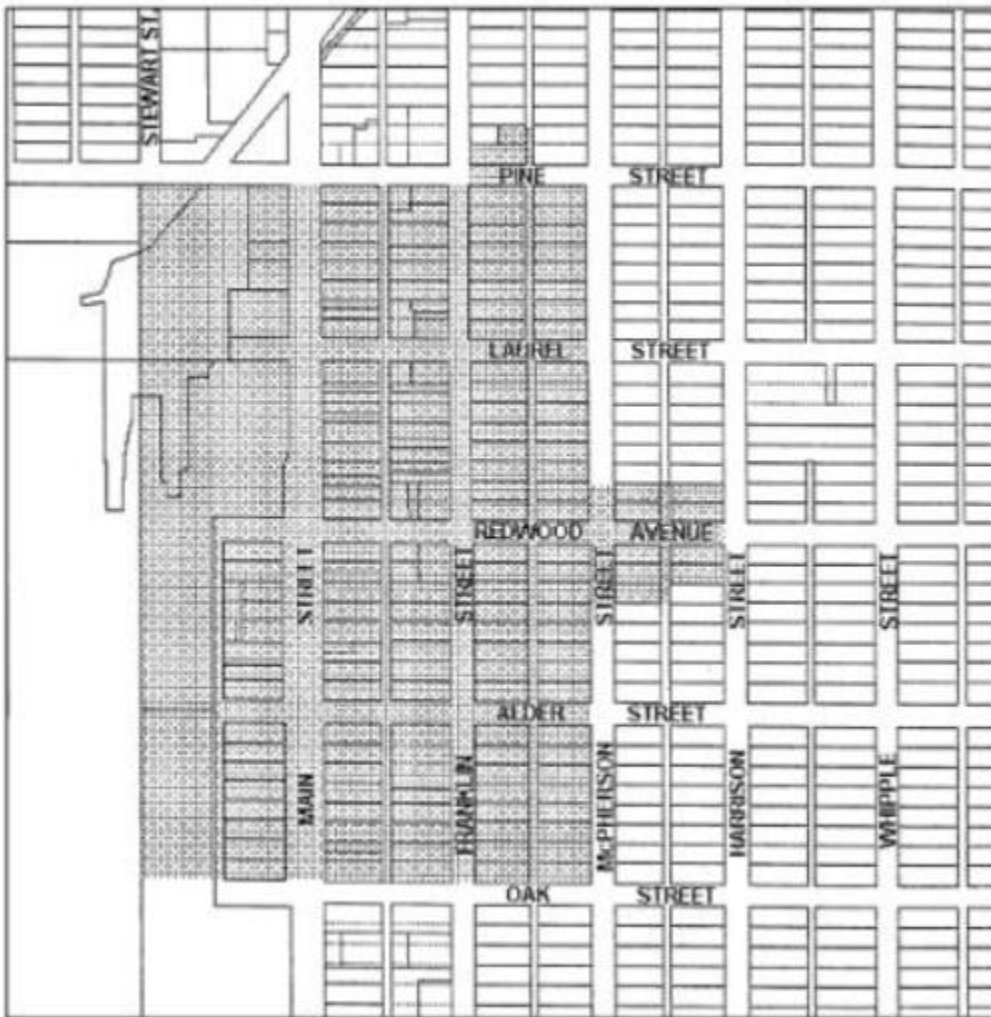
Documentation Showing Fewer Spaces are Needed

According to Section 18.36.080(B) of the Inland Land Use and Development Code, new developments may also apply for a Minor Use Permit granting a reduced parking requirement based on quantitative information provided by the applicant that documents the need for fewer spaces (e.g., sales receipts, documentation of customer frequency, information on parking standards required for the proposed land use by other cities, etc.). Parking requirements may be reduced, by the review authority, where the project facilitates bicycle use by providing bicycle storage, lockers, changing rooms and showers and/or bicycles for employee use.

CBD Special Parking Combining Zone

The Land Use and Development Code establishes a CBD Special Parking Combining Zone with increased flexibility in parking requirements. The boundaries of this Zone are shown in Figure 2.

Figure 1: CBD Special Parking Combining Zone



Source: City of Fort Bragg, Inland Land Use and Development Code, 2023.

Simplified and Lower Minimum Parking Requirements

As shown in Figure 3 on the next page, the Inland Land Use and Development Code Section 18.36.080 (C) establishes simplified minimum parking requirements for the CBD that group together multiple land uses and require less parking than would be required if the same development were located elsewhere in the City. For example, bars and restaurants in the CBD must provide one space per eight seats or per 400 square feet of floor area, while elsewhere, bars must provide 1 space per 5 seats or per 250 square feet of floor area, and restaurants must provide one space per 100 square feet of dining area. The requirements for residential dwelling units and retail commercial and office uses are similarly simplified and reduced.

Figure 2: CBD Zoning District Parking Requirements

Land Use Type:	Vehicle Spaces Required
Bars, cocktail lounges, restaurants, and taverns	1 space for each 8 seats or 1 space for each 400 sf of floor area, whichever would yield more spaces.
Lodging	
Bed and breakfast inns Hotels or motels	1 space for each unit, plus 1 space for the manager or owner.
Residential dwelling units	1 space for each dwelling unit.
Retail commercial and office uses	1 space for each 600 sf of floor area.

Source: City of Fort Bragg, Inland Land Use and Development Code Chapter 18-36, Table 3-8, 2023.

Exemptions from Requirements

Section 18.36.080 (C) also includes the following exemptions from parking requirements in the CBD:

- Replacement of an existing use with a new use determined to be similar by the Director.
- On the ground floor, any intensification of a commercial use except for bars, cocktail lounges, restaurants, and taverns.
- Any use with hours of operation exclusively after 5:00 p.m.
- Residential dwelling units located above ground floor commercial uses.

Parking In-Lieu Fee

According to Section 18.36.080 (C) of the Inland Land Use and Development Code, if a new project or change in use within the CBD Special Combining Zone is unable to meet its parking requirement on-site, the property owner may pay a parking in-lieu fee for each space not provided. Having minimum parking requirements without an in-lieu fee option, especially in a built-out area like the CBD, can prevent economic development from occurring.

The in-lieu fee was established to provide flexibility for property owners in the Central Business District. Property owners can pay the fee instead of developing on-site parking which would otherwise use a significant amount of land and have a high cost to build. The parking in-lieu fees allow for better urban design, more flexible and effective land use, historic building reuse, and economic development.

Funds from parking in-lieu fees are deposited in a special fund and may be used to acquire or develop off-street parking facilities in the vicinity, to implement strategies that help reduce parking demand, or to improve access to parking. This fund had a balance of \$34,791 at the end of Fiscal Year 2022.

Parking In-Lieu Fee Recent History:

- **January 2008: Parking In-Lieu Fee Updated by Resolution No. 3139-2008**
 - Fee amounts based on a nexus study completed in 2007
 - \$4,000 for uses within an existing building
 - \$8,000 for uses within a new building
- **July 2011: Parking In-Lieu Fee Reduced by Resolution No. 3467-2011**
 - \$2,105 for uses within an existing building
 - \$4,212 for uses within a new building
 - Rationale:
 - The recession resulted in reduced property values.
 - No business or property owners had chosen to pay the fee since it was increased in 2008.
- **October 2012: Parking In-Lieu Fee First Waived by Resolution 3576-2012**
 - Parking In-Lieu Fees were temporarily waived for changes of use within an existing building.
 - The waiver has been renewed annually since that time.
 - Rationale:
 - Fees are a barrier to new businesses and to businesses that are interested in expanding their hours of operation to daytime hours.
 - The City wishes to reduce the number of vacant storefronts in the CBD and improve the economic vitality of the downtown area.
 - Parking availability has not reached a critical level during most hours and times of the year.
 - Extension of the fee waiver was found to be consistent with the City's Priority Area 1: Jobs/Industry and Goal 3: Foster and help sustain local businesses.

Development Impact Fees

Off-street parking requirements and parking in-lieu fees are tools the City can use to make sure new developments contribute their fair share toward transportation infrastructure; however, these tools result in a benefit/subsidy only for private vehicles and do not account for infrastructure that supports other transportation modes.

The City of Fort Bragg does not require new developments to include on-site transportation demand management features or require that they contribute to a citywide fund (such as a "Sustainable Transportation Fund") to promote access and connectivity for sustainable modes of transportation, such as walking, biking, and shared mobility.

The City currently has an Impact Fee Nexus Study underway, which will recommend updates to reflect the incremental cost of new development on City infrastructure. Currently, impact fees that must be paid by new developments include only wastewater, water, and storm drain capacity fees, and general plan maintenance fees. The potential for new transportation improvement fees has been analyzed in the study; however, due to the current desire to avoid hindering new development, the City Council gave direction not to include these additional fees.

Multimodal Transportation Options

Regional Transportation Services

Attractive multimodal transportation options can help reduce parking demand. Fort Bragg is served by the Mendocino Transit Authority, which offers fixed route public transit (within Fort Bragg with connections to the larger region) and on-demand dial-a-ride services.

Fixed Route Public Transit

Public transit fixed routes include:

- Route 5 (BraggAbout) within the City of Fort Bragg (see Figure 4 on the next page)
 - Runs Monday to Friday, with hourly stops from approximately 7:00 am – 5:30 pm
 - Cash fare is \$1.50, with discounts for students, seniors, and those with disabilities
- Route 60 (The Coaster) within the City of Fort Bragg and south along the Coast
 - Connects with other regional routes
 - Runs Monday to Friday; main stop in Fort Bragg is at Boatyard Drive
 - Four southbound departures, between approximately 7:30 am and 4:00 pm
 - Four northbound arrivals, between approximately 9:45 am and 5:45 pm
 - Cash fare ranges from \$1.50 (within Fort Bragg) to \$5.25 (connections to Gualala or Ukiah)
- Route 65 (CC Rider) from the south edge of Fort Bragg to Santa Rosa, through Willits and Ukiah
 - Connects with Ukiah and Santa Rosa
 - Runs 7 days per week; main stop in Fort Bragg is at Boatyard Drive
 - Four southbound departures, between approximately 6:40 am and 3:20 pm
 - Four northbound arrivals, between approximately 11:00 am and 7:00 pm
 - Sunday service has only one southbound departure (6:40 am) and one arrival (5:11 pm) each day

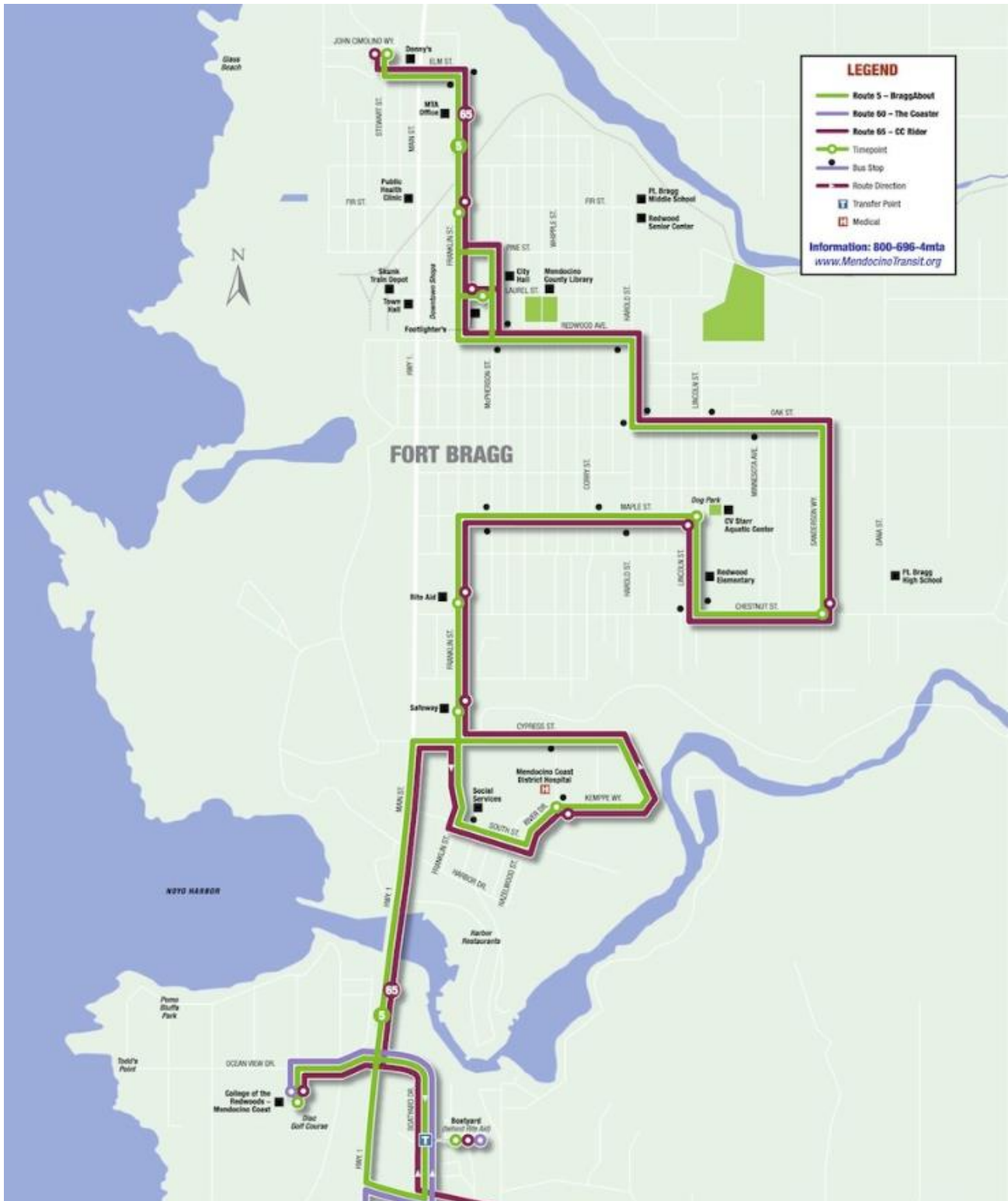
The MTA bus stop in Fort Bragg’s CBD has a covered shelter near the intersection of Laurel Street and McPherson Street, just north of the public parking lot. Both Route 5 and Route 60 stop here, and riders can connect with Route 65 at the Boatyard Drive stop.

Central Business District MTA Bus Shelter



Source: Google Maps, 2023.

Figure 4: Mendocino Transit Authority Routes in Fort Bragg



Source: Mendocino Transit Authority, 2023.

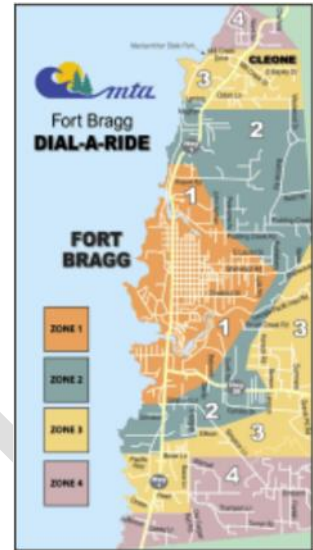
Dial-A-Ride Service

In Fort Bragg and the surrounding areas, high rates of private vehicle ownership and use combined with the relatively low population density results in transit ridership demand that may be too low to support very frequent service or extended hours of operation. Similarly, low demand results in limited availability of transportation network company (e.g., Lyft or Uber) services.

To help fill in the gaps of fixed route transit, the MTA also offers Dial-A-Ride services to the public. This service is available Monday to Friday between 8:00 am and 6:00 pm and on Saturdays between 10:00 am and 5:00 pm.

MTA customers in Fort Bragg may reserve a Dial-A-Ride bus up to two weeks in advance and at least 24 hours in advance to be guaranteed a scheduled ride between any origin and destination within the service area, from Jug Handle State Park and Gibney Lane on the south to Ward Avenue in Cleone on the north. The fare for the general public is \$6.00 per ride within the central zone (Fort Bragg) and an additional \$6.00 per zone in the surrounding areas, as shown in Figure 5. Discounted fares are available for ADA passenger companions, seniors, and children.

Figure 5: MTA Fort Bragg Dial-a-Ride Zones



Source: Mendocino Transit Authority, 2023.

Active Transportation

Due to the limited service hours, the potential for public transportation services to reduce automobile parking demand in Fort Bragg’s Central Business District may be relatively low. Active transportation modes, such as walking, biking, and e-biking, may be more attractive with the right infrastructure in place. Fort Bragg is particularly well-suited for biking, as the City has a moderate climate without extreme high or low temperatures, is relatively flat, and most residents live within two miles of the CBD.

Existing and Planned Bicycle Infrastructure

Bike Lanes

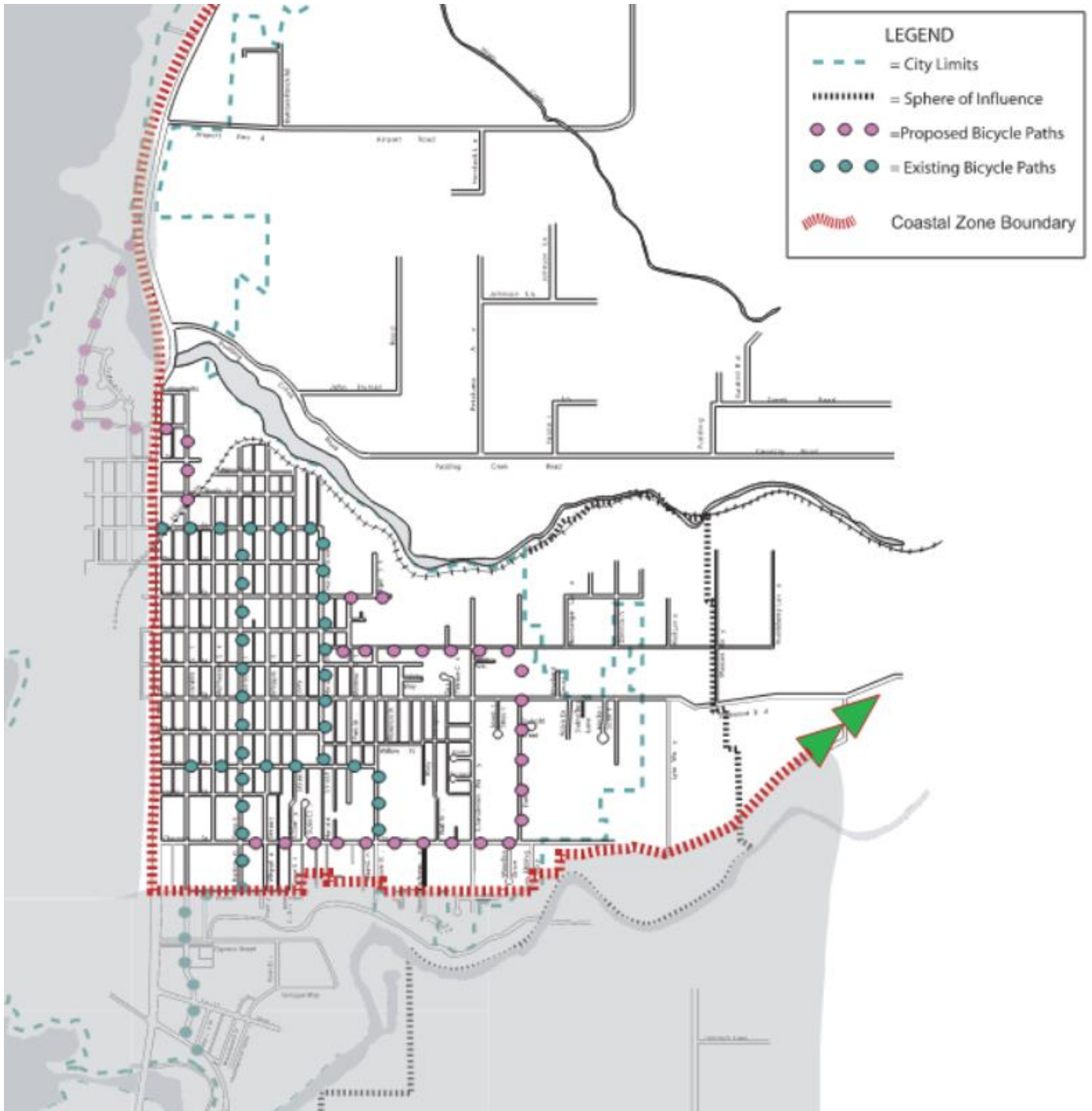
The Circulation Element of the Inland General Plan includes a map of existing and planned bicycle paths within the City (see Figure 6). The two bikeways that go through the CBD are along Main Street and Oak Street, and these connect to other bikeways – providing bike access to the CBD for more of the City. However, this infrastructure may not be considered safe by all potential bicycle users. Main Street has a Class III bikeway (shared lane marking or “sharrow”), which requires bicyclists to share a lane with vehicles. Oak Street has a Class II bikeway (striped lane), but the lane markings are somewhat discontinuous and faded.

Class III Bikeway on Main Street



Source: Google Maps, 2023.

Figure 6: Existing and Proposed Bicycle Paths in Fort Bragg



Source: Fort Bragg General Plan Circulation Element, 2013.

On routes that lack dedicated bicycle infrastructure, bicyclists who feel unsafe riding in the street may feel they have little choice but to ride on the sidewalk, which can decrease feelings of safety for pedestrians. Other travelers who have the option of using a private vehicle may be dissuaded from biking altogether if they perceive a lack of safe bike infrastructure. During the site visit in August 2023, Walker staff observed several bicyclists riding on the sidewalk in the CBD, even while it was discouraged by posted signage.

Bicyclist Riding on the Sidewalk in the CBD and Posted Signage



Source: Walker Consultants, 2023.

Bike Parking

Bike parking also has the potential to help reduce the demand for automobile parking, especially when bicycle parking is located directly in front of destinations so that it is potentially even more convenient than vehicle parking. Fort Bragg's CBD does have several bicycle racks, but they are not always conveniently located. In some cases, street signs and light poles function as bicycle parking (as shown in the images on the next page). While these informal solutions can function as secure bike parking options, they may be less attractive to bicyclists, who may not know whether it is legal to lock a bicycle in these places.

The bike racks that do exist are relatively basic in appearance and may not always stand out to bicyclists. There may be opportunities to provide additional bicycle parking options that are more convenient, while also adding aesthetic appeal and character to the CBD.

The CBD also lacks bicycle lockers, which may be favored by cyclists who intend to park in the CBD for longer time periods or who have invested in more expensive bicycles or e-bikes. There are no e-bike parking and charging stations.

Bicycle Racks in the CBD



Source: Walker Consultants, 2023.

Parked Bicycles Observed in Fort Bragg's CBD

Bicycle Locked to a Sign on Franklin Street



Bicycle Locked to a Sign on Main Street



Bicycles Locked to a Light Pole Laurel Street/Franklin Street



Bicycle Locked to a Bike Rack on Franklin Street Sidewalk



Source: Walker Consultants, 2023.

Pedestrian Infrastructure

Fort Bragg’s CBD features several elements that support pedestrian activity, including marked crosswalks and pedestrian curb extensions (“bulb-outs”). Many of the pedestrian infrastructure projects identified in the Mendocino County Regional Transportation Plan and Active Transportation Plan as Tier 1 priorities for Fort Bragg are located outside of the CBD, including along South Main Street, but these projects still have the potential to promote pedestrian access to the CBD by increasing overall connectivity.

Areas of Opportunity

Some strategies used to promote active modes of transportation and reduce parking demand in other cities have yet to be explored by Fort Bragg. For example, there are no docked or dockless bicycles or scooters available for public use, no posted maps or signs showing active transportation routes and public transit connections, and no employee incentive programs or subsidies for bicycle or e-bike purchases and maintenance. In some cases, active transportation messaging and incentives can be a cost-effective way to reduce parking demand.

2022 Mendocino County Regional Transportation Plan & Active Transportation Plan

The 2022 Mendocino County Regional Transportation Plan and Active Transportation Plan identifies short- and long-range improvements planned throughout the county.

Improvements to active transportation infrastructure in the county can improve access to Downtown Fort Bragg and affect people’s transportation choices; if more people choose to walk or bike downtown in the future, parking demand may decrease. Planned improvements in Fort Bragg include Bike and Pedestrian Improvements to South Main Street, which may be implemented when funding becomes available.

The Mendocino Council of Governments supports planning efforts, applies for relevant grants, and distributes grant funding to member agencies, including the City of Fort Bragg. Their prior and ongoing efforts to reduce GHG emissions involve the following:

- Providing an effective public transit system or alternative mobility solutions
- Expanding non-motorized modal alternatives
- Promoting the expansion of alternative fuels
- Investing in projects that reduce congestion
- Participating in long term planning efforts that are likely to reduce sprawl and promote infill
- Identifying funding to implement all of the above
- Expanding infrastructure to support utilization of zero emission vehicles

Existing Parking Supply

Public Parking

Parking Areas

Fort Bragg currently has four **publicly owned parking lots** that serve the Central Business District, three within the CBD and one just outside the CBD on the western edge:

1. City Hall Lot: 422 N Franklin Street (north of City Hall)
 - Approximately 41 spaces, including two ADA spaces and two EV charging stalls.
2. Laurel Lot: 230 E Laurel Street (south of the bus stop on Laurel Street, between Franklin and McPherson Street)
 - Approximately 19 spaces, including two EV charging stalls
3. 4## Main Street (east of Main Street, south of North Coast Brewing Co.)
 - Approximately 19 spaces, including two ADA spaces.

In addition, the CBD has hundreds of **public on-street parking** spaces throughout the district, including diagonal parking on Alder Street between Main Street and Franklin Street and on Laurel Street between Main Street and McPherson Street. There are designated **ADA spaces** in two public parking lots as well as ADA blue curb spaces on the street.

Most public street parking in the CBD has **2-hour time limits** posted, including on Main Street, Franklin Street, Laurel Street, Alder Street, Redwood Street, and parts of Pine Street and Oak Street. McPherson Street is a more residential area and does not have posted time limits.

During the site visit on Wednesday, August 16th, the project team observed **parking availability** throughout the CBD during the Farmers' Market. This event involved a partial closure of the City Hall parking lot and a closure of Franklin Street between Pine Street and Laurel Street. It was a warm, calm, summer day during the tourist season and represents **typical peak demand conditions**. Parking was well-utilized, but even during this time, multiple on-street and off-street public parking spaces were available within two blocks of the Farmers' Market, including ADA spaces.

Parking Signage and Wayfinding

Public Parking Lot Signage

As mentioned in the subsection above, the City has three publicly owned parking lots. There is some signage indicating that these lots are available for public parking, but it may be only near the entrance or facing only one direction of traffic. Walker identified the following signage or lack thereof for each of the three public lots:

1. City Hall Lot: 422 N Franklin Street (north of City Hall)
 - a. White and green sign for northbound traffic on Franklin Street, a little before the entrance
 - b. White and green sign for southbound traffic on Franklin Street, directly across from the entrance
 - c. No signage on Pine Street at or near the alley that provides access from the north to this lot

- d. Signage needs on Laurel are non-applicable, as the alley is one-way southbound and would not permit vehicle access to this lot directly from Laurel
- 2. Laurel Lot: 230 E Laurel Street (south of the bus stop on Laurel Street, between Franklin and McPherson Street)
 - a. White and green sign near the Laurel Street entrance for eastbound traffic (one-way street)
 - b. White and green sign for southbound traffic on Franklin Street, just before the intersection with Laurel
 - c. Signs on Main Street before the turn to Laurel indicate public parking eastward along Laurel.
- 3. 4## Main Street (east of Main Street, south of North Coast Brewing Co.)
 - a. No entrance signage for northbound traffic on Main Street
 - b. Small blue sign across from the Main Street entrance for southbound traffic on Main Street
 - c. No entrance signage observed on Pine Street, Laurel Street, or at the alleyway entrance (however, this lot is configured to have a single entrance, on Main Street, and so signs on these secondary streets are likely unnecessary as they would only point to an exit)

The current signage does not have a unified look and theme. For example, signs are of different colors (see images below). There is no numbering system (e.g., Lot 1, Lot 2, etc.) with maps to help visitors locate parking facilities.

Various Downtown Parking Signs



Source: Walker Consultants and Google Maps, 2023.

Other Parking Signage

For visitors and many residents, Main Street (Highway 1) is the primary street of entry into the downtown. There are several directional parking signs on Main Street indicating public parking to the west. These signs may help visitors find street parking or may lead them to believe that private parking areas are open to the public.

Signs for northbound traffic on Main Street:

- Between Alder Street and Redwood Street, **pointing westbound on Redwood Street.**
- Between Laurel Street and Pine Street, **pointing westbound on Pine Street.**
- Just south of Alder Street, **pointing westbound on Alder Street.**

Signs for southbound traffic on Main Street:

- Just north of Oak Street, **pointing westbound on Oak Street.**
- Just south of Laurel Street, **↔ showing public parking is allowed along Main Street.**

There are **marked curb parking spaces** along some segments of Main Street, such as between Laurel Street and Redwood Street. These can help visitors understand that street parking is allowed. There are also many **two-hour parking** signs throughout the Central Business District. Regardless of whether time limits are enforced, these signs can help visitors identify streets where curb parking is allowed. However, there are also some areas where street parking may be allowed, such as on northbound Main Street between Alder Street and Redwood Street, but where there are no stall markings or signs indicating that the curb may be used for parking.

EV Parking and Charging

The Central Business District has four public charging stations for electric vehicles: two in the public parking north of City Hall, and two in the public parking lot southeast of City Hall. These stations offer free charging for the first hour and charge \$1.50 thereafter. The City has a service agreement with ChargePoint EV Charging Solutions. The EV charging stalls have four-hour time limits.

Private Parking

Although the scope of this study did not include an inventory of parking facilities, it was clear from the site visit that a significant share of the land in the CBD is dedicated to surface parking lots. Most of the parking facilities in Fort Bragg’s CBD are privately owned. While several lots have physical barriers restricting access, many privately owned parking facilities are informally used by visitors and members of the public, including non-customers.

Section 10.20.035 (A) of the municipal code acknowledges this use of private parking facilities: *“The City Council finds and declares that there are privately owned and maintained off street parking facilities within the City which are generally held open for use by the public for purposes of vehicular parking.”*

Fort Bragg Municipal Code 10.20.035 and California Vehicle Code 21107.8 provide that the Police Department may enforce traffic and parking regulations on privately-owned parking lots. An owner interested in public enforcement at their facility may submit an application, which must go through a committee before the facility is included in a City Council resolution. Property owners must purchase and maintain signage informing the public that the property is subject to the City’s traffic and parking regulations.

Facility owners who have not opted for this public enforcement option must deal with parking violations on their property through private towing, a consequence that some owners may feel is too harsh for most parking violations.

While many private parking lots are informally used by other visitors, the City also has a prior history of more formal agreements allowing for the public use of privately owned parking facilities. Currently, however, the City does not have any agreements for private parking facilities being made accessible for public use.

Privately Owned Parking Facility in Downtown Fort Bragg



Source: Walker Consultants, 2023.

Parking Repurposed for Other Uses

Some areas—both on-street and off-street—formerly reserved for private parking now serve other uses. For example, some off-street parking spaces adjacent to downtown restaurants have been repurposed for outdoor dining.

Outdoor Dining

The City first allowed outdoor dining in parking lots as a temporary safety measure during the Covid-19 pandemic, and many local restaurants took advantage of the opportunity. The City found that outdoor dining is popular with the community, and allowing it can help support local businesses, attract pedestrians, and create a more vibrant downtown. Efforts are currently underway to establish regulations and standards in the municipal code that will formalize outdoor dining areas. The plan is to hold a Public Hearing and consider adopting a Resolution of the Fort Bragg Planning Commission to Amend Division 18 to the Fort Bragg Municipal Code to add Chapter 18.42.166 “Restaurants – Outdoor Dining” to establish regulations and standards for outdoor dining.

The regulations would allow outdoor dining by-right for facilities 1300 square feet or below and require a Minor Use Permit for outdoor dining facilities over 1300 square feet, subject to design review. Parking would not be required for any outdoor dining facilities, nor would the facilities be subject to water and sewer capacity fees.

Outdoor Dining Area in a Private Downtown Parking Lot



Source: Walker Consultants, 2023.

Mobile Vending

Similarly, curb spaces can also be used for economically productive uses, including temporary uses like food trucks, which contribute to a more vibrant and active downtown streetscape. For example, the photo below shows visitors congregating near a food truck on Franklin Street.

Food Truck on Franklin Street



Source: Google Maps, 2023.

Section 10.20.150 of the Inland Land Use and Development Code includes regulations for Mobile Vending Vehicles, which may be parked in the curb in the public right-of-way. Mobile vending vehicle sales are restricted to food and drinks for immediate consumption and flowers. Applications are considered under the “Minor Use Permit” and are reviewed by Community Development Director. Applications must show the specific location where the vehicle will be parked, and the vehicle cannot remove parking spaces on Main Street, create traffic visibility issues, or interfere with business operations or residences within 300 feet. Permits for vending on City streets require obtaining an encroachment permit and adhering to liability insurance requirements, and they are granted for a 3-year term.

Other Potential Uses

Other potential uses of curb parking include loading and delivery zones, parklets, bike lanes, and bike parking. Downtown Fort Bragg has several designated loading zones—such as on the south side of Pine Street just west of Main Street—but does not have any curb space dedicated to parklets, bike lanes, or bike parking. Occasionally, entire street segments (including the parking) are repurposed for community events or the weekly Farmers’ Market, and the City has recently implemented a bollard plan to facilitate temporary street closures downtown.

Parking Enforcement

Any parking enforcement in Downtown Fort Bragg is handled by the City's Police Department. Although most downtown parking spaces have time limits, proactive parking enforcement has not been a priority for the City.

Many community members do not believe they should receive parking citations, and many City and business community leaders are concerned that proactive parking enforcement could discourage visitors who receive a citation from returning to Downtown Fort Bragg.

Furthermore, there are several practical constraints to increasing parking enforcement efforts. For example, the City does not have modern enforcement technology, such as electronic ticket writers that can display whether a vehicle has previously received violations (which would help officers determine whether to issue a warning or citation) or license plate readers that allow enforcement officers to easily monitor vehicles parked in two-hour spaces without a more labor-intensive method, such as chalking tires.

DRAFT

Economic Development and Growth Potential

The City is actively looking to revitalize the Central Business District. There are several vacant properties and storefronts throughout the district, and if new development occurs without a corresponding increase in the parking supply or without other actions (such as active transportation infrastructure improvements or incentives) taken to manage transportation demand, it is possible that parking utilization may increase enough that parking availability becomes widely seen as an important issue to solve.

Redevelopment of the former Mill Site may also increase the number of trips taken to downtown Fort Bragg. The most recent concept plan for this brownfield site included a Glass Beach Station Area, residential neighborhoods, an Oceanfront Hotel and Condominiums, parks and open space, and a CBD Mixed Use and Promenade area just north of Redwood Avenue. The concept plan also included 510 total spaces of public parking.

Ultimately, if the City is successful in revitalizing the CBD and the parking demand increases, maintaining availability of convenient parking may require a long-term plan to manage parking demand and/or increase the supply of parking available for public use. Several planning efforts to improve access via bike and pedestrian infrastructure are currently underway, including the development of new bicycle infrastructure that will help connect the downtown with the rest of the City. Especially given the potential for future growth, planning is necessary to maintain and improve transportation access for everyone who lives in, works in, or visits Downtown Fort Bragg.

Vacant Storefront in Downtown Fort Bragg



Source: Walker Consultants, 2023.

BEFORE THE CITY COUNCIL OF THE CITY OF FORT BRAGG

AN ORDINANCE AMENDING DIVISION 18 OF THE FORT BRAGG MUNICIPAL CODE (ILUDC 1-24) TO AMEND CHAPTER 18.36.030 "GENERAL PARKING REGULATIONS" AND TO AMEND CHAPTER 18.36.060 "BICYCLE PARKING" AND TO AMEND CHAPTER 18.36.080 "REDUCTION OF PARKING REQUIREMENTS."

ORDINANCE NO. 991-2024

WHEREAS, California Constitution Article XI, Section 7, enables the City of Fort Bragg (the "City") to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City's police power to protect the public health, safety, and welfare; and

WHEREAS, the City adopted an Inland General Plan, including its Circulation Element, and certified an Environmental Impact Report Addendum ("EIR Addendum") for the General Plan on December 2, 2012; and

WHEREAS, Circulation Element Section 5 Parking establishes goals, policies and related programs, for adequate off-street parking essential for Central Business District business, provision for an in-lieu fee to build additional off-street parking facilities and mentions the community-wide benefit of providing additional off-street parking facilities in the Central Business District; and

WHEREAS, the adoption of an Inland Land Use and Development Code is necessary to provide a regulatory framework for implementation of the Inland General Plan and to update zoning regulations in accordance with City Council policy direction; and

WHEREAS, the City adopted an Inland Land Use and Development Code and Negative Declaration on February 10, 2014, including [ILUDC Chapter 18.36 Parking and Loading](#), §18.36.060 *Bicycle Parking*, §18.36.080 *Reduction of Parking Requirements*, and establishing requirements for the Central Business District Special Parking Combining Zone; and

WHEREAS, the City has prioritized policies to keep the downtown vibrant; access to public transit on the Mendocino Coast is extremely limited; visitors and locals are often dependent on vehicles as a mode of transportation and beginning in 2022 the City desired to develop a *Comprehensive Parking Strategy*; and

WHEREAS, on January 23, 2023, the City Council sought proposals to create a *Comprehensive Downtown Parking Strategy* where the study would be substantially funded through an approved MCOG OWP planning grant; and

WHEREAS, on March 27, 2023, the City Council awarded a Professional Services Agreement to Walker Consultants for the preparation of a comprehensive downtown parking strategy and the term of this agreement was subsequently extended to April 30, 2023 by City Manager Isaac Whippy; and

WHEREAS, throughout 2023, the City of Fort Bragg technical advisory committee, including Assistant Planner Sarah Peters, Assistant Engineering Director Chantel O’Neal, Director Juliana Cherry, and Police Chief Neil Cervenka, met regularly with Walker Consultants to discuss Circulation Element goals, policies, and programs; Inland and Coastal Land Use and Development Codes; existing on-street parking practices and to survey the Central Business District parking on August 16, 2023; for the purpose of developing a comprehensive downtown parking strategy recommendation; and

WHEREAS, on August 16, 2023, the City of Fort Bragg hosted a walking tour of the Central Business District’s on-street and off-street parking; and

WHEREAS, on August 17, 2023 and at Community Town Hall, Walker Consultants facilitated the Fort Bragg Downtown Parking and Access Study, which was an interactive workshop about on-street and off-street parking in the Central Business District; and the workshop was well attended by the public; and

WHEREAS, throughout August 2023, the public were invited to complete an online survey about parking in the Central Business District; and

WHEREAS, on December 11, 2023, and for the last dozen years, the City Council annually adopted a resolution to waive the in-lieu parking fee required by ILUDC §18.36.080.C.3; and

WHEREAS, on December 13, 2023, the Fort Bragg Planning Commission, as a Conduct of Business matter, participated in a downtown parking strategy study session facilitated by Walker Consultants; and

WHEREAS, adoption of this ordinance is not subject to CEQA because the adoptions are not a project, in that they do not involve any commitment to any specific project (CEQA Guidelines Section 15378(b)(4)), and because it can be seen with certainty that as the City, in practice, has not enforced parking minimums in the Central Business District (CBD) since the year 2012, there is no possibility that the formal removal of parking minimums or in-lieu fees in the CBD will have a significant effect on the environment, in that this ordinance and resolution contains no provisions modifying the physical design, development, or construction of residences or nonresidential structures per CEQA Guidelines Section 15061(b)(3). §15306. Also, CEQA Guideline Section 15306 exempts basic data collection, research, experimental management, and resource evaluation activities which do not result in a serious or major disturbance to an environmental resource. Additionally, increasing bicycle parking space requirements across zones, and mandating that only required parking and loading spaces be limited to those uses in the absence of a Limited Term Permit, reduces impacts on the environment as these amendments lessen prioritization of vehicular traffic over alternative uses and modes of transportation; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 28, 2024, to consider, accept, and receive a 2024 *Comprehensive Downtown Parking Strategy*

prepared by Walker Consultants and to hear public testimony on said report, and accepted said *Comprehensive Downtown Parking Strategy*; and

WHEREAS, on February 28, 2024, the Planning Commission held a duly noticed public hearing to consider ILUDC Chapter 18.36 *Parking and Loading Standards* amendments, accepted testimony and adopted a resolution recommending that Fort Bragg City Council amend Division 18 of the Fort Bragg Municipal Code and Parking Standards established for the Central Commercial District; including Chapter 18.36.030 “General Parking Regulations: and Chapter 18.36.060 “Bicycle Parking”, and 18.36.080 “Reduction of Parking Requirements.”

NOW, THEREFORE, BE IT RESOLVED that the Fort Bragg City Council, based on the entirety of the record before it, which includes without limitation, CEQA, Public Resources Code §21000, et seq. and the CEQA Guidelines, 14 California Code of Regulations §15000, et seq.; the Fort Bragg Inland General Plan; the Fort Bragg Inland Land Use and Development Code; the Project application; all reports and public testimony submitted as part of the Planning Commission meeting of February 28, 2024 and Planning Commission deliberations; and any other evidence (within the meaning of Public Resources Code §21080(e) and §21082.2), the Planning Commission of the City of Fort Bragg does hereby make the following findings and determinations:

SECTION 1: LEGISLATIVE FINDINGS

Pursuant to Fort Bragg Municipal Code Section 18.94.060, the Planning Commission recommends that the City Council make the following findings for adoption of the proposed amendments to the Fort Bragg Inland Land Use and Development Code:

- a. The proposed amendment is consistent with the General Plan and any applicable specific plan; and
 - 1. The proposed project is consistent with the land use designations of the Land Use Element of the Inland General Plan because the amendment would promote places for people, active uses, and economic vibrancy in the Central Business District, including new infill development and the regeneration of buildings that may be vacant or in disrepair; as overabundant parking would not support these outcomes, and seeing the appropriate supply of parking that supports necessary vehicle access without overburdening downtown with parking lots and vehicle congestion; and the City strives to be mindful of what constitutes adequate off-street parking; and
 - 2. The proposed amendment is consistent with the following applicable Inland General Plan including its Land Use Policies LU-3.2, LU-3.3, LU-3.4, and LU-3.5; and Circulation Policy C-5.1, Circulation Goal C-6, and Policy C-6.1 and Program C-6.1.1; and Community Design Goal CD-2, Policies CD-2.2 and CD-2.4, and Program CD-2.4.3; and
- b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
 - 1. As recommended by the Planning Commission, the proposed amendment supports safe and effective traffic circulation including adequate off-street parking and efficient ways to satisfy the need for parking in the Central Business District; and
- c. The proposed amendment is internally consistent with other applicable provisions of this

Development Code.

1. The proposed Zoning Code Amendment is consistent with ILUDC standards as amended and recommended in the February 28, 2024 Downtown Comprehensive Parking Strategy.

SECTION 2: GENERAL FINDINGS:

- a. The foregoing recitals are true and correct and made a part of this Resolution; and
- b. The documents and other material constituting the record for these proceedings are located in the Community Development Department.

SECTION 3: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 18.36.030 "General Parking Regulations"

18.36.030 - General Parking Regulations

- A. Parking and loading spaces to be permanent.** ~~Each~~Any required parking and loading space shall be permanently available, marked, and maintained for parking or loading purposes for the use it is intended to serve; provided, that the approval of a Limited Term Permit (§ [18.71.030](#)) may allow the temporary use of a parking or loading space for other purposes.
- B. Parking and loading to be unrestricted.** A lessee, owner, tenant, or other person having control of the operation of a premises for which parking or loading spaces are required by this Chapter shall not prevent, prohibit, or restrict authorized persons from using the spaces without the prior approval of the Director.
- C. Vehicles for sale.** Only one vehicle or trailer owned by the lessee, owner, or renter of the property may be displayed for the purpose of sale for a maximum of 1 month, on parcels that are not authorized car sale lots.
- D. Large motor vehicle and nonmotorized vehicle parking.**
 1. The storage (parking for any period longer than 72 hours) of a large motor vehicle or nonmotorized vehicle (as defined in § [10.02.010](#)) in a residential zoning district shall be allowed only when all portions of the large motor vehicle or nonmotorized vehicle are located entirely within the property boundaries and do not extend into the setbacks or the public right-of-way. Except that vehicles can be located within required setbacks with approval of a Minor Use Permit.
 2. Parking within setback areas shall also comply with § [18.30.100](#)(D). (Limitations on the use of setbacks).

(Ord. 930, § 2, passed 06-12-2017)

SECTION 4: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 18.36.060 "Bicycle Parking"

18.36.060 - Bicycle Parking

Each multifamily project of 5 or more units and nonresidential ~~projectsland-use~~ shall provide bicycle parking in compliance with this Section.

A. Number of bicycle spaces required.

1. **Multifamily project.** A multifamily project of 5 or more units shall provide bicycle parking spaces equal to a minimum of 10% of the required vehicle spaces, ~~or one bicycle parking space per each two units, whichever is greater,~~ unless separate secured garage space is provided for each unit. The bicycle spaces shall be distributed throughout the project. ~~A minimum number of 2 bicycle parking spaces shall be provided.~~

2. **Nonresidential project.** A nonresidential project (e.g., retail, office, etc.) shall provide bicycle parking spaces equal to a minimum of 10% of the required vehicle spaces, ~~or 1 bicycle parking space per 2,500 sq. ft. of net floor area, dining area, or indoor display area, whichever is greater,~~ distributed to serve customers and employees of the project. A minimum number of 2 bicycle parking spaces shall be provided.

B. Bicycle parking design and devices. Each bicycle parking space shall include a stationary parking device to adequately secure the bicycle, shall be a minimum of 2 feet in width and 6 feet in length, with a minimum of 7 feet of overhead clearance, and shall be conveniently located and generally within proximity to the main entrance of a structure.

SECTION 5: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 18.36.080 "Reduction of Parking Requirements" including Central Business District (CBD) Special Parking Combining Zone and Table 3-8.

18.36.080 - Reduction of Parking Requirements

A. Shared on-site parking.

1. Where 2 or more adjacent uses have distinct and differing peak parking usage periods (e.g., a theater and a bank), a reduction in the required number of parking spaces may be allowed through Minor Use Permit approval granted in compliance with § [18.71.060](#).

2. Approval shall also require a recorded covenant running with the land, recorded by the owner of the parking lot, guaranteeing that the required parking will be maintained exclusively for the use served for the duration of the use.

B. Reduction of required parking. The Director may reduce the number of parking spaces required by § [18.36.040](#) (Number of Parking Spaces Required), through the granting of a Minor

Use Permit in compliance with § [18.71.060](#), based on quantitative information provided by the applicant that documents the need for fewer spaces (e.g., sales receipts, documentation of customer frequency, information on parking standards required for the proposed land use by other cities, etc.). Parking requirements may be reduced by the review authority, where the project facilitates bicycle use by providing bicycle storage, lockers, changing rooms and showers and/or bicycles for employee use.

C. Central Business District (CBD) Special Parking Combining Zone. ~~The following parking requirements shall apply to~~ There are no minimum automobile parking requirements for areas within the CBD shown on the CBD Special Parking Combining Zone Map, below. ~~An applicant may either comply with the parking requirements identified in § [18.36.040](#) (Number of Parking Spaces Required), meet the alternative CBD parking requirements identified in Subsection (C)(2) of this Section, or pay the parking in-lieu fee identified in Subsection (C)(3) of this Section.~~

~~1. Exemptions from the off-street parking requirements.~~ The following uses located within the CBD Special Parking Combining Zone are exempt from the off-street parking requirements identified in this Chapter:

- ~~a. Replacement of an existing use with a new use determined to be similar by the Director.~~
- ~~b. On the ground floor, any intensification of a commercial use except for bars, cocktail lounges, restaurants, and taverns.~~
- ~~c. Any use with hours of operation exclusively after 5:00 p.m.~~
- ~~d. Residential dwelling units located above ground floor commercial uses.~~

~~2. Number of parking spaces required for uses in the CBD Special Parking Combining Zone.~~

- ~~a. Off-street parking for uses in the CBD Special Parking Combining Zone shall comply with the requirements in Table 3-8.~~
- ~~b. A land use not specifically listed by Table 3-8 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-8 as a guide in determining the appropriate number of off-street parking spaces required for the use.~~
- ~~c. In any case where Table 3-8 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 400 square feet of floor area), the floor area shall be construed to mean gross interior floor area.~~
- ~~d. A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-8 for a hotel (e.g., the guest rooms), and for the gift shop.~~
- ~~e. If a fractional number is obtained in calculations performed in compliance with this~~

Subsection, 1 additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.

TABLE 3-8 – RESERVED PARKING REQUIREMENTS IN THE CBD BY LAND USE

Land Use Type:	Vehicle Spaces Required
-	-
Bars, cocktail lounges, restaurants, and taverns	1 space for each 8 seats or 1 space for each 400-sf of floor area, whichever would yield more spaces.
Lodging	-
Bed and breakfast inns Hotels or motels	1 space for each unit, plus 1 space for the manager or owner.
Residential dwelling units	1 space for each dwelling unit.
Retail commercial and office uses	1 space for each 600 sf of floor area.

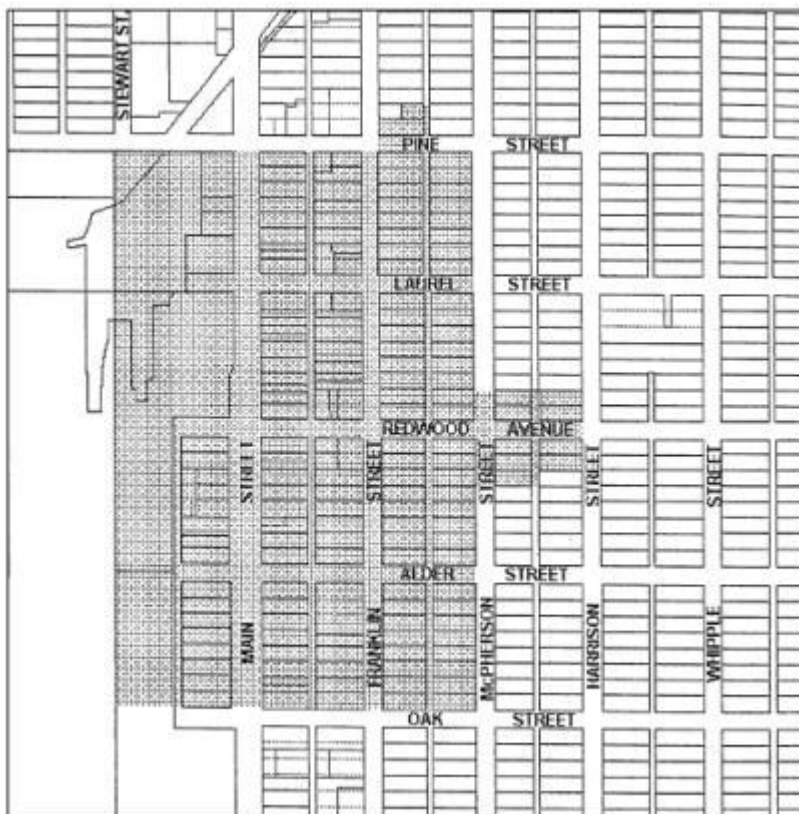


Figure 3-7 - CBD Special Parking Combining Zone

3. Parking in-lieu fee. Parking requirements in the CBD Special Parking Combining Zone may be waived at the discretion of the approval authority, if the owner of the subject

~~property pays a parking in-lieu fee to the City in compliance with this Subsection.~~

~~a.— In lieu of providing the off-street parking spaces required by this Subsection, these requirements may be satisfied by the payment to the City of an in-lieu parking fee established by the Council and identified in the City’s Fee Schedule for both the use of existing structures and for new structures for each required off-street parking space which is not provided.~~

~~b.— Parking in-lieu fees may be authorized in the CBD Special Parking Combining Zone for changes of use or projects for which provision of sufficient parking on site is not possible. Parking in-lieu fees are discouraged for changes of use or new development that can accommodate required parking on site. The funds shall be deposited with the City in a special fund and shall be used and expended for the purpose of acquiring and developing off-street parking facilities located insofar as reasonable in the general vicinity of the structures for which in-lieu payments were made as well as for meeting parking needs through strategies to reduce parking demand or to improve access to parking.~~

D. Parking reduction for small recycling collection facilities.

1. A reduction in vehicle parking spaces as provided in Table 3-9 may be allowed within an established nonresidential parking facility to accommodate a small recycling collection facility, when developed in compliance with § [18.42.150](#) (Recycling Facilities).

TABLE 3-9 - PARKING REDUCTION FOR RECYCLING

Number of Available Vehicle Parking Spaces	Maximum Reduction (in vehicle spaces)
0-25	0
26-35	2
36-49	3
50-99	4
100+	5

2. A maximum 5-space reduction shall be allowed when not in conflict with parking needs of the host nonresidential use.

(Ord. 930, § 2, passed 06-12-2017)

Section 6. Severability. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the Ordinance. The City Council of the City of Fort Bragg hereby declares that it would have

passed this Ordinance and each section, subsection, sentence, clause and phrase thereof irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases may be held invalid or unconstitutional.

Section 7. Effective Date and Publication. This ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage. Within fifteen (15) days after the passage of this Ordinance, the City Clerk shall cause a summary of said Ordinance to be published as provided in Government Code §36933, in a newspaper of general circulation published and circulated in the City of Fort Bragg, along with the names of the City Council voting for and against its passage.

The above and foregoing Resolution was introduced by Commissioner _____, seconded by _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of April 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:
- RECUSE:

Bernie Norvell, Mayor

ATTEST:

Diana Sanchez, City Clerk

PUBLISH: April 22, 2024 and May 13, 2024 (by summary).
EFFECTIVE DATE: June XX, 2024

RESOLUTION NO. ____-2024

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL SUBMITTING AN LCP
AMENDMENT TO THE COASTAL COMMISSION TO AMEND THE
CERTIFIED LOCAL COASTAL PROGRAM TO AMEND CHAPTER 17.36.030
“GENERAL PARKING REGULATIONS: AND TO AMEND CHAPTER
17.36.060 “BICYCLE PARKING” AND TO AMEND CHAPTER 17.36.080
“REDUCTION OF PARKING REQUIREMENTS.”**

WHEREAS, California Constitution Article XI, Section 7, enables the City of Fort Bragg (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS the City of Fort Bragg (“City”) adopted a General Plan in 2002 which established policies for all lands within Fort Bragg city limits; and

WHEREAS, the City adopted a Coastal General Plan (“Coastal GP”) as the Land Use Plan portion of the Local Coastal Program on May 12, 2008 which established policies for all land within the Fort Bragg Coastal Zone; and

WHEREAS, in August 2008 the California Coastal Commission certified the City’s Local Coastal Program (LCP) which includes the Coastal GP as the Land Use Plan; and

WHEREAS, The City Council adopted Resolution 3162-2008 on May 12, 2008 adopting the Coastal General Plan; and

WHEREAS, the Coastal General Plan includes policies to: (1) advance the orderly growth and development of the City’s Coastal Zone; (2) protect coastal resources; (3) incorporate sustainability into the development process so that Fort Bragg’s coastal resources and amenities are preserved for future generations; (4) respond to current environmental and infrastructure constraints; (5) protect the public health, safety and welfare; and (6) promote fiscally responsible development; and

WHEREAS, Circulation Element Section 5 of the Coastal General Plan establishes goals, policies and related programs, for adequate off-street parking essential for Central Business District business, provision for an in-lieu fee to build additional off-street parking facilities and mentions the community-wide benefit of providing additional off-street parking facilities in the Central Business District; and

WHEREAS, The City adopted a Coastal Land Use and Development Code in 2008 as the implementing portion of the Local Coastal Program on May 12, 2008 which established all land use regulations for the Coastal Zone, including ILUDC Chapter 17.36 *Parking and Loading*, §17.36.060 *Bicycle parking*, §17.36.080 *Reduction of Parking Requirements*, and establishing requirements for the Central Business District Special parking Combining Zone; and

WHEREAS, the City has prioritized policies to keep the downtown vibrant; access to public transit on the Mendocino Coast is extremely limited; visitors and locals are often dependent on vehicles as a mode of transportation and beginning in 2022 the City desired to develop a *Comprehensive Parking Strategy*; and

WHEREAS, on January 23, 2023, the City Council sought proposals to create a *Comprehensive Downtown Parking Strategy* where the study would be substantially funded through an approved MCOG OWP planning grant; and

WHEREAS, on March 27, 2023, the City Council awarded a Professional Services Agreement to Walker Consultants for the preparation of a comprehensive downtown parking strategy and the term of this agreement was subsequently extended to April 30, 2023 by City Manager Isaac Whippy; and

WHEREAS, throughout 2023, the City of Fort Bragg technical advisory committee, including Assistant Planner Sarah Peters, Assistant Engineering Director Chantel O'Neal, Director Juliana Cherry, and Police Chief Neil Cervenka, meet regularly with Walker Consultants to discuss Circulation Element goals, policies, and programs; Inland and Coastal Land Use and Development Codes; existing on-street parking practices and to survey the Central Business District parking on August 16, 2023; for the purpose of developing a comprehensive downtown parking strategy recommendation; and

WHEREAS, on August 16, 2023, the City of Fort Bragg hosted a walking tour of the Central Business District's on-street and off-street parking; and

WHEREAS, on August 17, 2023 and at Community Town Hall, Walker Consultants facilitated the Fort Bragg Downtown Parking and Access Study, which was an interactive workshop about on-street and off-street parking in the Central Business District; and the workshop was well attended by the public; and

WHEREAS, throughout August 2023, the public were invited to complete an online survey about parking in the Central Business District; and

WHEREAS, on December 11, 2023, and for the last dozen years, the City Council annually adopted a resolution to waive the in-lieu parking fee required by CLUDC §17.36.080.C.3; and

WHEREAS, on December 13, 2023, the Fort Bragg Planning Commission, as a Conduct of Business matter, participated in a downtown parking strategy study session facilitated by Walker Consultants; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 28, 2024, to consider, accept, and receive a 2024 *Comprehensive Downtown Parking Strategy* prepared by Walker Consultants and to hear public testimony on said report; and

WHEREAS, on February 28, 2024, the Planning Commission held a duly noticed public hearing to consider CLUDC Chapter 17.36 *Parking and Loading Standards* amendments, accepted testimony and adopted a resolution recommending that Fort Bragg City Council amend Division 17 of the Fort Bragg Municipal Code and Parking Standards established for the Central Commercial District; including Chapter 17.36.030 “General Parking Regulations”, Chapter 17.36.060 “Bicycle Parking” and Chapter 17.36.080 “Reduction of Parking Requirements”; and

WHEREAS, the “activities and approvals by a local government necessary for the preparation and adoption of a local coastal program or long range development plan” pursuant to the California Coastal Act are statutorily exempt from compliance with CEQA, and this statutory exemption “shifts the burden of CEQA compliance from the local agency to the California Coastal Commission (CEQA Guidelines § 15265 (c)).

NOW, THEREFORE, the City Council resolves as follows:

SECTION 1. Legislative Findings. The City Council hereby finds as follows:

1. On February 28, 2024, the Planning Commission held a duly noticed public hearing to consider recommending the proposed minor amendment to the Coastal Land Use and Development Code to the Fort Bragg City Council for adoption, and adopted a resolution in support of the City Council’s adoption of the minor amendment to the CLUDC pursuant to Gov. Code Section 65355.
2. On April 22, 2024, the City Council held a properly noticed public hearing to consider adoption of the minor amendment to the Coastal Land Use and Development Code.
3. The amendments to the Local Coastal Program shall take effect automatically upon Coastal Commission approval and certification pursuant to Public Resources Code Section 30512, 30513, and 30519.
4. The proposed amendment is consistent with the Coastal General Plan and any applicable specific plan; and
 - The proposed project is consistent with the land use designations of the Land Use Element of the Coastal General Plan because the amendment would promote places for people, active uses, and economic vibrancy in the Central Business District, including new infill development and the regeneration of buildings that may be vacant or in disrepair; as overabundant parking would not support these outcomes, and seeing the appropriate supply of parking that supports necessary vehicle access without overburdening downtown with parking lots and vehicle congestion; and the City strives to be mindful of what constitutes adequate off-street parking; and
 - The proposed amendment is consistent with the following applicable Coastal General Plan including its Land Use Policies LU-3.2, LU-3.3, LU-3.4, and LU-

3.5; and Circulation Policy C-5.1, Circulation Goal C-5, and Policy C-5.1 and Program C-5.1.1; and Community Design Goal CD-2, Policies CD-3.2 and CD-3.4, and Program CD-3.4.5; and

5. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
 - As recommended by the Planning Commission, the proposed amendment supports safe and effective traffic circulation including adequate off-street parking and efficient ways to satisfy the need for parking in the Central Business District; and
6. The proposed amendment is internally consistent with other applicable provisions of this Development Code.
 - The proposed Zoning Code Amendment is consistent with CLUDC standards as amended and recommended in the February 28, 2024 Downtown Comprehensive Parking Strategy.

SECTION 2: GENERAL FINDINGS:

1. The foregoing recitals are true and correct and made a part of this Resolution; and
2. The documents and other material constituting the record for these proceedings are located in the Community Development Department.

SECTION 3: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 17.36.030 "General Parking Regulations"

17.36.030 - General Parking Regulations

A. Parking and loading spaces to be permanent. ~~Each~~Any required parking and loading space shall be permanently available, marked, and maintained for parking or loading purposes for the use it is intended to serve; provided, that the approval of a Limited Term Permit (§ [17.71.030](#)) may allow the temporary use of a parking or loading space for other purposes.

B. Parking and loading to be unrestricted. A lessee, owner, tenant, or other person having control of the operation of a premises for which parking or loading spaces are required by this Chapter shall not prevent, prohibit, or restrict authorized persons from using the spaces without the prior approval of the Director.

C. Vehicles for sale. No vehicle, trailer, or other personal property shall be parked on private property for the purpose of displaying the vehicle, trailer, or other personal property for hire, rental, or

sale, unless the applicable zoning district allows the use, and the person or business at that location is licensed to sell vehicles, trailers, or other personal property. However, one vehicle or trailer owned by the lessee, owner, or renter of the property may be displayed for the purpose of sale for a maximum of one month.

D. Recreational vehicle (RV) parking.

1. The storage (parking for any period longer than 72 hours) of a recreational vehicle (RV) and/or boat in a residential zoning district shall be allowed only when all portions of the vehicle or boat are located entirely within the property boundaries and do not extend into the public right-of-way.
2. Parking within setback areas shall also comply with § [17.30.100\(D\)](#). (Limitations on the use of setbacks).

SECTION 4: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 17.36.060 "Bicycle Parking"

17.36.060 - Bicycle Parking

Each multi-family project of five or more units and nonresidential ~~projects land-use~~ shall provide bicycle parking in compliance with this Section.

A. Number of bicycle spaces required.

1. **Multi-family project.** A multi-family project of five or more units shall provide bicycle parking spaces equal to a minimum of 10 percent of the required vehicle spaces, **or one bicycle parking space per each two units, whichever is greater**, unless separate secured garage space is provided for each unit. The bicycle spaces shall be distributed throughout the project.
2. **Nonresidential project.** A nonresidential project (e.g., retail, office, etc.) shall provide bicycle parking spaces equal to a minimum of five percent of the required vehicle spaces, **or one bicycle parking space per 2,500 sq. ft. of net floor area, dining area, or indoor display area, whichever is greater**, distributed to serve customers and employees of the project. **A minimum number of two bicycle parking spaces shall be provided.**

B. Bicycle parking design and devices. Each bicycle parking space shall include a stationary parking device to adequately secure the bicycle, shall be a minimum of two feet in width and six feet in length, with a minimum of seven feet of overhead clearance, and shall be conveniently located and generally within proximity to the main entrance of a structure.

SECTION 5: Based on the foregoing, the Fort Bragg City Council does hereby:
Amend Chapter 17.36.080 "Reduction of Parking Requirements" including Central Business District (CBD) Special Parking Combining Zone and Table 3-8.

17.36.080 - Reduction of Parking Requirements

A. Shared on-site parking.

1. Where two or more adjacent uses have distinct and differing peak parking usage periods (e.g., a theater and a bank), a reduction in the required number of parking spaces may be allowed through Minor Use Permit approval granted in compliance with Section 17.71.060.
2. Approval shall also require a recorded covenant running with the land, recorded by the owner of the parking lot, guaranteeing that the required parking will be maintained exclusively for the use served for the duration of the use.

B. Reduction of required parking. The Director may reduce the number of parking spaces required by Section 17.36.040 (Number of Parking Spaces Required), through the granting of a Minor Use Permit in compliance with Section 17.71.060, based on quantitative information provided by the applicant that documents the need for fewer spaces (e.g., sales receipts, documentation of customer frequency, information on parking standards required for the proposed land use by other cities, etc.).

C. Central Business District (CBD) Special Parking Combining Zone. ~~The following parking requirements shall apply to~~ There are no minimum automobile parking requirements for areas within the CBD shown on the CBD Special Parking Combining Zone Map, below. ~~An applicant may either comply with the parking requirements identified in Section 17.36.040 (Number of Parking Spaces Required), above, meet the alternative CBD parking requirements identified in Subsection C.2, or pay the parking in lieu fee identified in Subsection C.3.~~

~~1. Exemptions from the off-street parking requirements.~~ The following uses located within the CBD Special Parking Combining Zone are exempt from the off-street parking requirements identified in this Chapter:

- ~~a. Replacement of an existing use with a new use determined to be similar by the Director.~~
- ~~b. On the ground floor, any intensification of a commercial use except for bars, cocktail lounges, restaurants, and taverns.~~
- ~~c. Any use with hours of operation exclusively after 5:00 p.m.~~
- ~~d. Residential dwelling units located above ground floor commercial uses.~~

~~2. Number of parking spaces required for uses in the CBD Special Parking Combining Zone.~~

- ~~a. Off-street parking for uses in the CBD Special Parking Combining Zone shall comply with the requirements in Table 3-8.~~
- ~~b. A land use not specifically listed by Table 3-8 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-8 as a guide in determining the appropriate number of off-street parking spaces required for the use.~~
- ~~c. In any case where Table 3-8 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 400 sf of floor area), the floor area shall be construed to mean gross interior floor area.~~
- ~~d. A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-8 for a hotel (e.g., the guest rooms), and for the gift shop.~~
- ~~e. If a fractional number is obtained in calculations performed in compliance with this Subsection, one additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.~~

TABLE 3-8 - RESERVED --PARKING REQUIREMENTS IN THE CBD BY LAND USE

Land Use Type:	Vehicle Spaces Required
Bars, cocktail lounges, restaurants, and taverns	1 space for each eight seats or 1 space for each 400-sf of floor area, whichever would yield more spaces.
Lodging	
 Bed and breakfast inns Hotels or motels	1 space for each unit, plus 1 space for the manager or owner.
Residential dwelling units	1 space for each dwelling unit.
Retail commercial and office uses	1 space for each 600-sf of floor area.

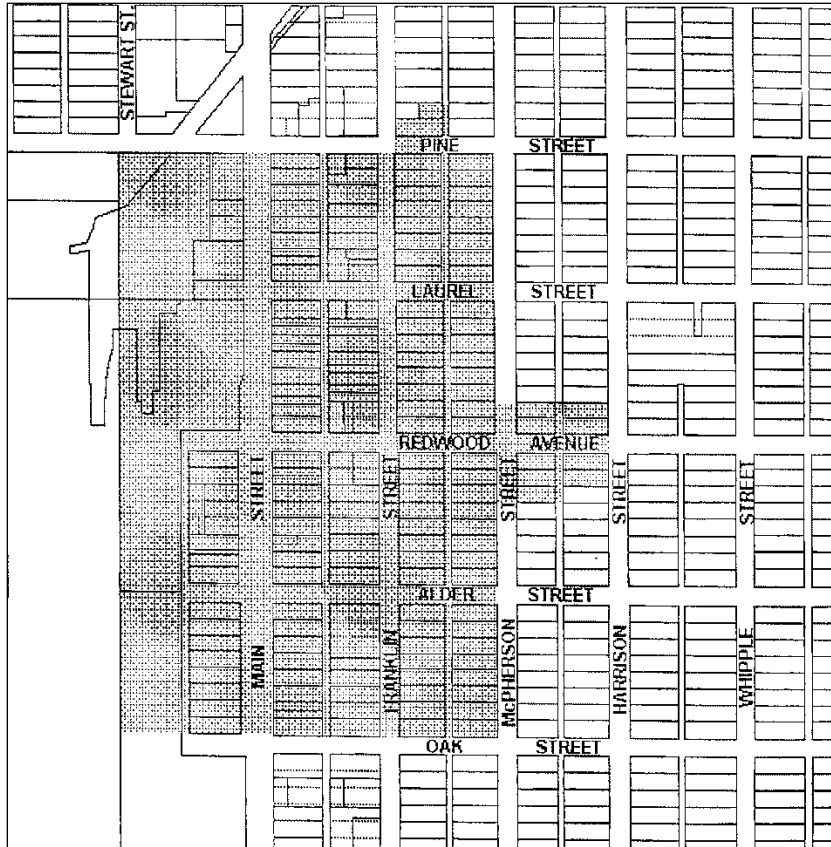


Figure 3-7 – CBD Special Parking Combining Zone

- ~~3. **Parking in lieu fee.** Parking requirements in the CBD Special Parking Combining Zone may be waived at the discretion of the approval authority, if the owner of the subject property pays a parking in lieu fee to the City in compliance with this Subparagraph.~~
- ~~a. In lieu of providing the off-street parking spaces required by this Subsection, these requirements may be satisfied by the payment to the City of an in lieu parking fee established by the Council and identified in the City's Fee Schedule for both the use of existing structures and for new structures for each required off-street parking space which is not provided.~~
- ~~b. Parking in-lieu fees may be authorized in the CBD Special Parking Combining Zone for changes of use or projects for which provision of sufficient parking on site is not possible. Parking in-lieu fees are discouraged for changes of use or new development that can accommodate required parking on site. The funds shall be deposited with the City in a special fund and shall be used and expended for the purpose of acquiring and developing off-street parking facilities located insofar as reasonable in the general vicinity of the structures for which in lieu~~

~~payments were made as well as for meeting parking needs through strategies to reduce parking demand or to improve access to parking.~~

D. Parking reduction for small recycling collection facilities.

1. A reduction in vehicle parking spaces as provided in Table 3-9 may be allowed within an established nonresidential parking facility to accommodate a small recycling collection facility, when developed in compliance with Section 17.42.150 (Recycling Facilities).

TABLE 3-9 - PARKING REDUCTION FOR RECYCLING

Number of Available Vehicle Parking Spaces	Maximum Reduction (in vehicle spaces)
0-25	0
26-35	2
36-49	3
50-99	4
100+	5

2. A maximum five-space reduction shall be allowed when not in conflict with parking needs of the host nonresidential use.

BE IT FURTHER RESOLVED that the Fort Bragg City Council does hereby recommend that the Coastal Commission amend Division 17 of the Fort Bragg Municipal Code, as shown in Attachment A, to amend Chapter 17.36 including subsection 17.36.030 General Parking Regulations; 17.36.060 Bicycle Parking; and 17.36.080 Reduction of Parking Requirements; and

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and adoption.

The above and foregoing Resolution was introduced by _____, seconded by _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of April 2024, by the following vote:

**AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSE:**

Bernie Norvell, Mayor

ATTEST:

Diana Sanchez, City Clerk

RESOLUTION NO. PC 07-2024

RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE TO AMEND CHAPTER 18.36 – *PARKING AND LOADING* OF DIVISION 18 OF THE FORT BRAGG MUNICIPAL CODE INCLUDING ILUDC SECTION 18.36.080 CENTRAL BUSINESS DISTRICT SPECIAL PARKING COMBINING ZONE

WHEREAS, California Constitution Article XI, Section 7, enables the City of Fort Bragg (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, the City adopted an Inland General Plan, including its Circulation Element, and certified an Environmental Impact Report Addendum (“EIR Addendum”) for the General Plan on December 2, 2012; and

WHEREAS, Circulation Element Section 5 Parking establishes goals, policies and related programs, for adequate off-street parking essential for Central Business District business, provision for an in-lieu fee to build additional off-street parking facilities and mentions the community-wide benefit of providing additional off-street parking facilities in the Central Business District; and

WHEREAS, the adoption of an Inland Land Use and Development Code is necessary to provide a regulatory framework for implementation of the Inland General Plan and to update zoning regulations in accordance with City Council policy direction; and

WHEREAS, the City adopted an Inland Land Use and Development Code and Negative Declaration on February 10, 2014, including [ILUDC Chapter 18.36 *Parking and Loading*](#), §18.36.060 *Bicycle Parking*, §18.36.080 *Reduction of Parking Requirements*, and establishing requirements for the Central Business District Special Parking Combining Zone; and

WHEREAS, the City has prioritized policies to keep the downtown vibrant; access to public transit on the Mendocino Coast is extremely limited; visitors and locals are often dependent on vehicles as a mode of transportation and beginning in 2022 the City desired to develop a *Comprehensive Parking Strategy*; and

WHEREAS, on January 23, 2023, the City Council sought proposals to create a *Comprehensive Downtown Parking Strategy* where the study would be substantially funded through an approved MCOG OWP planning grant; and

WHEREAS, on March 27, 2023, the City Council awarded a Professional Services Agreement to Walker Consultants for the preparation of a comprehensive downtown parking strategy and the term of this agreement was subsequently extended to April 30, 2023 by City Manager Isaac Whippy; and

WHEREAS, throughout 2023, the City of Fort Bragg technical advisory committee, including Assistant Planner Sarah Peters, Assistant Engineering Director Chantel O’Neal, Director Juliana Cherry, and Police Chief Neil Cervenka, meet regularly with Walker

Consultants to discuss Circulation Element goals, policies, and programs; Inland and Coastal Land Use and Development Codes; existing on-street parking practices and to survey the Central Business District parking on August 16, 2023; for the purpose of developing a comprehensive downtown parking strategy recommendation; and

WHEREAS, on August 16, 2023, the City of Fort Bragg hosted a walking tour of the Central Business District's on-street and off-street parking; and

WHEREAS, on August 17, 2023 and at Community Town Hall, Walker Consultants facilitated the Fort Bragg Downtown Parking and Access Study, which was an interactive workshop about on-street and off-street parking in the Central Business District; and the workshop was well attended by the public; and

WHEREAS, throughout August 2023, the public were invited to complete an online survey about parking in the Central Business District; and

WHEREAS, on December 11, 2023, and for the last dozen years, the City Council annually adopted a resolution to waive the in-lieu parking fee required by ILUDC §18.36.080.C.3; and

WHEREAS, on December 13, 2023, the Fort Bragg Planning Commission, as a Conduct of Business matter, participated in a downtown parking strategy study session facilitated by Walker Consultants; and

WHEREAS, adoption of this ordinance is not subject to CEQA because the adoptions are not a project, in that they do not involve any commitment to any specific project (CEQA Guidelines Section 15378(b)(4)), and because it can be seen with certainty that as the City, in practice, has not enforced parking minimums in the Central Business District (CBD) since the year 2012, there is no possibility that the formal removal of parking minimums or in-lieu fees in the CBD will have a significant effect on the environment, in that this ordinance and resolution contains no provisions modifying the physical design, development, or construction of residences or nonresidential structures per CEQA Guidelines Section 15061(b)(3). Additionally, increasing bicycle parking space requirements across zones, and mandating that only required parking and loading spaces be limited to those uses in the absence of a Limited Term Permit, reduces impacts on the environment as these amendments lessen prioritization of vehicular traffic over alternative uses and modes of transportation; and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 28, 2024, to consider, accept, and receive a 2024 *Comprehensive Downtown Parking Strategy* prepared by Walker Consultants and to hear public testimony on said report; and

WHEREAS, on February 28, 2024, the Planning Commission held a duly noticed public hearing to consider ILUDC Chapter 18.36 *Parking and Loading Standards* amendments, including Bicycle Parking and Central Business District (CBD) Special Parking Combining Zone amendments; and

NOW, THEREFORE, BE IT RESOLVED that the City of Fort Bragg Planning Commission, based on the entirety of the record before it, which includes without limitation, CEQA, Public Resources Code §21000, et seq. and the CEQA Guidelines, 14 California Code of Regulations §15000, et seq.; the Fort Bragg Inland General Plan; the

Fort Bragg Inland Land Use and Development Code; the Project application; all reports and public testimony submitted as part of the Planning Commission meeting of February 28, 2024 and Planning Commission deliberations; and any other evidence (within the meaning of Public Resources Code §21080(e) and §21082.2), the Planning Commission of the City of Fort Bragg does hereby make the following findings and determinations:

SECTION 1: INLAND LAND USE AND DEVELOPMENT CODE AMENDMENT FINDINGS

Pursuant to Fort Bragg Municipal Code Section 18.94.060, the Planning Commission recommends that the City Council make the following findings for adoption of the proposed amendments to the Fort Bragg Inland Land Use and Development Code:

- a. The proposed amendment is consistent with the General Plan and any applicable specific plan; and
 1. The proposed project is consistent with the land use designations of the Land Use Element of the Inland General Plan because the amendment would promote places for people, active uses, and economic vibrancy in the Central Business District, including new infill development and the regeneration of buildings that may be vacant or in disrepair; as overabundant parking would not support these outcomes, and seeing the appropriate supply of parking that supports necessary vehicle access without overburdening downtown with parking lots and vehicle congestion; and the City strives to be mindful of what constitutes adequate off-street parking; and
 2. The proposed amendment is consistent with the following applicable Inland General Plan including its Land Use Policies LU-3.2, LU-3.3, LU-3.4, and LU-3.5; and Circulation Policy C-5.1, Circulation Goal C-6, and Policy C-6.1 and Program C-6.1.1; and Community Design Goal CD-2, Policies CD-2.2 and CD-2.4, and Program CD-2.4.3; and
- b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
 1. As recommended by the Planning Commission, the proposed amendment supports safe and effective traffic circulation including adequate off-street parking and efficient ways to satisfy the need for parking in the Central Business District; and
- c. The proposed amendment is internally consistent with other applicable provisions of this Development Code.
 1. The proposed Zoning Code Amendment is consistent with ILUDC standards as amended and recommended in the February 28, 2024 Downtown Comprehensive Parking Strategy.

SECTION 2: GENERAL FINDINGS:

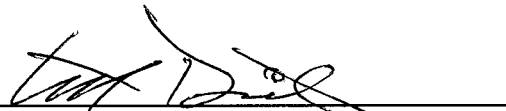
- a. The foregoing recitals are true and correct and made a part of this Resolution; and
- b. The documents and other material constituting the record for these proceedings are located in the Community Development Department.

BE IT FURTHER RESOLVED that the Fort Bragg Planning Commission does hereby recommend that the City Council amend Division 18 to the Fort Bragg Municipal Code, as shown in Attachment A, and to amend Chapter 18.36 *Parking and Loading*, including subsection 18.36.030 General Parking Regulations; 18.36.060 Bicycle Parking; and 18.36.080.C Central Business District (CBD) Special Parking Combining Zone; and

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and adoption.

The above and foregoing Resolution was introduced by Commissioner Logan seconded by Chair Deitz, and passed and adopted at a regular meeting of the Planning Commission of the City of Fort Bragg held on the 28th day of February 2024, by the following vote:

- AYES:** Jensen, Neils, Stavely, Logan, Deitz
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSE:**



Scott Deitz, Chair

ATTEST:



Maria Flynn, Administrative Assistant
Community Development Department

Chapter 18.36

Parking and Loading

Sections:

- [18.36.010 Purpose](#)
- [18.36.020 Applicability](#)
- [18.36.030 General Parking Regulations](#)
- [18.36.040 Number of Parking Spaces Required](#)
- [18.36.050 Disabled Parking Requirements](#)
- [18.36.060 Bicycle Parking](#)
- [18.36.070 Motorcycle Parking](#)
- [18.36.080 Reduction of Parking Requirements](#)
- [18.36.090 Parking Design and Development Standards](#)
- [18.36.100 Driveways and Site Access](#)
- [18.36.110 Loading Space Requirements](#)

18.36.010 - Purpose

The requirements of this Chapter are intended to ensure that suitable off-street parking and loading facilities are provided for all uses and developments, and that the facilities are properly designed, attractive, and located to be unobtrusive while meeting the needs of the specific use.

(Ord. 930, § 2, passed 06-12-2017)

18.36.020 - Applicability

A. Off-street parking and loading required. Each land use and structure, including a change or expansion of a land use or structure, shall provide suitable off-street parking and loading facilities in compliance with this Chapter.

B. Timing of improvements. A land use shall not be commenced and a structure shall not be occupied until the parking and loading improvements required by this Chapter are completed and approved by the Director.

(Ord. 930, § 2, passed 06-12-2017)

18.36.030 - General Parking Regulations

A. Parking and loading spaces to be permanent. ~~Each~~Any required parking and loading space shall be permanently available, marked, and maintained for parking or loading purposes for the use it is intended to serve; provided, that the approval of a Limited Term Permit (§ [18.71.030](#)) may allow the temporary use of a parking or loading space for other purposes.

B. Parking and loading to be unrestricted. A lessee, owner, tenant, or other person having control of the operation of a premises for which parking or loading spaces are required by this Chapter shall not prevent, prohibit, or restrict authorized persons from using the spaces without the prior approval of the Director.

C. Vehicles for sale. Only 1 vehicle or trailer owned by the lessee, owner, or renter of the property may be displayed for the purpose of sale for a maximum of 1 month, on parcels that are not authorized car sale lots.

D. Large motor vehicle and nonmotorized vehicle parking.

1. The storage (parking for any period longer than 72 hours) of a large motor vehicle or nonmotorized vehicle (as defined in § [10.02.010](#)) in a residential zoning district shall be allowed only when all portions of the large motor vehicle or nonmotorized vehicle are located entirely within the property boundaries and do not extend into the setbacks or the public right-of-way. Except that vehicles can be located within required setbacks with approval of a Minor Use Permit.

2. Parking within setback areas shall also comply with § [18.30.100](#)(D). (Limitations on the use of setbacks).

(Ord. 930, § 2, passed 06-12-2017)

18.36.040 - Number of Parking Spaces Required

Each land use shall provide the number of off-street parking spaces required by this Section. See §§ [18.36.060](#) and [18.36.070](#) for off-street parking requirements for bicycles and motorcycles, respectively.

A. Parking requirements by land use.

1. Number of spaces. The number of off-street parking spaces required for each land use is determined as follows. Rules for the calculation of the required number of spaces are in Subsection (A)(2) of this Section.

a. Basic space requirement. Each land use shall provide the number of off-street parking spaces required by Table 3-7, except where a greater or lesser number of spaces is required through Minor Use Permit or Use Permit approval in compliance with § [18.71.060](#).

b. Use not listed. A land use not specifically listed in Table 3-7 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-7 as a guide in determining the appropriate number of off-street parking spaces required for the use.

c. Use with accessory components. A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-7 for a hotel (e.g., the guest rooms), and for a gift shop.

d. Multi-tenant site. A site with multiple tenants shall provide the aggregate number of parking spaces required for each separate use, except when any land or building under the same ownership or under a joint use agreement is used for 2 or more

purposes with shared parking and no spaces reserved for a particular use. In this instance, the parking shall be provided as required by the analysis below:

- i) Determine the minimum amount of parking required for each land use as though it were a separate use, by time period, considering proximity to transit.
- ii) Calculate the total parking required across uses for each time period.
- iii) Set the requirement at the maximum total across time periods.

e. Expansion of structure, change in use. When a structure is enlarged, or when a change in its use requires more off-street parking than the previous use, additional parking spaces shall be provided in compliance with this Chapter. See also Chapter [18.90](#) (Nonconforming Uses, Structures, and Parcels). However, if required driveway access for 1 off-street space eliminates 1 on-street parking space, the off-street space shall not be required.

f. Excessive parking.

- i) The City discourages a land use being provided more off-street parking spaces than required by this Chapter, in order to avoid the inefficient use of land, unnecessary pavement, and excessive storm water runoff from paved surfaces.
- ii) The provision of off-street parking spaces in excess of the requirements in Table 3-7 is allowed only with Minor Use Permit approval in compliance with § [18.71.060](#), and only when additional landscaping, pedestrian amenities and necessary storm drain improvements are provided to the satisfaction of the review authority.

2. Calculation of required parking.

a. Floor area. In any case where Table 3-7 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 1,000 square feet of floor area), the floor area shall be construed to mean gross interior floor area.

b. Rounding of calculations. If a fractional number is obtained in calculations performed in compliance with this Chapter, 1 additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.

c. Bench or bleacher seating. Where fixed seating is provided as benches, bleachers, pews, or similar seating, a seat shall be defined as 24 inches of bench space for the purpose of calculating the number of parking spaces required by Table 3-7.

d. Parking based on employees. Whenever parking requirements are based on the number of employees, calculations shall be based on the largest number of employees on duty at any 1 time.

B. Use of on-street parking - Exception. Available on-street parking spaces cannot be used to meet the parking requirements identified in this Chapter. An exception to this provision may be granted according to the following procedure:

1. Criteria for approval. The Minor Use Permit may be issued if it meets all of the following criteria, in addition to the findings identified in § [18.71.060](#):

- a. The maximum amount of parking which is feasible shall be provided on site.
- b. The exception shall only be granted in situations where the Director, Public Works has determined that the exception will not result in potentially unsafe conditions for vehicles or pedestrians.
- c. The Director of Community Development has determined that the project is located in an area of abundant on-street parking.

2. Annual review. Each Minor Use Permit that grants an exception to off-street parking requirements shall be reviewed annually, and, if the review authority finds that the use of on-street parking spaces is creating a nuisance, the City may initiate proceedings to revoke the Minor Use Permit.

C. Nonconforming parking. A use or structure with nonconforming off-street parking may be physically changed or undergo a change in use in compliance with the following provisions:

1. Residential uses. No additional parking spaces shall be required; provided, the change does not increase the number of dwelling units, nor eliminate the only portion of the site that can be used for the required or existing parking or access.

2. Nonresidential uses.

- a. The number of existing parking spaces shall be maintained on the site and additional parking shall be provided in compliance with this Chapter for any additional floor area.
- b. If the use of the structure is changed to one that requires more parking than the previous use, only the difference between the number of parking spaces required for the previous use and those required for the new use shall be added.
- c. The change shall not eliminate the only portion of the site that can be used for the required or existing parking or access.

3. Waiver by Director. The Director may waive parking requirements when a nonconforming structure is proposed for rehabilitation if the Director determines that the existing structure location, parcel size, or topography renders the requirement unreasonable.

D. Recreational vehicle (RV) parking spaces. Off-street recreational vehicle (RV) parking spaces shall be provided as follows for retail uses, shopping centers, and visitor attractions that are required by this Chapter to provide 40 or more off-street parking spaces:

1. Number of RV spaces required. RV parking spaces shall be provided at a minimum ratio of 1 RV space for each 40 off-street vehicle parking spaces, or fraction thereof, required by this Chapter.

2. RV stall dimensions. Each RV parking space shall be designed as a pull-through space with a minimum width of 12 feet and a minimum length of 40 feet, with 14 feet of vertical clearance.

3. Modifications by Director. The Director may modify the provisions of this Subsection through a Minor Use Permit granted in compliance with § [18.71.060](#).

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE

Land Use Type: Manufacturing, Processing and Warehousing	Vehicle Spaces Required	
	Minimum	Maximum
All manufacturing, industrial, and processing uses, except the following.	1 space for each 400 sf of office area; 1 space for each 1,000 sf of floor and/or ground area devoted to other than office use; 1 space for each 5,000 sf of open storage.	1 space for each 200 sf of office area; 1 space for each 500 sf of floor and/or ground area devoted to other than office use; 1 space for each 2,500 sf of open storage.
Media production	1 space for each 400 sf of floor area.	1 space for each 200 sf of floor area.
Recycling facilities		
Heavy or light processing facilities, large collection facilities	Determined by Use Permit.	Determined by Use Permit.
Scrap/dismantling yards	1 space for each 400 sf of gross floor area, plus 1 space for each 10,000 sf of gross yard area.	1 space for each 200 sf of gross floor area, plus 1 space for each 5,000 sf of gross yard area.
Small collection facilities	Determined by Minor Use Permit.	Determined by Minor Use Permit.
Wholesaling and distribution	1 space for each 1,000 sf of floor area.	1 space for each 300 sf of floor area.

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Recreation, Education, and Public Assembly	Vehicle Spaces Required	
	Minimum	Maximum

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Recreation, Education, and Public Assembly	Vehicle Spaces Required	
	Minimum	Maximum
Clubs, community centers, lodges, meeting halls, religious facilities, theaters, auditoriums, and places of assembly	1 space for each 250 sf of floor area or 5 seats, whichever would yield more spaces.	1 space for each 100 sf of floor area or 3 seats, whichever would yield more spaces.
Commercial recreation facilities - Indoor	1 space for each 400 sf of floor area.	1 space for each 200 sf of floor area.
Commercial recreation facilities - Outdoor	Determined by Use Permit.	Determined by Use Permit.
Studios (art, dance, martial arts, music, etc.) Health/fitness facilities Conference/convention and sports/entertainment facilities	1 space for each 300 sf of floor area.	1 space for each 100 sf of floor area.
Library, gallery, and museum	1 space for each 500 sf of floor area.	1 space for each 250 sf of floor area.
Schools (public and private)		
Elementary, Junior High, Kindergarten and nursery schools	1 space per employee plus 1 space for each 10 students.	1 space per employee plus 1 space for each 5 students.
High schools	1 space per employee plus 1 space for each 5 students.	1 space per employee plus 1 space for each 4 students.
Colleges and universities (including trade, business, and art/music/dancing schools)	1 space per employee plus 1 space for each 4 students.	1 space per employee plus 1 space for each 2 students.
Mobile home		
Outside of mobile home park	1 space for each unit.	-
Within a mobile home park	1 space for each unit, plus 0.5 guest parking space.	-
Multifamily housing and live/work unit	Under 2 bedrooms: 1 space per unit. 2 bedrooms or more: 2 spaces per unit.	2.25 spaces per unit.
Organizational house, rooming or boarding house, residential care facility, co-housing	0.5 spaces per bedroom.	1 space per bedroom.
Second dwelling unit	See § 18.42.170(F) .	See § 18.42.170(F) .
Single-family dwelling	2 spaces	4 spaces

Notes:

- (1) Recreational vehicle parking spaces may also be required. See Subsection (D) of this Section (Recreational vehicle (RV) parking spaces).

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Retail Trade	Vehicle Spaces Required	
	Minimum	Maximum
All "Retail Trade" and general retail uses listed in § 18.22.030, Table 2-6, except for the following:	1 space for each 400 sf of floor area, plus 1 space for each 600 sf of outdoor sales area.	1 space for each 200 sf of floor area, plus 1 space for each 400 sf of outdoor sales area.
Auto and vehicle sales and rental	1 space for each 400 sf of floor area for the showroom and offices, plus 1 space for each 2,000 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and vehicle services.	1 space for each 200 sf of floor area for the showroom and offices, plus 1 space for each 1,000 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and vehicle services.
Bar, cocktail lounge, night club, tavern	1 space for each 5 seats; or 1 space for each 250 sf of floor area, whichever would yield more spaces.	1 space for each 3 seats; or 1 space for each 100 sf of floor area, whichever would yield more spaces.
Building and landscape materials and furniture stores, warehouse retail center	1 space for each 1,000 sf of display area.	1 space for each 500 sf of display area.
Convenience store	1 space for each 300 sf of floor area.	1 space for each 150 sf of floor area.
Marine-related use (hardware, supplies, rentals, and sales)	1 space for each 500 sf of floor area for the showroom and offices, plus 1 space for each 5,000 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and services.	1 space for each 300 sf of floor area for the showroom and offices, plus 1 space for each 2,500 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and services.
Restaurant, cafe, coffee shop	1 space for each 100 sf of dining area.	1 space for each 40 sf of dining area.
Service station	1 space for each 300 sf of floor area, plus 2 spaces for each service bay.	1 space for each 200 sf of floor area, plus 4 spaces for each service bay.
Shopping center	1 space for each 400 sf of floor area.	1 space for each 200 sf of floor area.

Notes:

- (1) Recreational vehicle parking spaces may also be required. See Subsection (D) of this Section (Recreational vehicle (RV) parking spaces).

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Service Uses	Vehicle Spaces Required	
	Minimum	Maximum
Banks and financial services	1 space for each 300 sf of floor area.	1 space for each 150 sf of floor area.
Child day care		
Large family day care home	2 spaces; may include spaces provided to fulfill residential parking requirements and on-street parking so long as it abuts the site.	4 spaces; may include spaces provided to fulfill residential parking requirements and on-street parking so long as it abuts the site.
Child/adult day care center	1 space for each employee, plus 1 space for each 10 children.	1 space for each employee, plus 1 space for each 5 children.
Equipment rental	1 space for each 400 sf of floor area; none required for outdoor storage and rental area; provided, sufficient area is provided within the yard to accommodate all customer vehicles entirely on site.	1 space for each 200 sf of floor area; none required for outdoor storage and rental area; provided, sufficient area is provided within the yard to accommodate all customer vehicles entirely on site.
Freight terminal	1 space for each 1,000 sf of lot area, plus 1 space for each commercial vehicle.	-
Laundry - Dry cleaning pick-up facilities and laundromats	1 space for each 400 sf of floor area.	1 space for each 250 sf of floor area.
Lodging	1 space for each unit, plus 1 space for the manager or owner and required spaces for accessory uses.	1.5 spaces for each unit, plus 2 spaces for the manager or owner and required spaces for accessory uses.
Medical marijuana dispensary	1 space for each 500 sf of floor space.	1 space for each 250 sf of floor space.
Medical services		
Clinic, laboratory, urgent care, doctor office	1 space for each 300 sf of floor area.	1 space for each 200 sf of floor area.
Extended care	1 space for each 5 beds or patients the facility is licensed to accommodate.	1 space for each 2 beds or patients the facility is licensed to accommodate.
Hospitals	2 spaces for each bed.	4 spaces for each bed.
Mortuaries and funeral homes	1 space for each 300 sf of floor area within the facility or 1 space for each 4 seats in the sanctuary, whichever would yield more spaces.	1 space for each 200 sf of floor area within the facility or 1 space for each 3 seats in the sanctuary, whichever would yield more spaces.
Offices	1 space for each 400 sf of floor area.	1 space for each 200 sf of floor area.

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Service Uses	Vehicle Spaces Required	
	Minimum	Maximum
Personal services and personal services - restricted		
All personal service uses except the following	1 space for each 350 sf of floor area.	1 space for each 200 sf of floor area.
Barber/beauty shops	2 spaces for each barber or beautician.	3 spaces for each barber or beautician.
Storage		
Cold storage facilities or ice plants	1 space for each 500 sf of floor area.	1 space for each 250 sf of floor area.
Outdoor storage	1 space for each 3,000 sf of lot area.	1 space for each 1,500 sf of lot area.
Personal storage facilities (mini-storage)	4 spaces for the manager's office.	8 spaces for the manager's office.
Warehousing	1 space for each 1,000 sf of floor area.	1 space for each 500 sf of floor area.
Vehicle services (major and minor repair)	4 spaces for each service or wash bay.	8 spaces for each service or wash bay.
Veterinary clinics, animal hospitals, boarding, or kennels	1 space for each 400 sf of floor area.	1 space for each 250 sf of floor area.
Boarding or kennels separate from other veterinary facilities	1 space per employee, plus 2 spaces.	2 spaces per employee, plus 2 spaces.

(Ord. 930, § 2, passed 06-12-2017)

18.36.050 - Disabled Parking Requirements

Number of spaces required. Parking for the disabled shall be provided on site in compliance with California Building Code Standards.

Parking spaces required for the disabled shall count toward compliance with the number of off-street parking spaces required by this Chapter.

(Ord. 930, § 2, passed 06-12-2017)

18.36.060 - Bicycle Parking

Each multifamily project of 5 or more units and nonresidential ~~projects~~land-use shall provide bicycle parking in compliance with this Section.

A. Number of bicycle spaces required.

1. Multifamily project. A multifamily project of 5 or more units shall provide bicycle parking spaces equal to a minimum of 10% of the required vehicle spaces, **or one bicycle parking space per each two units, whichever is greater**, unless separate secured garage space is provided for each unit. The bicycle spaces shall be distributed throughout the project. ~~A minimum number of 2 bicycle parking spaces shall be provided.~~

2. Nonresidential project. A nonresidential project (e.g., retail, office, etc.) shall provide bicycle parking spaces equal to a minimum of 10% of the required vehicle spaces, **or 1 bicycle parking space per 2,500 sq. ft. of net floor area, dining area, or indoor display area, whichever is greater**, distributed to serve customers and employees of the project. A minimum number of 2 bicycle parking spaces shall be provided.

B. Bicycle parking design and devices. Each bicycle parking space shall include a stationary parking device to adequately secure the bicycle, shall be a minimum of 2 feet in width and 6 feet in length, with a minimum of 7 feet of overhead clearance, and shall be conveniently located and generally within proximity to the main entrance of a structure.

(Ord. 930, § 2, passed 06-12-2017)

18.36.070 - Motorcycle Parking

A parking lot with 50 or more vehicle parking spaces shall provide motorcycle parking spaces conveniently located near the main entrance to the primary structure and accessed by the same access aisles that serve the vehicle parking spaces in the parking lot.

A. Number of spaces required. A minimum of 1 motorcycle parking space shall be provided for each 50 vehicle spaces or fraction thereof.

B. Space dimensions. Motorcycle spaces shall have minimum dimensions of 4 feet by 7 feet.

(Ord. 930, § 2, passed 06-12-2017)

18.36.080 - Reduction of Parking Requirements

A. Shared on-site parking.

1. Where 2 or more adjacent uses have distinct and differing peak parking usage periods (e.g., a theater and a bank), a reduction in the required number of parking spaces may be allowed through Minor Use Permit approval granted in compliance with § [18.71.060](#).

2. Approval shall also require a recorded covenant running with the land, recorded by the owner of the parking lot, guaranteeing that the required parking will be maintained exclusively for the use served for the duration of the use.

B. Reduction of required parking. The Director may reduce the number of parking spaces required by § 18.36.040 (Number of Parking Spaces Required), through the granting of a Minor Use Permit in compliance with § 18.71.060, based on quantitative information provided by the applicant that documents the need for fewer spaces (e.g., sales receipts, documentation of customer frequency, information on parking standards required for the proposed land use by other cities, etc.). Parking requirements may be reduced, by the review authority, where the project facilitates bicycle use by providing bicycle storage, lockers, changing rooms and showers and/or bicycles for employee use.

C. Central Business District (CBD) Special Parking Combining Zone. ~~The following parking requirements shall apply to~~ There are no minimum automobile parking requirements for areas within the CBD shown on the CBD Special Parking Combining Zone Map, below. ~~An applicant may either comply with the parking requirements identified in § 18.36.040 (Number of Parking Spaces Required), meet the alternative CBD parking requirements identified in Subsection (C)(2) of this Section, or pay the parking in lieu fee identified in Subsection (C)(3) of this Section.~~

~~**1.—Exemptions from the off-street parking requirements.** The following uses located within the CBD Special Parking Combining Zone are exempt from the off-street parking requirements identified in this Chapter:~~

- ~~a.—Replacement of an existing use with a new use determined to be similar by the Director.~~
- ~~b.—On the ground floor, any intensification of a commercial use except for bars, cocktail lounges, restaurants, and taverns.~~
- ~~c.—Any use with hours of operation exclusively after 5:00 p.m.~~
- ~~d.—Residential dwelling units located above ground floor commercial uses.~~

~~**2.—Number of parking spaces required for uses in the CBD Special Parking Combining Zone:**~~

- ~~a.—Off-street parking for uses in the CBD Special Parking Combining Zone shall comply with the requirements in Table 3-8.~~
- ~~b.—A land use not specifically listed by Table 3-8 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-8 as a guide in determining the appropriate number of off-street parking spaces required for the use.~~
- ~~c.—In any case where Table 3-8 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 400 square feet of floor area), the floor area shall be construed to mean gross interior floor area.~~
- ~~d.—A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-8 for a hotel (e.g., the guest rooms), and for the gift shop.~~

e.—If a fractional number is obtained in calculations performed in compliance with this Subsection, 1 additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.

TABLE 3-8 – RESERVED PARKING REQUIREMENTS IN THE CBD BY LAND USE

Land Use Type:	Vehicle Spaces Required
-	-
Bars, cocktail lounges, restaurants, and taverns	1 space for each 8 seats or 1 space for each 400 sf of floor area, whichever would yield more spaces.
Lodging	-
Bed and breakfast inns Hotels or motels	1 space for each unit, plus 1 space for the manager or owner.
Residential dwelling units	1 space for each dwelling unit.
Retail commercial and office uses	1 space for each 600 sf of floor area.

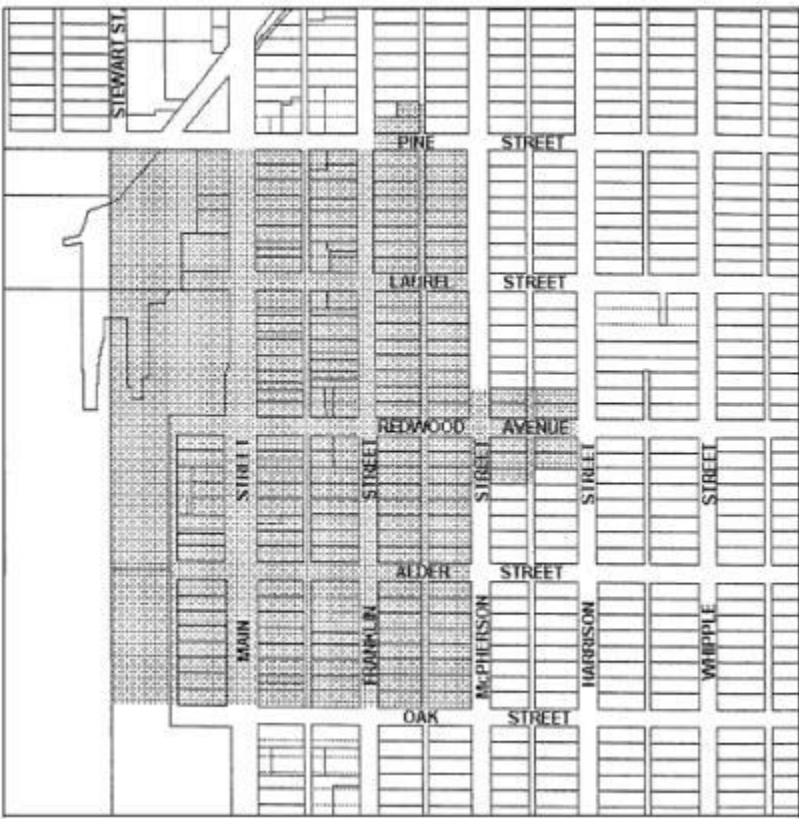


Figure 3-7 - CBD Special Parking Combining Zone

3.—Parking in-lieu fee. Parking requirements in the CBD Special Parking Combining Zone may be waived at the discretion of the approval authority, if the owner of the subject property pays a parking in-lieu fee to the City in compliance with this Subsection.

~~a.—In lieu of providing the off-street parking spaces required by this Subsection, these requirements may be satisfied by the payment to the City of an in-lieu parking fee established by the Council and identified in the City’s Fee Schedule for both the use of existing structures and for new structures for each required off-street parking space which is not provided.~~

~~b.—Parking in-lieu fees may be authorized in the CBD Special Parking Combining Zone for changes of use or projects for which provision of sufficient parking on-site is not possible. Parking in-lieu fees are discouraged for changes of use or new development that can accommodate required parking on-site. The funds shall be deposited with the City in a special fund and shall be used and expended for the purpose of acquiring and developing off-street parking facilities located insofar as reasonable in the general vicinity of the structures for which in-lieu payments were made as well as for meeting parking needs through strategies to reduce parking demand or to improve access to parking.~~

D. Parking reduction for small recycling collection facilities.

1. A reduction in vehicle parking spaces as provided in Table 3-9 may be allowed within an established nonresidential parking facility to accommodate a small recycling collection facility, when developed in compliance with § [18.42.150](#) (Recycling Facilities).

TABLE 3-9 - PARKING REDUCTION FOR RECYCLING	
Number of Available Vehicle Parking Spaces	Maximum Reduction (in vehicle spaces)
0-25	0
26-35	2
36-49	3
50-99	4
100+	5

2. A maximum 5-space reduction shall be allowed when not in conflict with parking needs of the host nonresidential use.

(Ord. 930, § 2, passed 06-12-2017)

18.36.090 - Parking Design and Development Standards

Required parking areas shall be designed, constructed, and properly maintained in compliance with the following requirements. Except where noted, the Director may modify the requirements of this Section through Minor Use Permit approval (§ [18.71.060](#)).

A. Location of parking. Parking areas shall be located as follows:

1. Residential. Residential parking shall be located on the same parcel as the uses served. Temporary (overnight) parking is allowed within required setback areas only on a paved driveway.

2. Nonresidential. Nonresidential parking shall be located on the same parcel as the uses served or within 300 feet of the parcel if shared parking or public parking facilities are used to meet parking requirements.

- a. Nonresidential parking shall not be located within a required front setback.
- b. Parking may be located within a required side or rear setback; provided, that it is separated from the side or rear property line by a minimum 5-foot-wide landscaped area.
- c. Parking between the primary structure and the fronting street should be avoided.

3. Within the Downtown. Parking within the Downtown area identified by § 18.36.080(C), Figure 3-7 (CBD Special Parking Combining Zone), shall not be located between a primary building and the fronting street.

B. Access to parking. Access to parking areas shall be provided as follows for all parking areas other than garages for individual dwelling units:

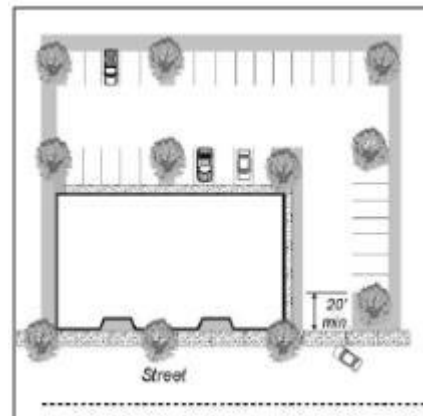
1. Parking areas shall provide suitable maneuvering area so that vehicles enter from and exit to a public street in a forward direction only.

- a. Parking lots shall be designed to prevent access at any point other than at designated access drives.
- b. Single- and multifamily dwelling units are exempt from this requirement, unless specifically required by conditions of a discretionary permit.
- c. This requirement does not apply to alleys, unless so specified in a specific zoning district.

2. A nonresidential development that provides 50 or more parking spaces shall have access driveways that are not intersected by a parking aisle, parking space, or another access driveway for a minimum distance of 20 feet from the street right-of-way, to provide a queuing or stacking area for vehicles entering and exiting the parking area. See Figure 3-8.

3. A minimum unobstructed clearance height of 14 feet shall be maintained above areas accessible to vehicles within nonresidential developments.

4. The design of parking lots on adjacent parcels may be required to provide for joint use and access, with cross parking easements, to limit access points to public



rights-of-way, and encourage motorists to park once to complete multiple tasks.

Figure 3-8 - Queuing Area

5. The design of parking lots shall provide for safe pedestrian access, via sidewalks, to and from parked cars, to the street and to the primary entrance of the associated development.
6. Curb cuts for purposes of providing street access to on-site parking spaces on primary commercial streets (see definitions) shall be permitted only by Conditional Use Permit.
7. Curb cuts to provide street access to on-site parking spaces on nonprimary commercial and residential streets shall be permitted only where a project site meets at least 1 of the following conditions:
 - a. The site has no adjacent side or rear alley having a minimum right-of-way of 15 feet;
 - b. The topography or configuration of this site or placement of buildings on the site precludes reasonable alley access to a sufficient number of parking spaces;
 - c. The average slope of the parcel is at least 5%; or
 - d. The Director, Public Works determines that a curb cut is appropriate due to traffic, circulation or safety concerns.

C. Access to adjacent sites.

1. Nonresidential developments.

- a. Applicants for nonresidential developments are encouraged to provide on-site vehicle access to parking areas on adjacent nonresidential properties to provide for convenience, safety, and efficient circulation.
- b. A joint access agreement running with the land shall be recorded by the owners of the abutting properties, as approved by the Director, guaranteeing the continued availability of the shared access between the properties.

2. Residential developments. Shared pedestrian access between adjacent residential developments is also strongly encouraged.

D. Parking stall and lot dimensions.

1. Minimum parking space and driveway dimensions. Each parking stall, driveway, and other parking lot features shall comply with the minimum dimension requirements in Table 3-10, and as illustrated in Figures 3-8 and 3-9. Future adjustments to stall dimensions shall be based on the standards listed in the latest version of the Urban Land Institute's Dimensions of Parking.

TABLE 3-10 - MINIMUM PARKING SPACE CONFIGURATION

Minimum Uni-Stall Requirements				
Width		Length		
9 ft		18 ft		

Angle of Parking (in degrees)	Space Width (in feet)	Curb Length (per vehicle)	Space Depth (from curb)	Driveway Width (in feet)
Parallel	9 ft	23 ft 0 in	9 ft 0 in	12 ft
45	9 ft	12 ft 9 in	19 ft 2 in	14 ft
60	9 ft	10 ft 5 in	20 ft 2 in	19 ft
90	9 ft	9 ft 0 in	18 ft 0 in	23 ft

2. Space width abutting a fence or wall. When the length of a parking space abuts a fence or wall, the required width of the parking space shall be increased by at least 1 foot.

3. Space length for perpendicular parking abutting a planter. The front 2 feet of the required length of a parking space may overhang the planter.

4. Compact parking spaces prohibited. Compact parking spaces (a space smaller in size than that required by this Chapter) shall not be allowed. The Director may not modify this prohibition, except to accommodate the planting of trees within a parking lot.

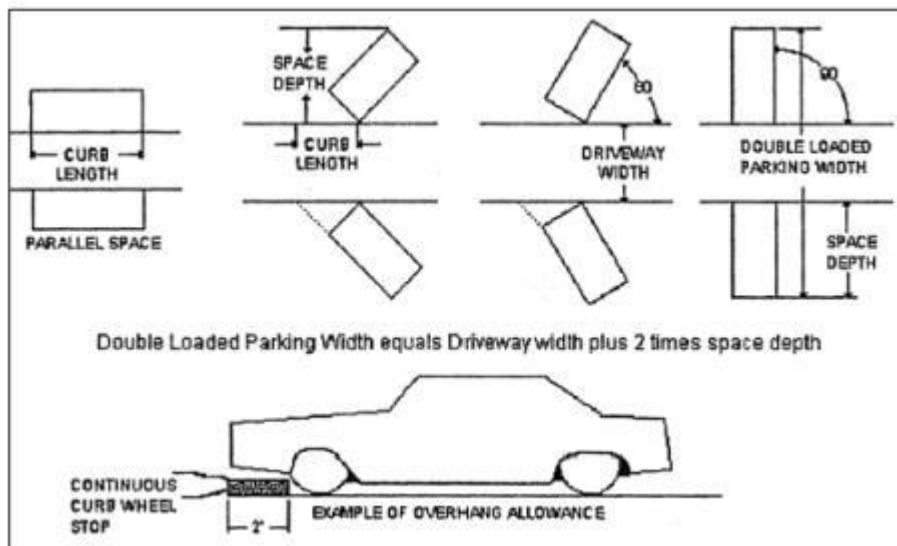


Figure 3-9 - Parking Space Dimensions

E. Tandem parking. Use of tandem parking (when 1 space is located directly behind another) shall not be allowed, except for single-family dwellings and duplex units, and only when both spaces

are assigned to the same dwelling unit. The Director may grant approval of tandem parking for nonresidential and other multifamily developments through a Use Permit if the applicant demonstrates that the tandem parking is achieved for vehicles owned by residents within a single unit or employees of a single commercial use.

F. Landscaping. Landscaping shall be provided in compliance with Chapter [18.34](#) (Landscaping Standards).

G. Lighting. Lighting shall be provided in compliance with § [18.30.070](#) (Outdoor Lighting).

H. Striping and identification.

1. Parking spaces shall be clearly outlined with 4-inch-wide lines painted on the parking surface.
2. The striping shall be continuously maintained in a clear and visible manner in compliance with the approved plans.
3. The re-striping of any parking space or lot other than to maintain existing striping shall require the prior approval of a re-striping plan by the Director, Public Works.

I. Surfacing, wheel stops, stormwater management and landscaping

1. All parking spaces and maneuvering areas shall be surfaced with paving, asphalt, concrete pavement, or comparable material as determined by the Director, Public Works. Permeable paving, permeable asphalt or permeable concrete pavement is preferred, and projects which use permeable paving materials will receive a proportional discount, based on the proportion of site coverage, on the City drainage fee. (Recommended maximum slopes for alternative paving surfaces are 5% for porous asphalt, 6% for porous concrete, and 10% for interlocking pavers.)
2. Required parking areas in the RR, RS, or RL zoning districts may be surfaced with gravel, pavers, or other all-weather surface as determined to be appropriate by the Director of Public Works. However, all gravel parking lots shall include a 20-foot-long paved driveway, to minimize the introduction of gravel onto the public right-of-way.
3. All parking and maneuvering areas shall be designed for on-site stormwater infiltration and treatment where feasible. Stormwater management techniques shall include 1 or more of the following techniques or their equivalent as determined by the City Engineer:
 - a) Permeable paving over at least 12 inches of gravel;
 - b) Site design so that stormwater flows into landscaped strips, islands and/or rain gardens with a soil depth of at least 24 inches;
 - c) Stormwater bioretention swales, rain-gardens, or other open water infiltration and conveyance system with a reservoir volume equal to the surface area of the impermeable surfaces times a depth of 6 inches;

- d) Rainboxes; and/or
- e) Equivalent stormwater retention or infiltration technique as determined by the Director of Public Works.

4. Where stormwater infiltration is infeasible, due to site limitations or use type, parking areas shall be graded so that all surface water flows off site into drainage features to the satisfaction of the Director, Public Works.

5. All grading plans relating to the parking facilities shall be reviewed and approved by the Director, Public Works before any work can commence.

6. Individual wheel stops, of at least 6 inches in height and width, shall be provided for parking spaces located adjacent to fences, walls, property lines, landscaped areas, and structures. Wheel stops shall be placed to allow for 2 feet of vehicle overhang area within the dimension of the parking space. Continuous concrete curbing is discouraged in parking lots. If continuous concrete curbing is installed it shall include curb cuts so that stormwater can flow into bioretention swales, islands, tree filter boxes, gravel wetlands or other LID stormwater techniques.

(Ord. 930, § 2, passed 06-12-2017)

18.36.100 - Driveways and Site Access

Each driveway providing site access from a street, alley, or other public right-of-way shall be designed, constructed, and properly maintained in compliance with the following. The Director may modify the requirements of this Section through Minor Use Permit approval (§ [18.71.060](#)).

A. Number of driveways.

1. Single-family dwellings and duplexes. A single-family dwelling or duplex shall be allowed 1 driveway from the adjacent alley if feasible except that:

- a. A driveway from the street may be allowed if no alley provides access; or
- b. A circular driveway may be allowed on a parcel with 200 feet or more of street frontage without alley access.

2. Multifamily and nonresidential projects.

- a. A multifamily or nonresidential development project on a parcel of 2 acres or less shall be limited to a maximum of 2 driveways, unless the Director, Public Works determines that more than 2 driveways are required to accommodate the traffic for the project.
- b. Whenever a property has access to more than 1 street, access shall be generally limited to the lowest volume street where the impact of a new access will be minimized.

3. Shared driveways. The review authority may require development on smaller parcels to be planned with access along 1 side property line, and consolidated with the access driveway on the adjacent parcel, where practical, to limit the total number of access points on a street segment, and minimize conflicts with traffic flow.

4. Driveways and sidewalks. Driveways shall connect to alleys instead of streets, when possible, in order to minimize the point of conflicts between motor vehicles and pedestrians walking on sidewalks. For this reason, the size of driveways and the number of driveways which cross sidewalks shall be kept to a minimum.

B. Distance from street corners. Each driveway shall be separated from the nearest street intersection as follows, except where the Director, Public Works allows less separation:

1. A minimum of 150 feet from the nearest intersection, as measured from the centerline of the driveway to the centerline of the nearest travel lane of the intersecting street; and
2. For parcels with frontages less than 150 feet, the minimum distance shall be 100 feet.

C. Driveway spacing. Driveways shall be separated along a street frontage as follows:

1. Single-family and duplex residential developments. Driveways shall be separated by at least 6 feet, unless a shared, single driveway is approved by the Director, Public Works. The 6-foot separation shall not include the transition or wing sections on each side of the driveway.

2. Multifamily and nonresidential developments. Where 2 or more driveways serve the same or adjacent multifamily or nonresidential development, the centerline of the driveways shall be separated by a minimum of 50 feet. The Director, Public Works may approve exceptions to this standard.

D. Driveway dimensions.

1. Single-family dwelling. Each single-family dwelling shall be provided a driveway with a minimum width of 10 feet and a maximum of 23 feet, preferably from an alley. If the driveway connects a garage to an alley, it shall have a minimum length of 10 feet. If the driveway connects to a street, it shall have a minimum length of 23 feet from the back of the sidewalk, or the edge of the right-of-way where there is no sidewalk.

2. Multifamily and nonresidential development.

a. A driveway for a multifamily or nonresidential development which connects to a parking lot of 9 or more spaces shall have a minimum paved width of 11 feet for a 1-way driveway and 22 feet for a 2-way driveway.

b. A driveway for a multifamily or nonresidential development which connects to a parking lot of 8 or fewer spaces shall have a paved width of 10 feet unless additional width is necessary to ensure public safety.

c. If the City anticipates the parking lot will generate higher than normal turnover of vehicles (such as generated by a take-out restaurant) or larger than normal vehicles (such as generated by a warehouse) then the City may require additional width for driveways.

3. Minimum paved length. Where unpaved driveways are otherwise allowed by this Development Code or the review authority, each driveway shall be paved with concrete or asphalt for a minimum length of 20 feet from the public right-of-way.

E. Clearance from obstructions.

1. The nearest edge of a driveway curb cut shall be at least 3 feet from the nearest property line, the centerline of a fire hydrant, light standard, traffic signal, utility pole, or other similar facility.
2. Street trees shall be a minimum of 10 feet from the driveway access, measured at the trunk.
3. A driveway shall have an overhead clearance of 14 feet in height except within a parking structure, which may be reduced to 7 feet, 6 inches.

F. Traffic safety visibility areas. Structures or landscaping over 42 inches in height shall not be allowed within a traffic safety visibility area, with the exception of trees with the canopy trimmed to a minimum of 6 feet in height. See § [18.30.060](#)(E).

G. Surfacing.

1. Within the multifamily and nonresidential zoning districts, driveways shall be paved and permanently maintained with permeable or impermeable paving, asphalt, concrete, or approved paving units. Projects that utilize permeable surfaces will receive a proportional discount on their drainage fees based on the total site coverage.
2. Within other zoning districts (e.g., RR, RS, and RL), driveways may be constructed with the use of other all-weather surfacing as determined to be appropriate by the Director, Public Works, where it is first determined that a surface other than asphalt or concrete is consistent with the driveways of similar properties in the vicinity, and that the alternate surface will not impair accessibility for emergency vehicles.
3. A driveway with a slope of 15% or more shall be paved with permeable or impermeable asphalt or concrete in all cases.

(Ord. 930, § 2, passed 06-12-2017)

18.36.110 - Loading Space Requirements

Off-street loading spaces shall be provided as required by this Section. The Director may modify these requirements through Minor Use Permit approval (§ [18.71.060](#)), where the Director first

determines that the operating, shipping, and delivery characteristics of the use do not require the number or type of loading spaces required by this Section.

A. Number of loading spaces required. Nonresidential uses shall provide off-street loading spaces in compliance with Table 3-11. Requirements for uses not listed shall be determined by the Director based upon the requirements for comparable uses.

TABLE 3-11 - REQUIRED OFF-STREET LOADING SPACES		
Type of Land Use	Total Gross Floor Area	Loading Spaces Required
Industrial, manufacturing, research and development, institutional, and service uses	5,000 to 10,000 sf	1
	10,001 + sf	1 for each additional 10,000 sf plus additional as required by Director.
Office uses	5,000 to 25,000 sf	1
	25,001 + sf	1 for each additional 25,000 sf plus additional as required by Director.
Retail commercial and other allowed nonresidential uses	5,000 to 10,000 sf	1
	10,001 + sf	1 for each additional 10,000 sf plus additional as required by Director.

B. Standards for off-street loading areas. Off-street loading areas shall be provided in compliance with the following:

- 1. Dimensions.** Loading spaces shall be a minimum of 12 feet in width, 40 feet in length, with 14 feet of vertical clearance.
- 2. Lighting.** Loading areas shall have lighting capable of providing adequate illumination for security and safety; lighting shall also comply with the requirements of § [18.30.070](#) (Outdoor Lighting).
- 3. Location.** Loading spaces shall be:
 - a. As near as possible to the main structure and limited to the rear 2/3 of the parcel, if feasible;
 - b. Situated to ensure that the loading facility is screened from adjacent streets;
 - c. Situated to ensure that loading and unloading takes place on site and in no case faces a public street, or is located within a required front setback, adjacent public right-of-way, or other on-site traffic circulation areas;
 - d. Situated to ensure that all vehicular maneuvers occur on site. The loading areas shall allow vehicles to enter from and exit to a public street in a forward motion only; and

e. Situated to avoid adverse impacts upon neighboring residential properties and located no closer than 100 feet from a residential zoning district unless adequately screened, and authorized through Design Review approval in compliance with § [18.71.050](#).

4. Loading ramps. Plans for loading ramps or truck wells shall be accompanied by a profile drawing showing the ramp, ramp transitions, and overhead clearances.

5. Screening. Loading areas shall be screened from abutting parcels and streets with a combination of dense landscaping and solid masonry walls with a minimum height of 6 feet.

6. Striping.

a. Loading spaces shall be striped, and identified for loading only.

b. The striping and "loading only" notations shall be continuously maintained in a clear and visible manner in compliance with the approved plans.

7. Surfacing.

a. All loading areas shall be surfaced with permeable paving, asphalt, concrete pavement, or comparable material as determined by the Director, Public Works and shall be graded to dispose of all surface water to the satisfaction of the Director, Public Works.

b. All grading plans relating to the loading facilities shall be reviewed and approved by the Director, Public Works before any work can commence.

RESOLUTION NO. PC 08-2024

**RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION
RECOMMENDING THAT THE CITY COUNCIL SUBMIT AN LCP AMENDMENT
APPLICATION TO THE COASTAL COMMISSION TO AMEND CHAPTER 17.36 –
PARKING AND LOADING OF DIVISION 17 OF THE FORT BRAGG MUNICIPAL
CODE TO AMEND THE CENTRAL BUSINESS DISTRICT SPECIAL PARKING
COMBINING ZONE REQUIREMENTS**

WHEREAS, California Constitution Article XI, Section 7, enables the City of Fort Bragg (the “City”) to enact local planning and land use regulations; and

WHEREAS, the authority to adopt and enforce zoning regulations is an exercise of the City’s police power to protect the public health, safety, and welfare; and

WHEREAS, on May 12, 2008, the City Council adopted Resolution 3162-2008 and thereby adopted the City of Fort Bragg Coastal General Plan, including its Circulation Element, and established goals, policies, and programs for all land within the Fort Bragg Coastal Zone; and

WHEREAS, in August 2008 the California Coastal Commission certified the City’s Local Coastal Program, which includes the Coastal General Plan and its Circulation Element; and

WHEREAS, Circulation Element *Section 5 Parking* establishes goals, policies and related programs, for adequate off-street parking essential for Central Business District business, provision for an in-lieu fee to build additional off-street parking facilities and mentions the community-wide benefit of providing additional off-street parking facilities in the Central Business District; and

WHEREAS, the adoption of an Coastal Land Use and Development Code (CLUDC) is necessary to provide a regulatory framework for implementation of the Coastal General Plan and to update zoning regulations in accordance with City Council policy direction; and

WHEREAS, the City adopted an Coastal Land Use and Development Code and Negative Declaration on July 2009, including [CLUDC Chapter 17.36 Parking and Loading](#), §17.36.060 *Bicycle Parking*, §17.36.080 *Reduction of Parking Requirements*, and establishing requirements for the Central Business District Special Parking Combining Zone; and

WHEREAS, the City has prioritized policies to keep the downtown vibrant; access to public transit on the Mendocino Coast is extremely limited; visitors and locals are often dependent on vehicles as a mode of transportation and beginning in 2022 the City desired to develop a *Comprehensive Parking Strategy*; and

WHEREAS, on January 23, 2023, the City Council sought proposals to create a *Comprehensive Downtown Parking Strategy* where the study would be substantially funded through an approved MCOG OWP planning grant; and

WHEREAS, on March 27, 2023, the City Council awarded a Professional Services Agreement to Walker Consultants for the preparation of a comprehensive downtown

parking strategy and the term of this agreement was subsequently extended to April 30, 2023 by City Manager Isaac Whippy; and

WHEREAS, throughout 2023, the City of Fort Bragg technical advisory committee, including Assistant Planner Sarah Peters, Assistant Engineering Director Chantel O'Neal, Director Juliana Cherry, and Police Chief Neil Cervenka, meet regularly with Walker Consultants to discuss Circulation Element goals, policies, and programs; Inland and Coastal Land Use and Development Codes; existing on-street parking practices and to survey the Central Business District parking on August 16, 2023; for the purpose of developing a comprehensive downtown parking strategy recommendation; and

WHEREAS, on August 16, 2023, the City of Fort Bragg hosted a walking tour of the Central Business District's on-street and off-street parking; and

WHEREAS, on August 17, 2023 and at Community Town Hall, Walker Consultants facilitated the Fort Bragg Downtown Parking and Access Study, which was an interactive workshop about on-street and off-street parking in the Central Business District; and the workshop was well attended by the public; and

WHEREAS, throughout August 2023, the public were invited to complete an online survey about parking in the Central Business District; and

WHEREAS, on December 11, 2023, and for the last dozen years, the City Council annually adopted a resolution to waive the in-lieu parking fee required by CLUDC §17.36.080.C.3; and

WHEREAS, on December 13, 2023, the Fort Bragg Planning Commission, as a Conduct of Business matter, participated in a downtown parking strategy study session facilitated by Walker Consultants; and

WHEREAS, the "activities and approvals by a local government necessary for the preparation and adoption of a local coastal program or long range development plan" pursuant to the California Coastal Act are statutorily exempt from compliance with CEQA, and this statutory exemption "shifts the burden of CEQA compliance from the local agency to the California Coastal Commission" (CEQA Guidelines §15265(c)); and

WHEREAS, the Planning Commission held a duly noticed public hearing on February 28, 2024, to consider, accept, and receive a 2024 *Comprehensive Downtown Parking Strategy* prepared by Walker Consultants and to hear public testimony on said report; and

WHEREAS, on February 28, 2024, the Planning Commission held a duly noticed public hearing to consider [CLUDC Chapter 17.36 Parking and Loading Standards](#) amendments, including Bicycle Parking and Central Business District (CBD) Special Parking Combining Zone amendments; and

NOW, THEREFORE, BE IT RESOLVED that the City of Fort Bragg Planning Commission, based on the entirety of the record before it, which includes without limitation, CEQA, Public Resources Code §21000, et seq. and the CEQA Guidelines, 14 California Code of Regulations §15000, et seq.; the Fort Bragg Coastal General Plan; the Fort Bragg Coastal Land Use and Development Code; the Project application; all reports and public testimony submitted as part of the Planning Commission meeting of

February 24, 2024 and Planning Commission deliberations; and any other evidence (within the meaning of Public Resources Code §21080(e) and §21082.2), the Planning Commission of the City of Fort Bragg does hereby make the following findings and determinations:

SECTION 1: COASTAL LAND USE AND DEVELOPMENT CODE AMENDMENT FINDINGS

Pursuant to Fort Bragg Municipal Code Section 17.94.060, the Planning Commission recommends that the City Council make the following findings for adoption of the proposed amendments to the Fort Bragg Coastal Land Use and Development Code:

- a. The proposed amendment is consistent with the General Plan and any applicable specific plan; and
 1. The proposed project is consistent with the land use designations of the Land Use Element of the Coastal General Plan because the amendment would promote places for people, active uses, and economic vibrancy in the Central Business District, including new infill development and the regeneration of buildings that may be vacant or in disrepair; as overabundant parking would not support these outcomes, and seeing the appropriate supply of parking that supports necessary vehicle access without overburdening downtown with parking lots and vehicle congestion; and the City strives to be mindful of what constitutes adequate off-street parking; and
 2. The proposed amendment is consistent with the following applicable Coastal General Plan policies: Policies LU-3.1, LU-3.2, LU-3.4, and LU-3.5; Policies C-5.1 and Program C-5.1.1; and Program CD-3.4.1; and
- b. The proposed amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City; and
 1. As recommended by the Planning Commission, the proposed amendment supports safe and effective traffic circulation including adequate off-street parking and efficient ways to satisfy the need for parking in the Central Business District; and
- c. The proposed amendment is internally consistent with other applicable provisions of this Development Code.
 1. The proposed Zoning Code Amendment is consistent with CLUDC standards as amended and recommended in the February 28, 2024 Downtown Comprehensive Parking Strategy.

SECTION 2: GENERAL FINDINGS:


- a. The foregoing recitals are true and correct and made a part of this Resolution as findings; and
- b. The documents and other material constituting the record for these proceedings are located in the Community Development Department.

BE IT FURTHER RESOLVED that the Fort Bragg Planning Commission does hereby recommend that the City Council submit an LCP Amendment Application to the California Coastal Commission to amend Division 17 of the Fort Bragg Municipal Code, as shown in Attachment A, and to amend Chapter 17.36 *Parking and Loading*, including subsection 17.36.030 General Parking Regulations; 17.36.060 Bicycle Parking; and 17.36.080.C Central Business District (CBD) Special Parking Combining Zone; and

BE IT FURTHER RESOLVED that this Resolution shall become effective immediately upon its passage and adoption.

The above and foregoing Resolution was introduced by Commissioner Logan seconded by Commissioner Jensen, and passed and adopted at a regular meeting of the Planning Commission of the City of Fort Bragg held on the 28th day of February 2024, by the following vote:

AYES: Jensen, Neils, Stavely, Logan, Deitz
NOES:
ABSENT:
ABSTAIN:
RECUSE:



Scott Deitz, Chair

ATTEST:

Maria Flynn

Maria Flynn, Administrative Assistant
Community Development Department

ARTICLE 3

Site Planning and Project Design Standards

CHAPTER 17.30 - STANDARDS FOR ALL DEVELOPMENT AND LAND USES

17.30.010 - PURPOSE	3-ERROR! BOOKMARK NOT DEFINED.
17.30.020 - APPLICABILITY.....	3-ERROR! BOOKMARK NOT DEFINED.
17.30.050 - FENCES, WALLS, AND SCREENING	3-ERROR! BOOKMARK NOT DEFINED.
17.30.060 - HEIGHT LIMITS AND EXCEPTIONS.....	3-ERROR! BOOKMARK NOT DEFINED.
17.30.070 - OUTDOOR LIGHTING	3-ERROR! BOOKMARK NOT DEFINED.
17.30.080 - PERFORMANCE STANDARDS	3-ERROR! BOOKMARK NOT DEFINED.
17.30.090 - PUBLIC IMPROVEMENT REQUIREMENTS	3-ERROR! BOOKMARK NOT DEFINED.
17.30.100 - SETBACK REQUIREMENTS AND EXCEPTIONS	3-ERROR! BOOKMARK NOT DEFINED.
17.30.110 - SOLID WASTE/RECYCLABLE MATERIALS STORAGE.....	3-ERROR! BOOKMARK NOT DEFINED.
17.30.120 - UNDERGROUND UTILITIES.....	3-ERROR! BOOKMARK NOT DEFINED.

CHAPTER 17.31 - DENSITY BONUSES AND AFFORDABLE HOUSING INCENTIVES

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17.31.030 - DENSITY BONUS ELIGIBILITY	3-ERROR! BOOKMARK NOT DEFINED.
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17.32.100 - CONTROL OF AFFORDABLE UNIT RESALE	3-ERROR! BOOKMARK NOT DEFINED.

CHAPTER 17.34 - LANDSCAPING STANDARDS

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17.34.020 - APPLICABILITY.....	3-ERROR! BOOKMARK NOT DEFINED.
17.34.030 - DEFINITIONS	3-ERROR! BOOKMARK NOT DEFINED.
17.34.040 - LANDSCAPE AND IRRIGATION PLANS.....	3-ERROR! BOOKMARK NOT DEFINED.
17.34.050 - LANDSCAPE LOCATION REQUIREMENTS.....	3-ERROR! BOOKMARK NOT DEFINED.
17.34.060 - LANDSCAPE STANDARDS	3-ERROR! BOOKMARK NOT DEFINED.
17.34.070 - MAINTENANCE OF LANDSCAPE AREAS	3-ERROR! BOOKMARK NOT DEFINED.

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CHAPTER 17.36 - PARKING AND LOADING

Sections:

- 17.36.010 - Purpose
- 17.36.020 - Applicability
- 17.36.030 - General Parking Regulations
- 17.36.040 - Number of Parking Spaces Required
- 17.36.050 - Disabled/Handicapped Parking Requirements
- 17.36.060 - Bicycle Parking
- 17.36.070 - Motorcycle Parking
- 17.36.080 - Reduction of Parking Requirements
- 17.36.090 - Parking Design and Development Standards
- 17.36.100 - Driveways and Site Access
- 17.36.110 - Loading Space Requirements

17.36.010 - Purpose

The requirements of this Chapter are intended to ensure that suitable off-street parking and loading facilities are provided for all uses and developments, and that the facilities are properly designed, attractive, and located to be unobtrusive while meeting the needs of the specific use.

17.36.020 - Applicability

- A. **Off-street parking and loading required.** Each land use and structure, including a change or expansion of a land use or structure, shall provide suitable off-street parking and loading facilities in compliance with this Chapter.
- B. **Timing of improvements.** A land use shall not be commenced and a structure shall not be occupied until the parking and loading improvements required by this Chapter are completed and approved by the Director.

17.36.030 - General Parking Regulations

- A. **Parking and loading spaces to be permanent.** ~~Each~~Any required parking and loading space shall be permanently available, marked, and maintained for parking or loading purposes for the use it is intended to serve; provided that the approval of a Limited Term Permit (Section 17.71.030) may allow the temporary use of a parking or loading space for other purposes.
- B. **Parking and loading to be unrestricted.** A lessee, owner, tenant, or other person having control of the operation of premises for which parking or loading spaces are required by this Chapter shall not prevent, prohibit, or restrict authorized persons from using the spaces without the prior approval of the Director.
- C. **Vehicles for sale.** No vehicle, trailer, or other personal property shall be parked on private property for the purpose of displaying the vehicle, trailer, or other personal property for hire, rental, or sale, unless the applicable zoning district allows the use, and the person or business at that location is licensed to sell vehicles, trailers, or other personal property. However, one vehicle or trailer owned by the lessee, owner, or renter of the property may be displayed for the purpose of sale for a maximum of one month.
- D. **Recreational vehicle (RV) parking.**
 1. The storage (parking for any period longer than 72 hours) of a recreational vehicle (RV) and/or boat in a residential zoning district shall be allowed only when all portions of the vehicle or boat are located entirely within the property boundaries and do not extend into the public right-of-way.

2. Parking within setback areas shall also comply with Section 17.30.100.D. (Limitations on the Use of Setbacks).

17.36.040 - Number of Parking Spaces Required

Each land use shall be provided the number of off-street parking spaces required by this Section. See Sections 17.36.060, and 17.36.070 for off-street parking requirements for bicycles and motorcycles, respectively.

A. Parking requirements by land use.

1. **Number of spaces.** The number of off-street parking spaces required for each land use is determined as follows. Rules for the calculation of the required number of spaces are in Subsection A.2, below.
 - a. **Basic space requirement.** Each land use shall provide the number of off-street parking spaces required by Table 3-7, except where a greater or lesser number of spaces are required through Minor Use Permit or Use Permit approval in compliance with Section 17.71.060.
 - b. **Use not listed.** A land use not specifically listed in Table 3-7 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-7 as a guide in determining the appropriate number of off-street parking spaces required for the use.
 - c. **Use with accessory components.** A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-7 for a hotel (e.g., the guest rooms), and for a gift shop.
 - d. **Multi-tenant site.**
 - i.) A site with multiple tenants shall provide the aggregate number of parking spaces required for each separate use, except where the site is developed as an integrated shopping center with shared parking and no spaces reserved for a particular use. In this instance, the parking shall be provided as required by Table 3-7 for a shopping center.
 - ii.) When a multi-tenant center includes one or more uses that will need more parking than retail uses (e.g., a health/fitness facility, restaurant, or theater) additional parking shall be required for the non-retail use unless a parking reduction is approved in compliance with 17.36.080 (Reduction of Parking Requirements), below.
 - e. **Expansion of structure, change in use.** When a structure is enlarged, or when a change in its use requires more off-street parking than the previous use, additional parking spaces shall be provided in compliance with this Chapter. See also Chapter 17.90 (Nonconforming Uses, Structures, and Parcels). However, if required driveway access for one off-street space eliminates one on-street parking space, the off-street space shall not be required.
 - f. **Excessive parking.**
 - i.) The City discourages a land use being provided more off-street parking spaces than required by this Chapter, in order to avoid the inefficient use of land, unnecessary pavement, and excessive storm water runoff from paved surfaces.
 - ii.) The provision of off-street parking spaces in excess of the requirements in Table 3-7 is allowed only with Minor Use Permit approval in compliance with Section 17.71.060, and only when additional landscaping, pedestrian amenities and necessary storm drain improvements are provided to the satisfaction of the review authority.

2. **Calculation of required parking.**

- a. **Floor area.** In any case where Table 3-7 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 1,000 sf of floor area), the floor area shall be construed to mean gross interior floor area.
 - b. **Rounding of calculations.** If a fractional number is obtained in calculations performed in compliance with this Chapter, one additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.
 - c. **Bench or bleacher seating.** Where fixed seating is provided as benches, bleachers, pews, or similar seating, a seat shall be defined as 24 inches of bench space for the purpose of calculating the number of parking spaces required by Table 3-7.
 - d. **Parking based on employees.** Whenever parking requirements are based on the number of employees, calculations shall be based on the largest number of employees on duty at any one time.
- B. Use of on-street parking - Exception.** Available on-street parking spaces cannot be used to meet the parking requirements identified in this Chapter. An exception to this provision may be granted for a licensed day care facility or a pre-school, subject to Minor Use Permit approval in compliance with Section 17.71.060.
1. **Criteria for approval.** The Minor Use Permit may be issued if it meets all of the following criteria, in addition to the findings identified in Section 17.71.060:
 - a. The exception shall be granted only for uses in an existing structure. It shall not be granted for any expansion of gross floor area to a structure or for new construction.
 - b. The maximum amount of parking which is feasible shall be provided on-site.
 - c. The exception shall only be granted in situations where the City Engineer has determined that the exception will not result in potentially unsafe conditions for vehicles or pedestrians.
 2. **Annual review.** Each Minor Use Permit that grants an exception to off-street parking requirements shall be reviewed annually, and, if the review authority finds that the use of on-street parking spaces is creating a nuisance, the City may initiate proceedings to revoke the Minor Use Permit.
- C. Nonconforming parking.** A use or structure with nonconforming off-street parking may be physically changed or undergo a change in use in compliance with the following provisions.
1. **Residential uses.** No additional parking spaces shall be required; provided, the change does not increase the number of dwelling units, nor eliminate the only portion of the site that can be used for the required or existing parking or access.
 2. **Nonresidential uses.**
 - a. The number of existing parking spaces shall be maintained on the site and additional parking shall be provided in compliance with this Chapter for any additional floor area.
 - b. If the use of the structure is changed to one that requires more parking than the previous use, only the difference between the number of parking spaces required for the previous use and those required for the new use shall be added.
 - c. The change shall not eliminate the only portion of the site that can be used for the required or existing parking or access.

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE

Land Use Type: Manufacturing Processing and Warehousing	Vehicle Spaces Required
All manufacturing, industrial, and processing uses, except the following.	1 space for each 200 sf of office area; 1 space for each 500 sf of floor and/or ground area devoted to other than office use; 1 space for each 5,000 sf of open storage.
Media production	1 space for each 300 sf of floor area.
Recycling facilities	
Heavy or light processing facilities	Determined by Use Permit.
Large collection facilities	Determined by Use Permit.
Scrap/dismantling yards	1 space for each 300 sf of gross floor area, plus 1 space for each 10,000 sf of gross yard area.
Small collection facilities	Determined by Minor Use Permit.
Wholesaling and distribution	1 space for each 500 sf of floor area.
Clubs, community centers, lodges, and meeting halls	1 space for each 100 sf of floor area.
Commercial recreation facilities - Indoor, except for the following:	1 space for each 400 sf of floor area.
Arcades	1 space for each 200 sf of floor area.
Bowling alleys	4 spaces for each alley.
Pool and billiard rooms	2 spaces for each table.
Commercial recreation facilities - Outdoor	Determined by Use Permit
Conference/convention and sports/entertainment facilities	1 space for each 200 sf of floor area.
Equestrian facilities	1 space for each 5 horses boarded.
Golf	
Golf courses and country clubs	4 spaces per hole, plus as required by this table for accessory uses (e.g., banquet room, bar, pro shop, restaurant, etc.)
Golf driving range	1 space for each tee.
Health/fitness facilities	1 space for each 200 sf of floor area.
Library, gallery, and museum	1 space for each 300 sf of floor area.
Religious facilities	1 space for each 4 seats or 1 space for each 75 sf of floor area, whichever would yield more spaces; plus 1 space for each classroom or office.

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Manufacturing Processing and Warehousing (Continued)	Vehicle Spaces Required
Schools (public and private)	
Kindergarten and nursery schools	1 space per employee plus 1 space for each 10 children.
(Middle) Elementary/junior highs	1 space per employee plus 1 space for each 10 students.
(Secondary) High schools	1 space per employee plus 1 space for each 5 students.
Colleges and universities (including trade, business, and art/music/dancing schools)	1 space per employee plus 1 space for each 2 students.
Studios (art, dance, martial arts, music, etc.)	1 space for each 200 sf of floor area.
Theaters, auditoriums , and places of assembly	1 space for each 4 seats or 1 space for each 100 sf of floor area, whichever would yield more spaces.

Notes:

- (1) Recreational vehicle parking spaces may also be required. See Section 17.36.040.D (Recreational vehicle (RV) parking spaces).

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Residential Uses	Vehicle Spaces Required
Live/work unit	2 spaces for each unit.
Mobile home Outside of mobile home park Within a mobile home park	1 space for each unit. 1 space for each unit, plus 0.5 guest parking space and 0.25 parking space for each unit for vehicle storage.
Multi-family housing	Project of 4 or fewer units - 1 space for units less than 400 sf; 1.5 spaces for units between 400 and 960 sf; and 2 spaces per unit for units larger than 960 sf. Project of 5 or more units - 2 spaces for each unit, 3 spaces for units with 4 or more bedrooms, plus guest parking at a ratio of 1 uncovered space for each 3 units. Guest parking is not required for a project with 4 or fewer units.
Multi-family housing component within a mixed use project	Studio or 1 bedroom unit - 1 space for each unit 2 or 3 bedroom unit - 2 spaces for each unit Guest parking - 1 space for each 4 units
Organizational house	1 space for each bedroom.
Residential care facility Six or fewer clients Seven or more clients	2 spaces. 1 space for each 2 residential units, plus 1 space for each 4 units for guests and employees.
Rooming or boarding house	1 space for each bedroom.
Second dwelling unit	See Section 17.42.170.F
Single-family dwelling	2 spaces; 3 spaces for dwellings with 4 or more bedrooms

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Retail Trade	Vehicle Spaces Required (1)
All "Retail Trade" and general retail uses listed in Section 17.22.020, Table 2-6, except for the following:	1 space for each 300 sf of floor area, plus 1 space for each 300 sf of outdoor sales area.
Auto and vehicle sales and rental	1 space for each 400 sf of floor area for the showroom and offices, plus 1 space for each 2,000 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and vehicle services.
Bar, cocktail lounge, night club, tavern	1 space for each 4 seats; or 1 space for each 200 sf of floor area, whichever would yield more spaces
Building and landscape materials and furniture stores	1 space for each 500 sf of indoor display area for the first 10,000 sf, 1 space for each 1,000 sf of indoor display area over 10,000; 1 space for each 1,000 sf of outdoor display area.
Convenience store	1 space for each 250 sf of floor area.
Marine-related use (hardware, supplies, rentals, and sales)	1 space for each 500 sf of floor area for the showroom and offices, plus 1 space for each 5,000 sf of outdoor display area, plus spaces as required by this Section for parts sales ("retail trade," above), and services.
Restaurant, café, coffee shop	1 space for each 60 sf of dining area.
Service station	1 space for each 300 sf of floor area, plus 3 spaces for each service bay.
Shopping center	1 space for each 300 sf of floor area
Warehouse retail center	1 space for each 500 sf of indoor display area for the first 10,000 sf, 1 space for each 1,000 sf of indoor display area over 10,000; 1 space for each 1,000 sf of outdoor display area.

Notes:

- (1) Recreational vehicle parking spaces may also be required. See Section 17.36.040.D (Recreational vehicle (RV) parking spaces).

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Service Uses	Vehicle Spaces Required
Banks and financial services	1 space for each 300 sf of floor area, plus 4 tandem stacking spaces for each drive-up teller or teller station.
Child day care	
Large family day care home	3 spaces minimum; may include spaces provided to fulfill residential parking requirements and on-street parking so long as it abuts the site.
Child/adult day care center	1 space for each employee, plus 1 space for each 10 children.
Equipment rental	1 space for each 300 sf of floor area; none required for outdoor storage and rental area; provided, sufficient area is provided within the yard to accommodate all customer vehicles entirely on-site.
Freight terminal	1 space for each 1,000 sf of lot area, plus 1 space for each commercial vehicle.
Laundry - Dry cleaning pick-up facilities and Laundromats	1 space for each 300 sf of floor area.
Laundry - Laundries and dry cleaning plants	1 space for each 1,000 sf of floor area.
Lodging	
Bed and breakfast inn	1 space for each guest room, plus 2 spaces for the manager or owner.
Hotel or motel	1 space for each unit, plus 2 spaces for the manager or owner, plus required spaces for accessory uses.
Medical Marijuana Dispensary	1 space for each 300 sf of floor space. (Ord. 851 §2, 2005)
Medical services	
Clinic, laboratory, urgent care, doctor office	1 space for each 250 sf of floor area or 4 spaces for each doctor, whichever would yield more spaces.
Extended care	1 space for each 3 beds or patients the facility is licensed to accommodate.
Hospitals	1 space for each bed, plus 1 space for each 500 sf of floor area.
Mortuaries and funeral homes	1 space for each 300 sf of floor area within the facility or 1 space for each 4 seats in the sanctuary, whichever would yield more spaces.

TABLE 3-7 - PARKING REQUIREMENTS BY LAND USE (Continued)

Land Use Type: Service Uses (Continued)	Vehicle Spaces Required
Offices	
Business, service, government	1 space for each 300 sf of floor area.
Processing and corporate	1 space for each 150 sf of floor area.
Professional/administrative	1 space for each 300 sf of floor area
Personal services and personal services - restricted	
All personal service uses except the following	1 space for each 300 sf of floor area
Barber/beauty shops	2 spaces for each barber or beautician, with a minimum of 4 spaces.
Storage	
Cold storage facilities or ice plants	1 space for each 500 sf of floor area.
Outdoor storage	1 space for each 3,000 sf of lot area.
Personal storage facilities (mini-storage)	4 spaces for the manager' s office.
Warehousing	1 space for each 500 sf of floor area.
Vehicle services (major and minor repair)	4 spaces for each service or wash bay, plus spaces for any office as required by this Section for offices.
Veterinary clinics, animal hospitals, boarding, or kennels	1 space for each 300 sf of floor area.
Boarding or kennels separate from other veterinary facilities	1 space per employee, plus 2 spaces.

17.36.050 - Disabled Parking Requirements**A. Number of spaces required.**

1. One parking space for the disabled shall be provided within a parking lot with less than 26 spaces. With a Minor Use Permit, a shared space may be provided on a nearby parking lot.
2. Larger parking lots shall include additional spaces for the disabled as required by State or Federal law whichever is more stringent at the time of application.
3. Parking spaces required for the disabled shall count toward compliance with the minimum number of off-street parking spaces required by this Chapter.

B. Minimum space width. Each parking space for the disabled shall have a minimum width of 17 feet.

17.36.060 - Bicycle Parking

Each multi-family project of five or more units and nonresidential ~~projects land-use~~ shall provide bicycle parking in compliance with this Section.

A. Number of bicycle spaces required.

1. **Multi-family project.** A multi-family project of five or more units shall provide bicycle parking spaces equal to a minimum of 10 percent of the required vehicle spaces, **or one bicycle parking space per each two units, whichever is greater**, unless separate secured garage space is provided for each unit. The bicycle spaces shall be distributed throughout the project.
2. **Nonresidential project.** A nonresidential project (e.g., retail, office, etc.) shall provide bicycle parking spaces equal to a minimum of five percent of the required vehicle spaces, **or 1 bicycle parking space per 2,500 sq. ft. of net floor area, dining area, or indoor display area, whichever is greater**, distributed to serve customers and employees of the project. **A minimum number of 2 bicycle parking spaces shall be provided.**

B. Bicycle parking design and devices. Each bicycle parking space shall include a stationary parking device to adequately secure the bicycle, shall be a minimum of two feet in width and six feet in length, with a minimum of seven feet of overhead clearance, and shall be conveniently located and generally within proximity to the main entrance of a structure.

17.36.070 - Motorcycle Parking

A parking lot with 50 or more vehicle parking spaces shall provide motorcycle parking spaces conveniently located near the main entrance to the primary structure and accessed by the same access aisles that serve the vehicle parking spaces in the parking lot.

A. Number of spaces required. A minimum of one motorcycle parking space shall be provided for each 50 vehicle spaces or fraction thereof.

B. Space dimensions. Motorcycle spaces shall have minimum dimensions of four feet by seven feet.

17.36.080 - Reduction of Parking Requirements

A. Shared on-site parking.

1. Where two or more adjacent uses have distinct and differing peak parking usage periods (e.g., a theater and a bank), a reduction in the required number of parking spaces may be allowed through Minor Use Permit approval granted in compliance with Section 17.71.060.
2. Approval shall also require a recorded covenant running with the land, recorded by the owner of the parking lot, guaranteeing that the required parking will be maintained exclusively for the use served for the duration of the use.

B. Reduction of required parking. The Director may reduce the number of parking spaces required by Section 17.36.040 (Number of Parking Spaces Required), through the granting of a Minor Use Permit in compliance with Section 17.71.060, based on quantitative information provided by the applicant that documents the need for fewer spaces (e.g., sales receipts, documentation of customer frequency, information on parking standards required for the proposed land use by other cities, etc.).

C. Central Business District (CBD) Special Parking Combining Zone. ~~The following parking requirements shall apply to~~ There are no minimum automobile parking requirements for areas within the CBD shown on the CBD Special Parking Combining Zone Map, below. ~~An applicant may either comply with the parking requirements identified in Section 17.36.040 (Number of Parking Spaces Required), above, meet the alternative CBD parking requirements identified in Subsection C.2, or pay the parking in lieu fee identified in Subsection C.3.~~

~~1. Exemptions from the off-street parking requirements.~~ The following uses located within the CBD Special Parking Combining Zone are exempt from the off-street parking requirements identified in this Chapter:

- ~~a. Replacement of an existing use with a new use determined to be similar by the Director.~~
- ~~b. On the ground floor, any intensification of a commercial use except for bars, cocktail lounges, restaurants, and taverns.~~
- ~~c. Any use with hours of operation exclusively after 5:00 p.m.~~
- ~~d. Residential dwelling units located above ground floor commercial uses.~~

~~2. Number of parking spaces required for uses in the CBD Special Parking Combining Zone.~~

- ~~a. Off-street parking for uses in the CBD Special Parking Combining Zone shall comply with the requirements in Table 3-8.~~
- ~~b. A land use not specifically listed by Table 3-8 shall provide parking as required by the Director. The Director shall use the requirements in Table 3-8 as a guide in determining the appropriate number of off-street parking spaces required for the use.~~
- ~~c. In any case where Table 3-8 expresses a parking requirement based on floor area in square feet (for example: 1 space for each 400 sf of floor area), the floor area shall be construed to mean gross interior floor area.~~
- ~~d. A single use with accessory components shall provide parking for each component. For example, a hotel with a gift shop shall provide the parking spaces required by Table 3-8 for a hotel (e.g., the guest rooms), and for the gift shop.~~

e. — If a fractional number is obtained in calculations performed in compliance with this Subsection, one additional parking space shall be required for a fractional unit of 0.50 or above, and no additional space shall be required for a fractional unit of less than 0.50.

TABLE 3-8 - RESERVED -PARKING REQUIREMENTS IN THE CBD BY LAND USE

Land Use Type:	Vehicle Spaces Required
Bars, cocktail lounges, restaurants, and taverns	1 space for each eight seats or 1 space for each 400 sf of floor area, whichever would yield more spaces.
Lodging	
Bed and breakfast inns Hotels or motels	1 space for each unit, plus 1 space for the manager or owner.
Residential dwelling units	1 space for each dwelling unit.
Retail commercial and office uses	1 space for each 600 sf of floor area.

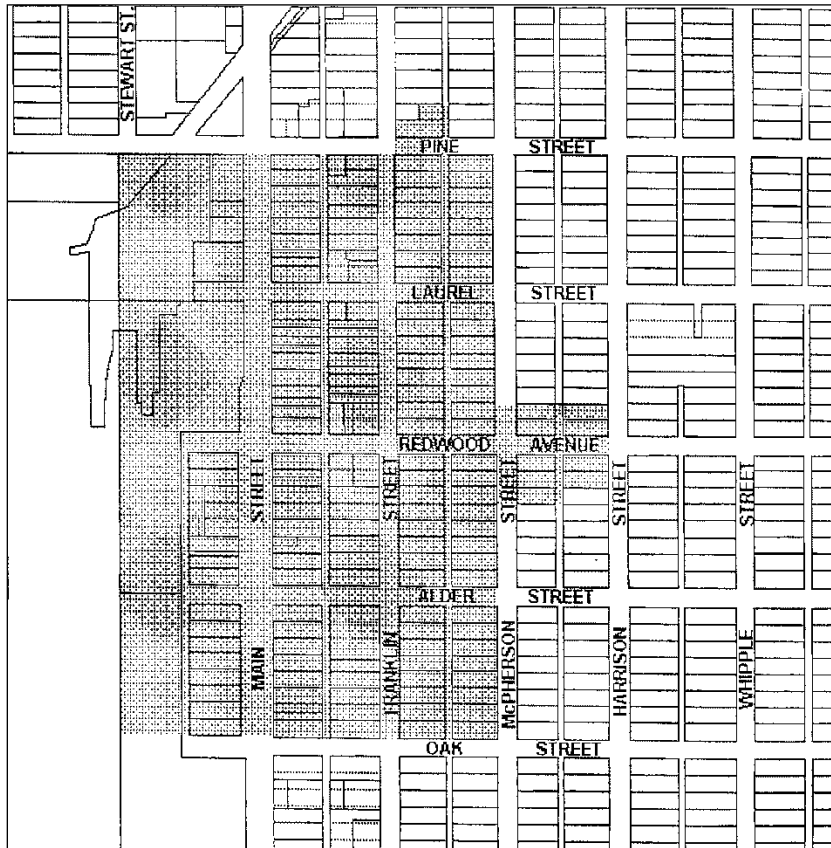


Figure 3-7 – CBD Special Parking Combining Zone

~~3. — **Parking in lieu fee.** Parking requirements in the CBD Special Parking Combining Zone may be waived at the discretion of the approval authority, if the owner of the subject property pays a parking in lieu fee to the City in compliance with this Subparagraph.~~

~~a. — In lieu of providing the off-street parking spaces required by this Subsection, these requirements may be satisfied by the payment to the City of an in lieu parking fee established by the Council and identified in the City's Fee Schedule for both the use of existing structures and for new structures for each required off-street parking space which is not provided.~~

~~b. — Parking in lieu fees may be authorized in the CBD Special Parking Combining Zone for changes of use or projects for which provision of sufficient parking on site is not possible. Parking in lieu fees are discouraged for changes of use or new development that can accommodate required parking on site. The funds shall be deposited with the City in a special fund and shall be used and expended for the purpose of acquiring and developing off-street parking facilities located insofar as reasonable in the general vicinity of the structures for which in lieu payments were made as well as for meeting parking needs through strategies to reduce parking demand or to improve access to parking.~~

D. Parking reduction for small recycling collection facilities.

1. A reduction in vehicle parking spaces as provided in Table 3-9 may be allowed within an established nonresidential parking facility to accommodate a small recycling collection facility, when developed in compliance with Section 17.42.150 (Recycling Facilities).

TABLE 3-9 - PARKING REDUCTION FOR RECYCLING

Number of Available Vehicle Parking Spaces	Maximum Reduction (in vehicle spaces)
0-25	0
26-35	2
36-49	3
50-99	4
100+	5

2. A maximum five-space reduction shall be allowed when not in conflict with parking needs of the host nonresidential use.

17.36.090 - Parking Design and Development Standards

Required parking areas shall be designed, constructed, and properly maintained in compliance with the following requirements. Except where noted, the Director may modify the requirements of this Section through Minor Use Permit approval (Section 17.71.060).

A. Location of parking. Parking areas shall be located as follows:

1. **Residential.** Residential parking shall be located on the same parcel as the uses served. Temporary (overnight) parking is allowed within required setback areas only on a paved driveway.
2. **Nonresidential.** Nonresidential parking shall be located on the same parcel as the uses served or within 300 feet of the parcel if shared parking or public parking facilities are used to meet parking requirements.
 - a. Nonresidential parking shall not be located within a required front setback.
 - b. Parking may be located within a required side or rear setback; provided that it is separated from the side or rear property line by a minimum five-foot wide landscaped area.
3. **Within the Downtown.** Parking within the Downtown area identified by Subsection 17.36.080.C, Figure 3-7 (CBD Special Parking Combining Zone), shall not be located between a primary building and the fronting street.

B. Access to parking. Access to parking areas shall be provided as follows for all parking areas other than garages for individual dwelling units.

1. Parking areas shall provide suitable maneuvering area so that vehicles enter from and exit to a public street in a forward direction only.
 - a. Parking lots shall be designed to prevent access at any point other than at designated access drives.
 - b. Single- and multi-family dwellings units are exempt from this requirement, unless specifically required by conditions of a discretionary permit.
 - c. This requirement does not apply to alleys, unless so specified in a specific zoning district.
2. A nonresidential development that provides 50 or more parking spaces shall have access driveways that are not intersected by a parking aisle, parking space, or another access driveway for a minimum distance of 20 feet from the street right-of-way, to provide a queuing or stacking area for vehicles entering and exiting the parking area. See Figure 3-8.
3. A minimum unobstructed clearance height of 14 feet shall be maintained above areas accessible to vehicles within nonresidential developments.
4. The design of parking lots on adjacent parcels may be required to provide for joint use and access, with cross parking easements, to limit access points to public rights-of-way, and encourage motorists to park once to complete multiple tasks.

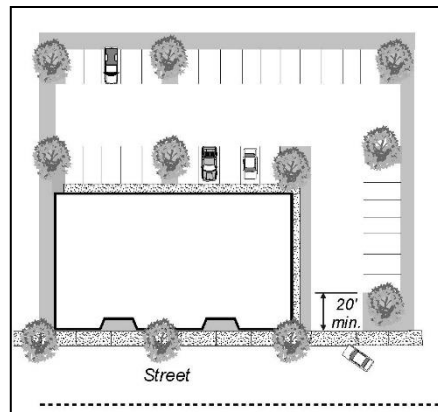


Figure 3-8 – Queuing Area

C. Access to adjacent sites.

1. Nonresidential developments.

- a. Applicants for nonresidential developments are encouraged to provide on-site vehicle access to parking areas on adjacent nonresidential properties to provide for convenience, safety, and efficient circulation.
- b. A joint access agreement running with the land shall be recorded by the owners of the abutting properties, as approved by the Director, guaranteeing the continued availability of the shared access between the properties.

2. Residential developments. Shared pedestrian access between adjacent residential developments is also strongly encouraged.

D. Parking stall and lot dimensions.

- 1. Minimum parking space and driveway dimensions.** Each parking stall, and other parking lot features shall comply with the minimum dimension requirements in Table 3-10, and as illustrated in Figures 3-8 and 3-9. The Director shall not reduce these requirements.

TABLE 3-10 - MINIMUM PARKING SPACE CONFIGURATION

Minimum Uni-Stall Requirements	
Width	Length
9 ft	18 ft

Angle of Parking (in degrees)	Space Width (in feet)	Curb Length (per vehicle)	Space Depth (from curb)	Driveway Width (in feet)
Parallel	9 ft	23 ft 0 in	9 ft 0 in	12 ft
45	9 ft	12 ft 9 in	19 ft 2 in	14 ft
60	9 ft	10 ft 5 in	20 ft 2 in	19 ft
90	9 ft	9 ft 0 in	18 ft 0 in	23 ft

- 2. Space width abutting a fence or wall.** When the length of a parking space abuts a fence or wall, the required width of the parking space shall be increased by a least one foot.
- 3. Space length for perpendicular parking abutting a planter.** The front two feet of the required length of a parking space may overhang the planter.
- 4. Compact parking spaces prohibited.** Compact parking spaces (a space smaller in size than that required by this Chapter) shall not be allowed. The Director may not modify this prohibition, except to accommodate the planting of trees within a parking lot.

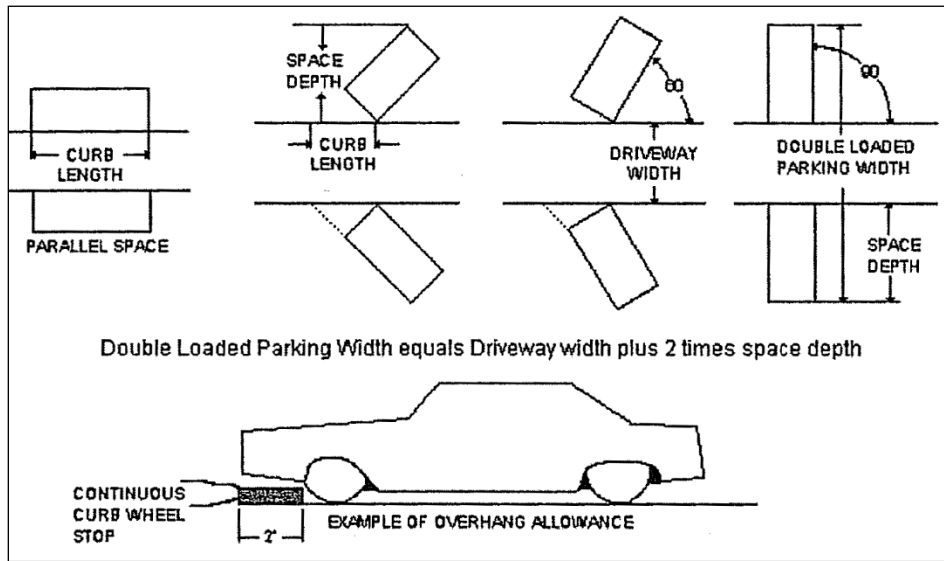


Figure 3-9 – Parking Space Dimensions

- E. **Landscaping.** Landscaping shall be provided in compliance with Section 17.34 (Landscaping Standards).

- F. Lighting.** Lighting shall be provided in compliance with Section 17.30.070 (Outdoor Lighting).
- G. Striping and identification.**
1. Parking spaces shall be clearly outlined with four-inch wide lines painted on the parking surface.
 2. The striping shall be continuously maintained in a clear and visible manner in compliance with the approved plans.
 3. The re-striping of any parking space or lot other than to maintain existing striping shall require the prior approval of a re-striping plan by the City Engineer.
- H. Surfacing.**
1. All parking spaces and maneuvering areas shall be surfaced with asphalt, concrete pavement, or comparable material as determined by the City Engineer and shall be graded to dispose of all surface water to the satisfaction of the City Engineer.
 2. Required parking areas in the RR, RS, or RL zoning districts may be surfaced with gravel, decomposed granite, or other all-weather surface as determined to be appropriate by the City Engineer.
 3. All grading plans relating to the parking facilities shall be reviewed and approved by the City Engineer before any work can commence.
- I. Tandem parking.** Use of tandem parking (when one space is located directly behind another) shall not be allowed, except for single-family dwellings and duplex units, and only when both spaces are assigned to the same dwelling unit. The Director may not modify this prohibition.
- J. Wheel stops/curbing.**
1. Continuous concrete curbing at least six inches high and six inches wide shall be provided for parking spaces located adjacent to fences, walls, property lines, landscaped areas, and structures.
 2. Individual wheel stops may be provided in lieu of continuous curbing only when the parking is adjacent to a landscaped area, and the drainage is directed to the landscaped area.
 3. When provided, wheel stops shall be placed to allow for two feet of vehicle overhang area within the dimension of the parking space.

17.36.100 - Driveways and Site Access

Each driveway providing site access from a street, alley, or other public right-of-way shall be designed, constructed, and properly maintained in compliance with the following. The Director may modify the requirements of this Section through Minor Use Permit approval (Section 17.71.060).

- A. Number of driveways.**
1. **Single-family dwellings and duplexes.** A single-family dwelling or duplex shall be allowed one driveway from the same street, except that:
 - a. A circular driveway may be allowed on a parcel with 200 feet or more of street frontage; and
 - b. A parcel within the RR, RS, or RL zoning districts with a frontage of 200 feet or more may have two separate driveways; provided that they are separated by a minimum of 100 feet, or lesser distance as approved by the City Engineer based on consideration of site topography and traffic safety.

2. **Multi-family and nonresidential projects.**
 - a. A multi-family or nonresidential development project on a parcel of two acres or less shall be limited to a maximum of two driveways, unless the City Engineer determines that more than two driveways are required to accommodate the traffic for the project.
 - b. Whenever a property has access to more than one street, access shall be generally limited to the lowest volume street where the impact of a new access will be minimized.
 3. **Shared driveways.** The review authority may require development on smaller parcels to be planned with access along one side property line, and consolidated with the access driveway on the adjacent parcel, where practical, to limit the total number of access points on a street segment, and minimize conflicts with traffic flow.
 4. **Driveways, and sidewalks.** One of the General Plan Circulation Element's main objectives is to "encourage public transportation, bicycle, and pedestrian movement, and other alternatives to the single-occupant vehicle." Consistent with this, driveways shall connect to alleys instead of streets, when possible, in order to minimize the point of conflicts between motor vehicles and pedestrians walking on sidewalks. For this reason, the size of driveways and the number of driveways which cross sidewalks shall be kept to a minimum.
- B. Distance from street corners.** Each driveway shall be separated from the nearest street intersection as follows, except where the City Engineer allows less separation:
1. A minimum of 150 feet from the nearest intersection, as measured from the centerline of the driveway to the centerline of the nearest travel lane of the intersecting street; and
 2. For parcels with frontages less than 150 feet, the minimum distance shall be 100 feet.
- C. Driveway spacing.** Driveways shall be separated along a street frontage as follows.
1. **Single-family and duplex residential developments.** Driveways shall be separated by at least six feet, unless a shared, single driveway is approved by the City Engineer. The six-foot separation shall not include the transition or wing sections on each side of the driveway.
 2. **Multi-family and nonresidential developments.** Where two or more driveways serve the same or adjacent multi-family or nonresidential development, the centerline of the driveways shall be separated by a minimum of 50 feet. The City Engineer may approve exceptions to this standard.
- D. Driveway dimensions.**
1. **Single-family dwelling.** Each single-family dwelling shall be provided a driveway with a minimum width of 10 feet and a maximum of 20 feet, preferably from an alley. If the driveway connects a garage to an alley, it shall have a minimum length of 10 feet. If the driveway connects to a street, it shall have a minimum length of 23 feet from the back of the sidewalk, or the edge of the right-of-way where there is no sidewalk.
 2. **Multi-family and nonresidential development.**
 - a. A driveway for a multi-family or nonresidential development which connects to a parking lot of nine or more spaces, shall have a minimum paved width of 11 feet for a one-way driveway and 22 feet for a two-way driveway.
 - b. A driveway for a multi-family or nonresidential development which connects to a parking lot of eight or fewer spaces shall have a paved width of 10 feet unless additional width is necessary to ensure public

safety.

- c. If the City anticipates the parking lot will generate higher than normal turnover of vehicles (such as generated by a take-out restaurant) or larger than normal vehicles (such as generated by a warehouse) then the City may require additional width for driveways.

3. **Minimum paved length.** Where unpaved driveways are otherwise allowed by this Development Code or the review authority, each driveway shall be paved with concrete or asphalt for a minimum length of 20 feet from the public right-of-way.

E. Clearance from obstructions.

1. The nearest edge of a driveway curb cut shall be at least three feet from the nearest property line, the centerline of a fire hydrant, light standard, traffic signal, utility pole, or other similar facility.
2. Street trees shall be a minimum of 10 feet from the driveway access, measured at the trunk.
3. A driveway shall have an overhead clearance of 14 feet in height except within a parking structure, which may be reduced to seven feet, six inches.

- F. Traffic safety visibility areas.** Structures or landscaping over 42 inches in height shall not be allowed within a traffic safety visibility area, with the exception of trees with the canopy trimmed to a minimum of 6 feet in height. See Section 17.30.060.E.

G. Surfacing.

1. Within the multi-family and nonresidential zoning districts, driveways shall be paved and permanently maintained with asphalt, concrete, or approved paving units.
2. Within other zoning districts (e.g., RR, RS, and RL), driveways may be constructed with the use of other all-weather surfacing as determined to be appropriate by the City Engineer, where it is first determined that a surface other than asphalt or concrete is consistent with the driveways of similar properties in the vicinity, and that the alternate surface will not impair accessibility for emergency vehicles.
3. A driveway with a slope of 15 percent or more shall be paved with asphalt or concrete in all cases.

17.36.110 - Loading Space Requirements

Off-street loading spaces shall be provided as required by this Section. The Director may modify these requirements through Minor Use Permit approval (Section 17.71.060), where the Director first determines that the operating, shipping, and delivery characteristics of the use do not require the number or type of loading spaces required by this Section.

- A. Number of loading spaces required.** Nonresidential uses shall provide off-street loading spaces in compliance with Table 3-140. Requirements for uses not listed shall be determined by the Director based upon the requirements for comparable uses.

TABLE 3-11 - REQUIRED OFF-STREET LOADING SPACES

Type of Land Use	Total Gross Floor Area	Loading Spaces Required
Industrial, manufacturing, research and development, institutional, and service uses	5,000 to 10,000 sf.	1
	10,001 + sf.	1 for each additional 10,000 sf plus additional as required by Director.
Office uses	5,000 to 25,000 sf.	1
	25,001 + sf.	1 for each additional 25,000 sf plus additional as required by Director.
Retail commercial and other allowed nonresidential uses	5,000 to 10,000 sf.	1
	10,001 + sf	1 for each additional 10,000 sf plus additional as required by Director.

B. Standards for off-street loading areas. Off-street loading areas shall be provided in compliance with the following.

1. **Dimensions.** Loading spaces shall be a minimum of 12 feet in width, 40 feet in length, with 14 feet of vertical clearance.
2. **Lighting.** Loading areas shall have lighting capable of providing adequate illumination for security and safety; lighting shall also comply with the requirements of Section 17.30.070 (Outdoor Lighting).
3. **Location.** Loading spaces shall be:
 - a. As near as possible to the main structure and limited to the rear two-thirds of the parcel, if feasible;
 - b. Situated to ensure that the loading facility is screened from adjacent streets;
 - c. Situated to ensure that loading and unloading takes place on-site and in no case faces a public street, or is located within a required front setback, adjacent public right-of-way, or other on-site traffic circulation areas;
 - d. Situated to ensure that all vehicular maneuvers occur on-site. The loading areas shall allow vehicles to enter from and exit to a public street in a forward motion only; and
 - e. Situated to avoid adverse impacts upon neighboring residential properties and located no closer than 100 feet from a residential zoning district unless adequately screened, and authorized through Design Review approval in compliance with Section 17.71.050.

4. **Loading ramps.** Plans for loading ramps or truck wells shall be accompanied by a profile drawing showing the ramp, ramp transitions, and overhead clearances.
5. **Screening.** Loading areas shall be screened from abutting parcels and streets with a combination of dense landscaping and solid masonry walls with a minimum height of six feet.
6. **Striping.**
 - a. Loading spaces shall be striped, and identified for loading only.
 - b. The striping and "loading only" notations shall be continuously maintained in a clear and visible manner in compliance with the approved plans.
7. **Surfacing.**
 - a. All loading areas shall be surfaced with asphalt, concrete pavement, or comparable material as determined by the City Engineer and shall be graded to dispose of all surface water to the satisfaction of the City Engineer.
 - b. All grading plans relating to the loading facilities shall be reviewed and approved by the City Engineer before any work can commence.



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Fax: (707) 961-2802

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Fort Bragg City Council will conduct a public hearing at a regular meeting to be held at 6:00 p.m., or as soon thereafter as the matter may be heard, on Monday, April 22, 2024 at Town Hall, southwest corner of Main and Laurel Streets (363 N. Main Street), Fort Bragg, California 95437. The public hearing will concern the following item:

- (1) Introduce, by Title Only, and Waive Further Reading of Ordinance xxx-2024 (ILUDC 1-24) Amending Division 18 of the Fort Bragg Municipal Code and Parking Standards Established for the Central Business District- Categorically Exempt from CEQA; and (2) Consider the Fort Bragg Planning Commission’s Recommendation that the City Council Submit a Local Coastal Plan Amendment (LCP 1-24) Application to the Coastal Commission Amending Division 17 of the Fort Bragg Municipal Code and Revise Parking Standards Established for the Central Business District - Categorically Exempt

The hearing will be opened for public participation. All interested persons are invited to appear at that time to present their comments. The public comment period runs from the date this notice is published until the date of the hearing to allow sufficient time for submission of comments by mail. Written communications must be directed to the City Clerk, 416 N. Franklin Street, Fort Bragg, CA 95437, or emailed to dsanchez@fortbragg.com, and received no later than the meeting date.

The Agenda Item Summary and supporting documents that will be considered by the Councilmembers will be available for review at Fort Bragg City Hall and on the City’s website: <https://city.fortbragg.com/> on or after April 11, 2024. At the conclusion of the public hearing, the City Council will consider a decision on the matter.

DATED: April 11, 2024

Diana Sanchez
City Clerk

PUBLISH: April 11, 2024

STATE OF CALIFORNIA)
) ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort Bragg in the Administrative Services Department; and that I posted this Notice in the City Hall Notice case on April 11, 2024.

Diana Sanchez
City Clerk



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-683

Agenda Date: 4/22/2024

Version: 1

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 8A.

Receive Report, Approve Conceptual Designs of Melton Design Group for Bainbridge Park Enhancement Project, PWP-00096, and Authorize Consultant to Proceed with Construction Documents; Categorical Exemption



AGENCY: City Council
MEETING DATE: April 22, 2024
DEPARTMENT: Public Works
PRESENTED BY: C. O'Neal
EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report, Approve Conceptual Designs of Melton Design Group for Bainbridge Park Enhancement Project, PWP-00096, and Authorize Consultant to Proceed with Construction Documents

ISSUE:

On September 11, 2023, City Council accepted the proposal from Melton Design Group (MDG), Inc. for the design of the Bainbridge Park Enhancement Project. This award followed notification from the State Parks Program, of the City's success in obtaining a grant for \$2,063,100. On January 10, 2024 City staff in consult with MDG, hosted a public workshop seeking input on the design options for the project. In March, the consultant worked with Police Department Staff to perform a Crime Prevention through Environmental Design (CPTED) review in order to make recommendations for the site to ensure consistency with sight lines, discuss cameras, lighting, and other safety elements of the design. Per the RFP scope of work, staff and the consultant are seeking review, feedback, and approval on the conceptual design prior moving onto the construction document phase.

ANALYSIS:

Based upon the grant deliverable, the Bainbridge Park Enhancement Project scope includes various new amenities as well as rehabilitation of existing features, including:

- The Construction of a new multi-use pavilion;
- Construction of two artificial surface soccer pitch w/lights;
- New public art and landscaping throughout the park;
- Master lighting control system and new lights;
- Poured ADA surfacing for the playground area;
- Camera System for Park;
- Minor Cosmetic and Maintenance Upgrades to Existing Bathroom Facilities; and
- Incorporating Existing Drainage into the Park Layout.

Conceptual designs (Attachment 1) for the project have been prepared based on the public and staff input received to date and are included for Council's review, feedback, and acceptance.

RECOMMENDED ACTION:

Review design development package, provide feedback to staff and consultant, accept conceptual designs, and authorize MDG to move to the construction document phase.

AGENDA ITEM NO.

ALTERNATIVE ACTION(S):

Provide feedback and request MDG bring back conceptual plans to a future meeting.

FISCAL IMPACT:

This project is funded by the State Parks Program Prop 68 grant the city received for \$2,063,100. Preliminary Engineer's Estimates include all features required by the grant and projected costs are on target to construct within budget.

ENVIRONMENTAL ANALYSIS:

There will be no increase in greenhouse gases during the design phase of this project. The construction of this project is exempt under the California Environmental Quality Act ("CEQA") and Title 14, the California Code of Regulations ("CEQA Guidelines"), Sections 15301(d), 15303, 15304, and 15332.

CONSISTENCY:

The proposed improvements to Bainbridge Park carry out and build upon the vision of the 2016 Bainbridge Park Master Plan. Additionally, these proposed park improvements are consistent with the following General Plan policies:

- **Policy OS-9.3:** Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.
- **Program OS-9.3.1:** Consider teen recreation needs when planning new or redesigned parks.
- **Goal OS-10:** Develop park and recreation facilities with the coordination of other agencies and the public.
- **Policy OS-10.4:** Public Participation: Actively solicit public participation in the selection, design, and facilities planning for existing and future park sites.

IMPLEMENTATION/TIMEFRAMES:

Design Development/Construction Documents – February – June 2024
Construct Park Improvements – August 2024
Grand Opening – Spring 2025

ATTACHMENTS:

1. Design Development Package

NOTIFICATION:

1. Bainbridge Park Notifications Listserve



BAINBRIDGE PARK PLAN

DESIGN DEVELOPMENT

PREPARED FOR THE CITY OF FORT BRAGG

APRIL 2024





PROJECT ROAD MAP

PROJECT KICKOFF

DESIGN DEVELOPMENT WITH CITY

PUBLIC WORKSHOP

CPTED REVIEW WITH FORT BRAGG PD

BAINBRIDGE PARK PLAN

BAINBRIDGE PARK PLAN

BAINBRIDGE PARK





BAINBRIDGE PARK

AERIAL VIEW OF PARK



PARK SCENES

BAINBRIDGE PARK





BAINBRIDGE PARK

PARK SCENES



WIGGLY GIGGLY PLAYGROUND ENLARGED PLAN





BAINBRIDGE PARK

WIGGLY GIGGLY ENLARGED PLAN

SEA URCHIN CLIMBER DOMES

KELP FOREST RUBBER DESIGN

EXISTING RESTROOM

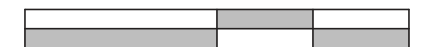


PRESERVE EXISTING FENCE

SHADED SEATING AREA - WRAP-AROUND BENCH TO MATCH EXISTING SEATING

TIDE POOL RUBBER DESIGN

0 20 40



SCALE: 1" = 20'



WIGGLY GIGGLY ENLARGED PLAN

BAINBRIDGE PARK



**PICNIC AREA
ENLARGED PAN**





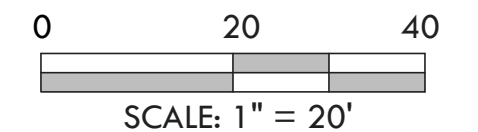
PATIO AREA

ICON PICNIC SHELTER

DECORATIVE VERTICAL
LANDSCAPE LOGS

DECORATIVE LANDSCAPE
BOULDERS

DECORATIVE HORIZONTAL
LANDSCAPE LOGS



RESTROOM UPGRADES

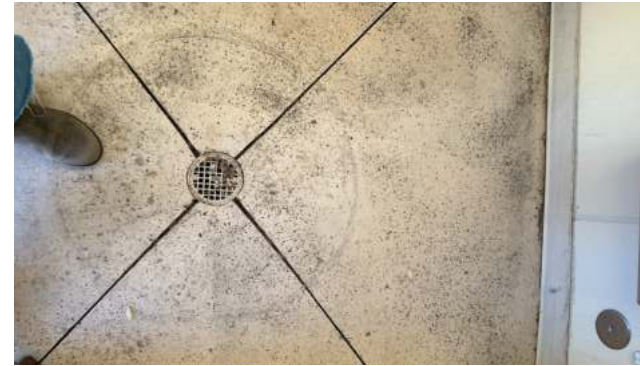




Existing Conditions



Recommended Updates



Power wash and clean all vertical and horizontal surfaces and finish floors with epoxy floor coating



Stainless steel sink



Stainless steel toilet



Three roll toilet paper dispenser with lock



Stainless steel baby changing station

***Replace all porcelain with stainless steel**



BAINBRIDGE PARK

EXTERIOR UPGRADES



- Recommended Updates**
- 1. Metal frame and door with kick-plate
 - 2. Metal gender sign
 - 3. Updated locking mechanism
 - 4. New downspout alternative



- Recommended Updates**
- 1. New lighting
 - 2. Mural opportunity



- Recommended Updates**
- 1. Metal frame and door with kick plate
 - 2. Metal gender sign
 - 3. Updated locking mechanism
 - 4. New downspout alternative



- Recommended Updates**
- 1. Metal frame and door with kick-plate
 - 2. New lighting

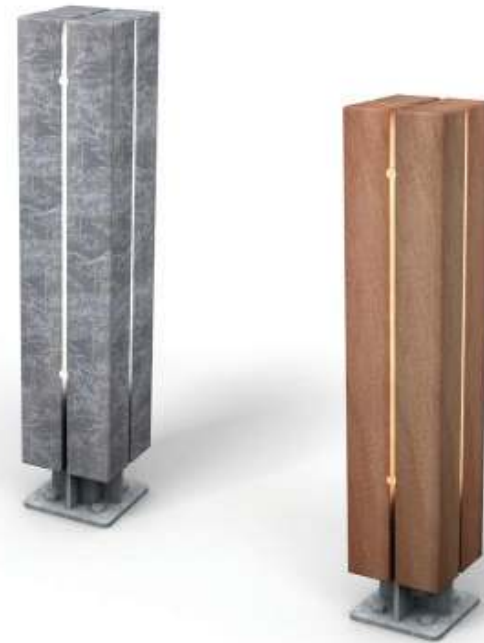
VISION FOR SITE FEATURES





BAINBRIDGE PARK

VISION FOR SITE FEATURES



VISION FOR SITE FEATURES

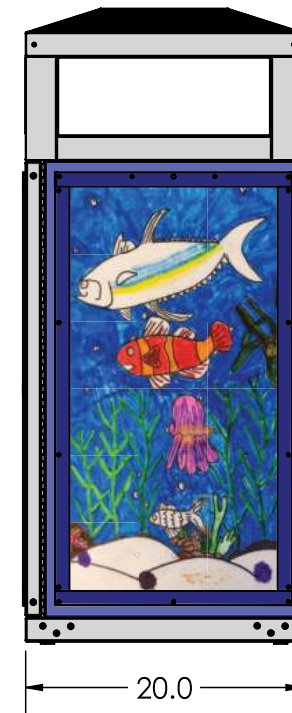
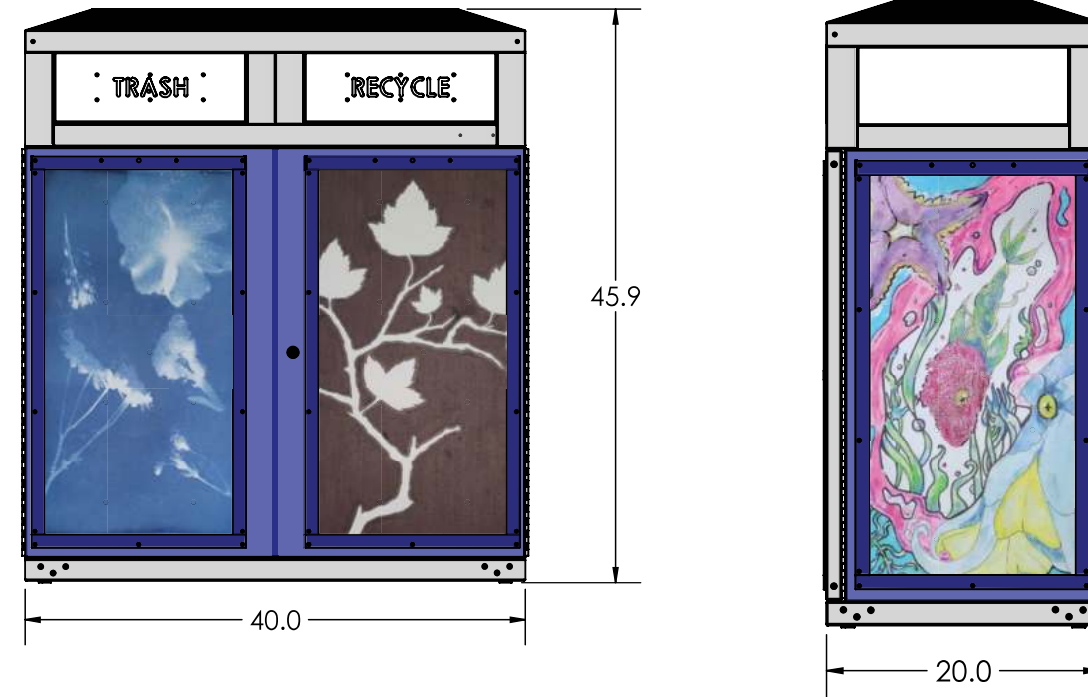
BAINBRIDGE PARK





BAINBRIDGE PARK

VISION FOR SITE FEATURES



PLANT PALETTE





BAINBRIDGE PARK

TREES/ LARGE SHRUBS

FORT BRAGG USDA ZONE 9B
25° F to 30° F / -3.9°C to -1.1°C

A hardiness zone is a geographic area with specific conditions relevant to plant growth and survival. It typically refers to the minimum temperatures that a plant can tolerate. So a plant labeled zone 9b hardy would mean that variety can handle minimum temperatures of 25 – 30° F.

- (E) = EVERGREEN
- (D) = DECIDUOUS
- (N) = CALIFORNIA NATIVE
- (A) = ADAPTED TO THE LOCAL CLIMATE



NEW ZEALAND CHRISTMAS TREE | METROSIDEROS EXCELSA
(A, E) | 20-30 ft tall 10-15 ft wide



SANTA CRUZ ISLAND IRONWOOD | LYONOTHAMNUS FLORIBUNDUS SSP. ASPLENIFOLIUS
(N, A, E) | 20-30 ft tall 15-20 ft wide



PACIFIC WAX MYRTLE | MYRICA CALIFORNICA
(E, N, A) | 20-30 ft tall 10-20 ft wide



SILK TASSEL BUSH | GARRYA ELLIPTICA
(E, A, N) | 6-15 ft tall 6-10 ft wide



PINK MELALEUCA | MELALEUCA NESOPHILA
(E, A) | 15-30 ft tall 15-30 ft wide



LITTLE SUR MANZANITA |
ARCTOSTAPHYLOS EDMUNDSII 'CARMEL SUR'
(E, N, A) | 0.25-4 ft tall 3-12 ft wide



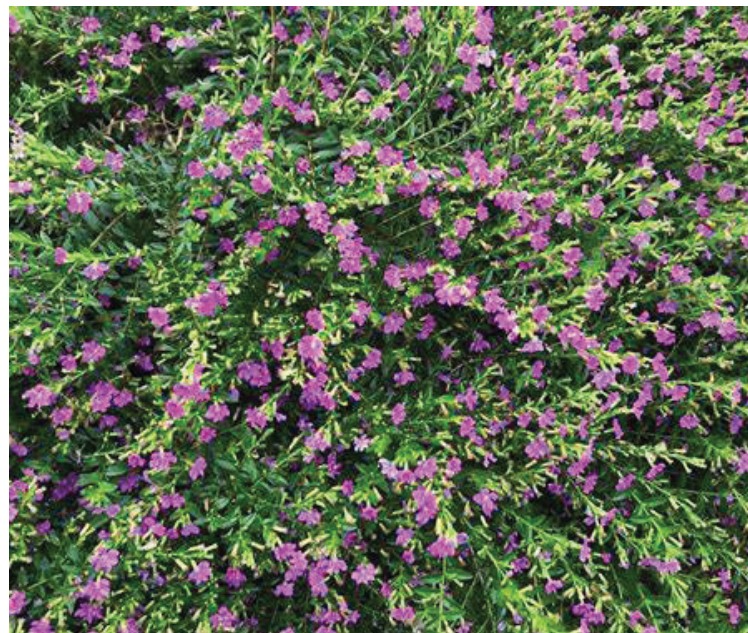
BERBERIS THUNBERGII 'ROSE GLOW' |
ROSE GLOW JAPANESE BARBERRY
(A, D) | 4-5 ft tall 3-4 ft wide



HEATHER | CALLUNA VULGARIS
(E) | 1-2 ft tall 1-3 ft wide



SAGELEAF ROCKROSE | CISTUS SALVIIFOLIUS
(E, A) | 1-2 ft tall 6-8 ft wide



FALSE HEATHER | CUPHEA HYSSOPIFOLIA
(E, A) | 1-2 ft tall 0.75-2.5 ft wide



CALIFORNIA LILAC | CEANOTHUS
(D, N) | 4-8 ft tall 6-12 ft wide



BAINBRIDGE PARK

SHRUBS



TEA TREE | LEPTOSPERMUM SCOPARIUM
(E) | 6-10 ft tall 6-10 ft wide



PACIFIC WAX MYRTLE | MYRICA CALIFORNICA
(E, N, A) | 20-30 ft tall 10-20 ft wide



MEXICAN BUSH SAGE | SALVIA LEUCANTHA
(E, A) | 4-6 ft tall 4-6 ft wide



MEXICAN MARIGOLD | TAGETES LEMMONII
(E, A) | 4-6 ft tall 6-8 ft wide



EVE CASE COFFEEBERRY |
FRANGULA CALIFORNICA 'EVE CASE'
(E, N, A) | 3-6 ft tall 4-6 ft wide



CARPET MANZANITA | ARCTOSTAPHYLOS 'EMERALD CARPET'
(N, A, E) | .5-1 ft tall 3-5 ft wide



CLUSTERED FIELD SEDGE | CAREX PRAEGRACILIS
(E, N) | 2-3 ft tall 2-3 ft wide



NEW ZEALAND SEDGE | CAREX TESTACEA
(A, E) | 1-2 ft tall 1-2 ft wide



GRAY RUSH | JUNCUS PATENS
(N, E, A) | 1-2 ft tall 1-2 ft wide



KARL FOERSTER FEATHER GRASS | CALAMAGROSTIS ACUTIFLORA
(A) | 3-6 ft tall 1-2 ft wide



GIANT WILDRYE | ELYMUS CONDENSATUS 'CANYON PRINCE'
(N, A, E) | 3-6 ft tall 2-8 ft wide



BLUE OAT GRASS | HEUCTOTRICHON SEMPERVIRENS
(E, A) | 2-5 ft tall 1-2 ft wide



BAINBRIDGE PARK

SHRUBS



TORCH ALOE | ALOE ARBORESCENS
(E) | 6-8 ft tall 6-8 ft wide



SAND HILL SAGE | ARTEMISIA PYCNOCEPHALA
(E, N, A) | 1-2 ft tall 2-3 ft wide

SCHEDULE





SCHEDULE

**DESIGN DEVELOPMENT/CONSTRUCTION
DOCUMENT PROCESS
FEBRUARY - JUNE 2024**

**CONSTRUCTION BEGINS
AUGUST 2024**

**GRAND OPENING
SPRING 2025**

From: [Jacob Patterson](#)
To: [City Clerk](#)
Cc: [Whippy, Isaac](#)
Subject: Public Comment -- 4/22/24 CC Mtg., Item No. 8A, Bainbridge Park
Date: Monday, April 22, 2024 2:02:20 PM

City Council,

I reviewed the plans and generally like what I see from the consultant. I recommend some minor additions to provide some useful amenities:

First, please consider adding an outdoor BBQ/prep area near the two central pavilions. A lot of people use the park for birthday parties and I think at least a counter with a sink would be very useful and keep our park cleaner. A built-in grill would be nice too (probably for user-provided charcoal so we don't need to buy propane). There is room in that general area but it would require a little plumbing. The pavilions will need electrical outlets as well to accommodate musical performances so trenching will already be necessary.

Second, I recommend adding/retaining some seating just inside the fenced area in the northwestern portion of the park. I observed Chantell speaking with some of the regular users with mobility concerns so they are likely fine with relocated picnic tables but retaining additional seating and maybe a smaller table would accommodate multiple groups using the park at the same time. There are many times when there are two or more birthday parties going on in the park at once and only providing a centralized seating area could make that hard to continue due to competing noise/music, etc. I think spread out gathering spaces maximizes user opportunities.

I have a couple of legal concerns as well but I will address those with Isaac and/or Barron rather than in this written comment.

Regards,

--Jacob



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 24-682

Agenda Date: 4/22/2024

Version: 1

Status: Business

In Control: City Council

File Type: Resolution

Agenda Number: 8B.

Adopt City Council Resolution Approving Professional Services Agreements with Lumos & Associates to Provide Design Services and Construction Documents for the 2025 Pavement Preservation Project, PWP-00132 and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$222,941.00)



AGENCY: City Council
 MEETING DATE: April 22, 2024
 DEPARTMENT: Public Works
 PRESENTED BY: C. O'Neal
 EMAIL ADDRESS: coneal@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving Professional Services Agreement with Lumos & Associates to Provide Design and Engineering Services for the 2025 Pavement Preservation Project, City Project No. PWP-00132, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$222,941.00)

ISSUE:

On March 29, 2024, four (4) civil engineering consulting firms submitted proposals for engineering and design services for the 2025 Pavement Preservation Project. The Public Works Department reviewed the proposals and recommends that Lumos & Associates be selected as the design engineering firm for the project. All proposals were timely. This firm is well qualified to perform the work and the base proposal cost submitted is in line with the design budget in the 23/24 Fiscal Year Capital Improvement Program.

ANALYSIS:

The Public Works Department and City Council identified the 2025 Pavement Preservation Project in the 2023/2024 FY CIP budget. This scope of work was reviewed and approved by the City Council on February 26, 2024, before the release of the Request for Proposals (RFP). This project proposes pavement preservation techniques like seal coats and micro-surfacing be applied to over 6 miles of City Streets. The prioritization of work on this project is the performance of the preservation maintenance locations first and then the inclusion of the locations requiring rehabilitation second as funds allow. The selected locations are based on scenarios identified in the [“City of Fort Bragg – 2021 Pavement Management Program Update.”](#) All locations are based on priority needs, resources, and funding, as a result, project limits may be subject to change during design, after the recommendations produced by the technical memorandum are considered.

Proposals were received from R.E.Y. Engineers, Whitchurch Engineering, Tall Tree Engineering, and Lumos & Associates. A matrix comparing and summarizing the proposals is included in Attachment 2 to this report. Three of the four proposals provided what staff perceive to be an adequate level of service at an appropriate cost. A review of the content and quality of the submittals made it clear to staff, that Lumos & Associates’ proposal clearly understands the scope of work, incorporated several value engineering elements not suggested by other firms, and was a stand out amongst the proposals received. Staff feels strongly that Lumos Associates’ organized proposal, concise timeline for design completion, proposed value-added extras, QA/QC, and their extra diligence in pre-proposal research about this project shows their commitment to delivering the City a successful project.

RECOMMENDED ACTION:

Adopt City Council Resolution Approving Professional Services Agreements with Lumos &

Associates to Provide Design Services and Construction Documents for the 2025 Pavement Preservation Project, PWP-00132, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$222,941.00).

ALTERNATIVE ACTION(S):

1. Adopt Resolution approving Professional Services Agreement with Alternate Design Firm, to Provide Design and Engineering Services for the 2025 Pavement Preservation Project, City Project No. PWP-00132; or
2. Reject all proposals and solicit a new Request for Proposals (RFPs).

FISCAL IMPACT:

The Design and Engineering portion of this project is budgeted at \$230,000 to be expended in the 23/24 Fiscal year. The 24/25 construction project budget is \$2,829,634 bringing the total current project budget to \$3,059,634. The project is funded with a combination of Local Partnership Program (LPP) dollars (\$400,000) and the remaining \$2.6 Million with Street Sales Tax.

ENVIRONMENTAL ANALYSIS:

There is little to no anticipated increase in Greenhouse gas emissions associated with the Design Engineering portion of this project. The Project is exempt under the California Environmental Quality Act (“CEQA”) and Title 14, the California Code of Regulations (“CEQA Guidelines”), Sections 15301(c) a categorical exemption for projects on existing highways and streets that do not create additional automobile travel lanes.

CONSISTENCY:

This project is consistent with the City’s Capital Improvement Plan (CIP) budget for street repair. The primary funding source for this project is Special Street Sales Tax. This City’s Special Street Sales Tax makes Fort Bragg a “Self-Help” City under the Road Maintenance and Repair Act (RMRA), which entitles us to the additional \$400,000 in LPP state funds for this project. The proposed use of Special Street Sales tax & LPP dollars is consistent with their intended use for repairing, maintaining, and reconstructing City streets and underlying infrastructure.

IMPLEMENTATION/TIMEFRAMES:

Project design engineering is scheduled for this summer and fall. Once designed, the project will be released for bid in winter 2024 in preparation for construction in 2025.

ATTACHMENTS:

1. Resolution to Approve Professional Services Agreement with Lumos & Associates
2. RFP Response Matrix
3. Excerpt from Lumos & Associates Proposal

NOTIFICATION:

1. Garrett McLaughlin, PE; Project Manager; R.E.Y. Engineers, Inc.
2. Aaron Brusatori, PE; Project Manager; Lumos & Associates
3. Jeffrey Laikam, PE; Whitchurch Engineering

4. Susanne Loutsis, PE; Tall Tree Engineering

RESOLUTION NO. ____-2024

**RESOLUTION OF THE FORT BRAGG CITY COUNCIL
APPROVING PROFESSIONAL SERVICES AGREEMENTS WITH
LUMOS & ASSOCIATES TO PROVIDE DESIGN SERVICES AND
CONSTRUCTION DOCUMENTS FOR THE 2025 PAVEMENT
PRESERVATION PROJECT, PWP-00132 AND AUTHORIZING CITY
MANAGER TO EXECUTE CONTRACT (AMOUNT NOT TO EXCEED
\$222,941.00)**

WHEREAS, on February 26, 2024 City Council directed the Public Works Department to move forward with releasing a request for proposals to design improvements for the 2025 Pavement Preservation Project; and

WHEREAS, on March 29, 2024, the City received four proposals for engineering design services for the street rehabilitation project; and

WHEREAS, those proposals were reviewed and evaluated on the basis of capabilities, qualifications, and responsiveness; and

WHEREAS, Lumos Associates submitted the highest quality proposal at the right price and is qualified to provide necessary professional services to complete plans and specifications for the 2025 Pavement Preservation Project; and

WHEREAS, the Project is exempt pursuant to the California Environmental Quality Act ("CEQA") and Title 14, the California Code of Regulations ("CEQA Guidelines"), Section 15301 (c); and

WHEREAS, funds in the amount of \$230,000 are appropriated in the FY 2023/2024 budget for design services for this contract; and

NOW, THEREFORE, BE IT RESOLVED that the Recitals set forth above are true and correct and incorporated herein as findings.

THE CITY COUNCIL OF THE CITY OF FORT BRAGG FURTHER RESOLVES that the Professional Services Agreement with Lumos Associates for the 2025 Pavement Preservation Project design is approved and authorizes the City Manager to execute the same upon execution by Contractor (Amount Not to Exceed \$222,941).

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a regular meeting of the City Council of the City of Fort Bragg held on the 22nd day of April, 2024, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSED:**

BERNIE NORVELL
Mayor

ATTEST:

Diana Sanchez
City Clerk



**CITY OF FORT BRAGG
RFP OPENING**

2025 PAVEMENT PRESERVATION AND REHABILITATION PROJECT, PWP-00132

Written proposals were due by 2:00 PM, Friday, March 29, 2024. Four (4) timely proposals were received.

	Submitted By	Projects	Staffing/Experience	Timeframe	Hourly Rates	Bid	Comments
1	WhitChurch Engineering 610 9 th Street Fortuna, CA 95540 T: 707-725-6926 Jeffrey Laikam, PE jtl@whitchurchengineering.com www.whitchurchengineering.com	<ul style="list-style-type: none"> Humboldt Bay Power Plant Road Design Elk Valley Casino access road, parking lot, soils report, pavement design, subgrade recommendations 	<ul style="list-style-type: none"> Jeffrey Laikam, PE, Engineering Manager, 22 years Derek Long, PE, Project Manager, 11 years P. Michael Gent, PE, Senior Civil Engineer 13 years Terry O'Reilly, Professional Engineer 25 years 	11/26/2025	Engineering Manager \$200 Project Manager/ Site Civil Design Lead \$140 Senior Engineer \$145 Drafter/ Permit Specialist \$100	\$287,000.00	No issues with insurance requirements.
2	Lumos & Associates 3840 El Dorado Hills Blvd., Suite 301 El Dorado Hills, CA 9576 T: 916-980-8228 Tim Russell, PE trussell@LumosInc.com Aaron Brusatori, PE Abrusatori@LumosInc.com	<ul style="list-style-type: none"> 2020 Maple Street Storm Drain and Alley Rehabilitation Project, Fort Bragg 2022 Streets Rehabilitation, Street Striping, and Bollard Installation Project, Fort Bragg Hazelwood Street Extension Preliminary Design 	<ul style="list-style-type: none"> Aaron Brusatori, PE Engineering Project Manager 23 Years Brian Harer, Senior Construction Project Manager 17 Years Alex Greenblat, PE, Senior Engineering Project Manager 14 Years Andrew Chafer, Survey Project Manager 16 years 	11/13/2025	Project Manager \$305 Investigation Design PM \$280 Engineering Design/ Oversight \$275 GIS Analyst \$155	\$222,941.00	No issues with insurance requirements.



**CITY OF FORT BRAGG
RFP OPENING**

2025 PAVEMENT PRESERVATION AND REHABILITATION PROJECT, PWP-00132

Written proposals were due by 2:00 PM, Friday, March 29, 2024. Four (4) timely proposals were received.

<p>R.E.Y. Engineers, Inc. 905 Sutter Street, Suite 200 Folsom, CA 95630 T: 916-366-3040 F: 916-366-3303 Garrett McLaughlin, PE, PLS gmclaughlin@rayengineers.com</p>	<ul style="list-style-type: none"> • Maple St. Storm Drain & Alley Rehabilitation, Fort Bragg • 2022 Streets Rehabilitation, Street Striping, and Bollard Installation Project, Fort Bragg • State Route 1 ADA Improvement Project, Fort Bragg 	<ul style="list-style-type: none"> • Garrett McLaughlin, PE, PLS, Project Manager 22 Years • Jim Fisher, PE, QSD/P, Principle in Charge 20 Years • Joe Feyder, PLS, Project Surveyor 43 Years • Kevin Hoover, Project Engineer 7 Years • Greg Rugh, EIT, Design Engineer 9 Years 	<p align="center">06/2025</p>	<p>Senior Engineer/ Surveyor 1-5 \$209-290 Principle Manager I \$290 Project Coordinator \$127 Technician 1-3 \$100-138 LiDAR Tech 1-3 \$157-207</p>	<p align="center">\$251,950.00</p> <p>No issues with insurance requirements.</p>
<p>Tall Tree Engineering, Inc. 99 S Main Street Willits, CA 95490 T: 707-841-2001 Susanne Loutsis, PE, QSD, QSP contact@talltreeengineering.com</p>	<ul style="list-style-type: none"> • City of Clearlake Burns Valley Arrowhead Road Rehabilitation Project • City of Clearlake Ball Park Streets Rehabilitation Project • City of Willits West Mendocino Avenue Improvement Project, Phase 1 • City of Willits Maple Street Improvement Project 	<ul style="list-style-type: none"> • Susanne Loutsis, PE, QSP, QSD Years Not Specified • Dustin Fredicey, PE, QSD, QSP, Surveying Lead and Designers Years Not Specified • David L Swartz, PE, PLS, QSD, QSP, Engineer 33 Years • Marisa Hewitt, PE, Site Visit Manager 7 Years 	<p align="center">11/29/2025</p>	<p>Principal Profession Engineer \$160 Project Manager \$160 Engineering Technician \$120 Administration \$85</p>	<p align="center">\$166,880.00</p> <p>No issues with insurance requirements.</p>



PREPARED FOR THE CITY OF FORT BRAGG

ENGINEERING DESIGN SERVICES FOR THE 2025 PAVEMENT PRESERVATION AND REHABILITATION PROJECT

Fort Bragg, California

MARCH 29, 2024



Section E

Scope of Work

Scope of Work



Our comprehensive approach to pavement maintenance projects begins with an initial meeting to understand the project scope, limits, goals, and budget. From this, we prepare a Technical Memorandum to clarify our path forward. Using a combination of aerial photogrammetry and ground survey we develop a detailed basemap including existing improvements, pavement repair areas (dig-outs), striping and signage features, and utilities. Our boots on the ground team evaluates the condition of existing infrastructure such as curbs, gutters, sidewalks, driveways, pedestrian access ramps, and drainage facilities. Items needing repair or replacement are noted for inclusion with the design. From there, we prepare a schematic design which includes a preliminary layout and conceptual plan set.

Lumos then performs an alternatives analysis to determine the most cost-effective maintenance or rehabilitation solution for the proposed roadways. Typical options considered include:

- Full Depth Pavement Patching (Dig-Outs)
- Mill and Overlay
- Pavement Crack Sealing
- Slurry Seal or Microsurfacing
- Chip or Cape Seals
- Pulverizing existing material, compaction, and asphalt concrete overlay
- Removal and replacement with conventional asphalt concrete and aggregate base
- Cement or lime-treated base
- Subgrade stabilization with geogrids or geofabrics
- Portland cement concrete paving (intersections and alleys)

We involve affected businesses, property owners, and the public to inform them about the project, gather input, and address concerns. The level of outreach varies based on the project setting and potential issues. For this project we will draft content for pre-construction notification to convey the work limits and the anticipated construction schedule.

During design development, we refine the schematic design, prepare construction notes, details, sections, profiles, technical specifications, and cost estimates (50-60% level). After reviewing with the design team and City staff, we incorporate feedback and proceed to 90% plans, specifications, and updated cost estimates. A comprehensive quality control review, including a project walk-through, is conducted. Any required agency submittals are made at this stage.

Lumos delivers final bid documents and cost estimates to the City. During bidding, we are available to answer questions, assist with bid document distribution, coordinate pre-bid meetings, prepare agendas and notes, develop addenda, review bids, and provide recommendations.

Our construction engineering services include attending the pre-construction conference, submittal reviews, responding to RFIs, investigating unforeseen site conditions, and optionally providing construction management, contract administration, staking, inspection, and materials testing.

Lumos provides all these services in-house, streamlining project management, reducing costs, and eliminating the need for subconsultants – a significant benefit for Fort Bragg.

Project Understanding

The City of Fort Bragg is systematically implementing recommendations from its Pavement Management Program to improve pavement surface conditions throughout the City. The 2025 Street Pavement Preservation and Rehabilitation Project identifies streets for improvements in the 24/25 budget cycle. This project will extend the service life of the identified streets and will be funded by local and Local Partnership Program (LPP) funds.

A preliminary budget analysis, presented later in this proposal, shows that the budget is constrained and Lumos is looking forward to working with the City to design a pavement treatment project or a more intense pavement rehabilitation project. For this proposal, a surface treatment project will include slurry seals and/or

microsurface application while a more intense rehabilitation will include mill and overlay and or removal and replacement of the structural pavement section.

Our budget has been developed assuming the implemented project will be the pavement treatment project. If the City selects the more intense pavement rehabilitation project, we can provide a revised scope and fee for that project.

Site Visit

We performed a site visit on February 16, 2024, to observe the conditions of the subject streets, curb ramps, and adjacent surface drainage facilities such as gutters and drain inlets. The streets selected for treatment and the streets selected for more intense rehabilitation are appropriate. Due to our site visit, we are able to deliver our Technical Memorandum for review during the virtual Kickoff meeting. This will save the City valuable time on the schedule.

We have performed a visual observation of the curb ramps within the project limits. Many of the curb ramps appear to have received upgrades in the recent past, based off street view photographs. It appears that many of these locations were upgraded around 2012 or later. The table below reports the number of curb ramps within the work area and the estimated quantity of ramps which will require upgrades with the project and the estimated quantity of drainage structure improvements, as a function of the selected surface treatment.

During the investigation phase of the project, we will inspect and analyze the curb ramp geometry and determine which ones require replacement or upgrade. We will also measure the storm drainage infrastructure to identify the extent of improvements needed for the 2025 project. Only minor adjustments to drain inlets are expected within the work limits of microsurfacing and pavement reconstruction. These adjustments will be made only to those adjacent to curb ramps that need ADA upgrades.

Based on our observations, we have determined the proposed improvements do not require additional exploratory efforts, such as potholing. However, if we do find any utility conflicts during our field investigation, our mark and locate subcontractor can perform the potholing. We will provide a fee for the potholing services at that time.

Treatment Method	Curb Ramps in Work Limits	Curb Ramps with Visual Deficiencies	Drainage Structure Improvements
Pavement Treatment (Microsurfacing)	56	~20	~4
Rehabilitation (Mill & Overlay)	25	~20	~3

Pavement Maintenance and Treatment in a Coastal Environment

Aaron’s previous experience with Fort Bragg is being bolstered by a discussion with Rick Cross of VSS International. VSS International was responsible for placing microsurfacing for Caltrans Project 01-0M0304 along SR20 post mile 2.0 to 17.3 between Willits and Fort Bragg in the fall of 2023. The project was constructed in the summer and fall of 2023, with favorable predicted temperatures. However, shade from the adjacent vegetation onto the work surface required additional time for the microsurface to set prior to allowing traffic on the new surface. The contractor made on the fly adjustments to the mix design to accelerate curing. These changes in mix design are common and facilitated by the project specifications.

According to the Caltrans Maintenance Technical Advisory Guide, both slurry and microsurfacing are applicable treatments in coastal regions, addressing the pavement distress observed in the subject street segments. Humidity, wind, air, and surface temperatures are important to successful application, and modifications to additives should be made to address changing environmental conditions during application.

Our Technical Specifications for the 2025 Project will include provisions that allow the contractor to make changes to the microsurface mix design to account for changing temperatures and weather conditions.

StreetSaver® Pavement Management Program

Lumos & Associates is very familiar with the use of StreetSaver®, the pavement management software that provides enhanced budgeting tools, improved data visualization capabilities, and seamless integration with GIS mapping systems. We currently use StreetSaver® on Pavement Projects for the City of Fernley, Gardnerville Ranchos General Improvement District, Alpine County, and Washoe County RTC to provide them with comprehensive and data-driven insights, that enable them to make informed decisions about their pavement

maintenance strategies. Our Project Manager, Aaron Brusatori, is certified with MTC StreetSaver® Distress and MTC Pavement Condition Assessment. Our Technical Lead, Brian Harer, has over 10 years of experience using the StreetSaver® database to assist public agencies in Maintenance and Rehabilitation (M&R) planning, budgeting, and execution of successful pavement maintenance projects.

Our team has reviewed the StreetSaver® output contained within the RFP. We have observed some of the selected treatments are not appropriate for the 2025 project. For example, Chief Celeri Drive is identified for 7,200 square feet of Full Depth Reclamation (FDR) with 4" of HMA. This street would be a better candidate for removal and replacement because the quantity of FDR, 7,200 square feet is less than a day of production for FDR and the costs to mobilize the FDR equipment for a day of work would be very expensive. We regularly perform StreetSaver® updates for many of our clients. We will update the City's StreetSaver® decision tree to include the most applicable treatments and current unit costs for planning of future projects. This will enable Lumos to prepare target driven scenarios that analyze the impact that the proposed project and future projects will have on the network PCI.

Regional Contractor Needs

The contractor pool for pavement projects in Fort Bragg typically yields two to three bids, which differs significantly from larger metropolitan centers. To address the needs of the expected bidders, the plans and specifications must be clear. Learning from previous projects in the City of Fort Bragg, it will be necessary to provide grade call outs to multiple features on each curb ramp, to reduce field math and opportunity for misinterpretation of the design. It cannot be assumed that the contractor will be able to use typical details with minimal information to correctly build the improvements.

Traffic Control

This project involves working in residential areas near schools within the city. The specifications will clearly outline the work that needs to be done during the period when school is out of session, which is typically late June to mid-August. The working hours should be scheduled in a way that does not coincide with the peak drop-off and pick-up periods around the school.

Traffic control is a significant cost on pavement maintenance projects, often greater than 10% of the bid cost. Because splitting streets and performing work to one lane at a time can be problematic in residential areas, with drivers often crossing over the fresh surface to access their driveways, we will recommend full closures of small sections of the subject streets. This will allow the contractor to work productively while balancing resident access needs. Closures will be planned for specific segments so that drivers will not have to walk too far to get to a car parked beyond the work area. For long roads without a lot of driveways, the contractor will apply surface treatment one lane at a time, splitting. We will require the contractor to clearly communicate the schedule and parking locations beyond the daily work limits, to both residents and businesses. This minor inconvenience will reduce costs and result in a better finished product.

Optimize Quantities

A design that limits the variation in pavement treatments and maximizes the quantities of work will result in greater contractor efficiencies and likely draw more contractors to the project. For example a contractor who can perform pavement treatment such as slurry seal and microsurface is not necessarily equipped to perform pavement rehabilitation such as mill and overlay. For this reason, we will recommend a project to include either pavement treatment or pavement rehabilitation, not both.

Contractor Outreach

To increase the number of bidders interested in projects, Aaron performs direct outreach to local and regional contractors during the design phase. This effort boosts project awareness and often leads to increased bidders.

Continuity with Construction Management (CM) Team

Lumos wants to ensure a smooth transition from the design phase to the construction phase of this project. We recommend advertisement for procurement of the CM team shortly after the Technical Memorandum so they can participate in the 60% design review. To help facilitate that process we will apply some lessons learned from our previous projects in the City of Fort Bragg. We will invite the CM team to our field investigation and conduct a pre-construction meeting with the CM Team to clarify the design decisions so that the Construction Team understands how and why the plans were developed as bid. This will help ensure the project goals and intents are respected throughout the construction process, with minimal change.

Complete Streets Safety Assessment

The 2022 Complete Streets Safety Assessment identified crosswalk facilities, excessive road widths, and large vehicles as contributors to safety concerns. Safety improvements were identified within the proposed work limits of the 2025 Project at the locations listed below. We can incorporate these improvements into the plans for the 2025 Project.

1. Harold St at E Laurel St – Pedestrian Median Refuge Islands
2. Harold St at E Redwood Ave – Pedestrian Median Refuge Islands
3. Harold St at E Alder St – Pedestrian Median Refuge Islands
4. Alder St at Main St (SR1) – Caltrans ROW. Recommend tasking Caltrans with implementing safety improvement within their ROW
5. Chestnut St at Dana St – Eliminate mid-block crosswalk and add sidewalk along walking lines

Pedestrian Median Refuge Islands are identified in the Complete Streets Safety Assessment for the three intersections identified above to include six islands, within the work limits of the 2025 Project. Median Islands are typically recommended when speed limits are 35 mph or greater and where the annual average daily traffic (AADT) is 9,000 or higher. We will discuss options which accomplish similar goals which are more applicable to these locations, which reduce crossing distance and slow vehicles.

Elimination of the mid-block crosswalk at Chestnut St and Dana St appears to be a low-cost safety improvement that can be included with the 2025 Project.

Lumos’ team will collaborate with the City to assess safety improvements needed at each location and if warranted, these can be added to the design of the 2025 project.

Further, the State of California Adopted AB413 in October of 2023, which requires no vehicle parking within 20 feet of the vehicle approach side of any unmarked or marked crosswalk or 15 feet of any crosswalk where curb extensions are present. Our plans will include red curb paint to prohibit parking as described, increasing pedestrian visibility and safety at crosswalks within the work area.

Local Roadway Safety Plan

Lumos has reviewed the Local Roadway Safety Plan from June 15, 2022 to determine if safety improvement countermeasures are identified within the work limits of the 2025 Project. Many of the countermeasures within the work limits are not warranted with the 2025 Project due to costs, and others due to their locations within Caltrans Right of Way. The table below identifies the countermeasures within the work limits that can be considered for inclusion with the 2025 Project. We will discuss inclusion of these countermeasures within the 2025 Project design at the Kickoff meeting.

Safety Projects identified within work limits:

Pedestrian Improvements at Unsignalized Intersections

Location	Countermeasure	Proposed Solution
Harold at Oak St	NS06	Install/upgrade larger or additional stop signs or other intersection warning/regulatory signs. Sign replacements will be a simple low-cost change that can be included within the work limits without compromising the budget.

Systemic Roadway Segment Improvements

Location	Countermeasure	Proposed Solution
Redwood Ave; Oak St	R22	Install/upgrade signs with new fluorescent sheeting (regulatory or warning). Sign replacements will be a simple low-cost change that can be included within the work limits without compromising the budget.

Pedestrian and Other Roadway Segment Improvements

Location	Countermeasure	Proposed Solution
Redwood Ave; River Dr/Kemppe Way	R01	Add segment lighting. Overhead lights may be added to existing utility poles to improve night visibility at specific locations. This is one of the more expensive countermeasures which will require coordination with PG&E.

2004 Storm Drain Master Plan

The 2004 Storm Drain Master Plan studied the existing drainage system and impacts based on projected growth of the City of Fort Bragg. With the City not growing at the projected rate, many of the improvements identified within the 2004 Storm Drain Master Plan may not be necessary. At the 60% design level, we will discuss observed flooding and storm water drainage conditions with the City Operations and Maintenance team to determine if there are any drainage issues within the work limits which need to be added to the 2025 project. If Storm Drainage improvements are warranted, a specific scope and fee will be prepared to address those drainage improvements.

Preliminary Construction Budget

The RFP clarifies surface treatment such as seal and microsurfacing are priority with more intense rehabilitation like mill and overlay as a secondary priority. Using unit costs projected from the 2022 Street Rehabilitation Project and Caltrans Project EA 01-0M0304 - MEN-20-2.0/17.3 we have estimated budgets for two projects, respecting the given priority. For both projects, application of Slurry Seal to E Oak St. is included as a bid alternative to provide projects that can be completed within budget.

The budget estimates include improvements identified in the **Complete Streets Safety Assessment** and the **Local Roadway Safety Plan** identified on the previous page. Because this is a pavement preservation project, we are not anticipating improvements to the storm drain system.

We understand the construction budget is approximately \$2.2M. We will need to work with the City to find alternative bids that maximize work within budget constraints. It is envisioned that a bid alternative would include streets that are candidates for slurry seal as they can be added to the project without requiring the design of additional curb ramp improvements.

Preliminary Budget

Surface Treatment - Slurry and Microsurface	Quantity	Units	Unit Cost	Total
Mobilization	1	LS	10%	\$169,957
Traffic Control	1	LS	12%	\$203,948
Remove & Replace Stripe/Legends/Markings	722,875	SF	\$0.55	\$397,581
4" Digouts (Local Streets)	17,500	SF	\$11.00	\$192,500
Microsurface	350,000	SF	\$2.00	\$700,000
Curb Ramps	20	EA	\$7,000.00	\$140,000
Slurry Seal Type II (Bid Alt)	372,875	SF	\$0.59	\$221,488
Median Pedestrian Refuge Islands	6	EA	\$8,000.00	\$48,000
Planning Level Contingency			25%	\$357,520
				\$2,430,994

Bid Alternative: Slurry Seal Type II - East Oak Street Restriped w/2022 Project

Remove & Replace Stripe/Legends/Markings	145,125	SF	\$0.55	\$79,819
Slurry Seal Type II (Bid Alt)	145,125	SF	\$0.59	\$85,624

Pavement Reconstruction and Slurry Seal	Quantity	Units	Unit Cost	Total
Mobilization	1	LS	10%	\$155,207
Traffic Control	1	LS	12%	\$186,248
Replace Stripe/Legends/Markings	522,875	SF	\$0.55	\$287,581
4" Digouts (Local Streets, Est. 10%)	15,000	SF	\$11.00	\$165,000
Cold Plane (Assume 1.5" Material Removal)	150,000	SF	\$1.00	\$150,000
2" Asphalt Overlay	150,000	SF	\$3.60	\$540,000
Curb Ramps	20	EA	\$7,000.00	\$140,000
Slurry Seal Type II	372,875	SF	\$0.59	\$221,488
Median Pedestrian Refuge Islands	6	EA	\$8,000.00	\$48,000
Planning Level Contingency			25%	\$320,645
				\$2,214,169

Bid Alternative: Slurry Seal Type II - East Oak Street Restriped w/2022 Project

Remove & Replace Stripe/Legends/Markings	145,125	SF	\$0.55	\$79,819
Slurry Seal Type II (Bid Alt)	145,125	SF	\$0.59	\$85,624

Scope of Work

1. Project Management

We will provide project coordination, administration, and quality control. We will coordinate field activities with City staff. We will participate in project meetings with Staff and City Council or the Public Works and Facilities Committee, and prepare agenda and minutes for each. Our Project Manager will perform brief check-in calls, approximately twice each month. We will monitor budget and schedule and prepare monthly status reports for inclusion with our monthly invoices.

Deliverables:

- Kickoff Meeting – agenda, minutes, .pdf
- City Council or PW & Facilities Committee Meeting – Present Technical Memorandum, .pdf
- 60% Design Review Meeting – agenda, minutes, .pdf
- Bi-Weekly Check-In Calls
- Monthly Status Reports and Invoices, .pdf
- Schedule Maintenance (4 updates), .pdf format
- Public Outreach - Draft Pre-construction Flyer Content, .docx

2. Technical Memorandum

We will prepare a Technical Memorandum to report assessment of the existing conditions and recommend appropriate pavement treatments. The Technical Memorandum will include schematic design (10%) showing the limits of improvements. We will refine the budget estimates reported above for inclusion. The Technical Memorandum will be presented to City Staff and the City Council or Public Works & Facilities Committee for procedural direction. Comments received from Staff, Council, or Public Works and Facilities Committee members will be incorporated into the final Technical Memorandum, to document our path forward.

Deliverables:

- Draft Technical Memorandum
- Final Technical Memorandum

3. Investigate Existing Conditions

We will dispatch a crew to verify the conditions of the roadways proposed for treatment and to evaluate ADA compliance of the existing curb ramps. We will simultaneously perform topographic data collection.

Verification will Include:

- Assessment of each roadway section and verification that the roadway meets the criteria for a surface treatment
- Identification of locations needing asphalt patching (dig-outs)
 - Identify locations needing crack sealing
 - Recommendation of slurry required (i.e., Type 2, Type 3, Micro, Double Micro, Cape Seals, Fog Seals, etc.)
 - Verification of existing striping conditions
 - Evaluation of drainage infrastructure
 - Evaluation of pedestrian access ramps
 - Mapping of the proposed streets will include the roadway areas, islands, striping, utility valves and manholes using a combination of aerial photogrammetry and ground collected survey field shots
 - Curb ramps will be evaluated using a combination of ground shots by Total Station and smart level analysis
- Topographic Survey
 - Collect field data and prepare a topographic survey map including all existing surface improvements, striping/pavement markings, visible evidence of utilities, inverts of all measurable utilities adjacent to proposed work will be shown
 - Survey 20 curb ramps within the limits of the microsurface pavement treatment area
- Aerial Photogrammetric Mapping
 - Set flyover targets and collect color aerial images to show the painted limits from our ground field investigation

Deliverables:

- Existing Conditions Mapping: PDF map
- Aerial Image: Digital format, GIS enabled

4. Plans, Specifications, and Estimates

Using the data collected from our field investigation and topographic mapping, we will prepare construction documents for submittal at the 60%, 90% and 100% design. We will track comments with a Comment Resolution Matrix to ensure all comments written or verbal have been incorporated.

Quality Assurance reviews will be performed prior to each submittal. At the 90% submittal an independent constructability review will be performed to ensure the documents communicate the intended improvements. This review will be performed by an engineer that has not previously worked on the project and come delivered in a digital and hard copy.

Plans to Include:

- Title/Legend/Details (4 sheets)
- Surface Improvement Plans (20 sheets)
- Curb Ramp Details, 20 Locations (5 sheets)
- Striping (20 sheets)

Deliverables:

- AutoCAD drawings of the proposed work showing treatment areas including slurry limits, dig-outs and locations of existing utility valves and manholes
- Preliminary: PDF map of preliminary candidates and engineer's estimate
- 60% plans and bid item descriptions
- 90%: PDF of project plans, contract documents, and engineer's estimate
- 100% Issued for Bid (IFB): PDF of project plans, contract documents, and engineer's estimate. PDF of Sheet Index/Vicinity Maps extracted from the IFB Plans. IFB Contract Documents in Microsoft Word Format. IFB ENGR Estimate of Probable Cost in Excel format. One bound hard copy of 22"x34" project plans
- Quantities for each street identified for preventative maintenance treatment
- Verification of existing striping, including striping quantities for each street identified for preventative maintenance treatment and/or included for restriping
- Striping plans which will include striping upgrades required to bring streets to current MUTCD or agency requirements
- Preparation of bid documents using current templates as provided by the City

5. Bid Period and Construction Support

We will assist the City with solicitation of bids and analysis of bids received. During this period will respond to contractor questions and prepare up to one bid addendum. We will conduct a pre-construction conference with the low-bidder, CM team, and the City. This will include preparing notice to bidders, responding to questions during the bidding process (preparing, tracking, and sending addendum/s), reviewing submitted bids for accuracy and preparing recommendation of award to the City of Fort Bragg, attending and conducting a pre-construction conference, and responding to contractor RFIs.

Deliverables:

- Notice to Bidders
- Up to one addendum
- Pre-construction agenda and minutes
- Response to contractor RFIs



City of Fort Bragg

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Fort Bragg, CA 95437
Phone: (707) 961-2823
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Text File

File Number: 24-707

Agenda Date: 4/22/2024

Version: 1

Status: Business

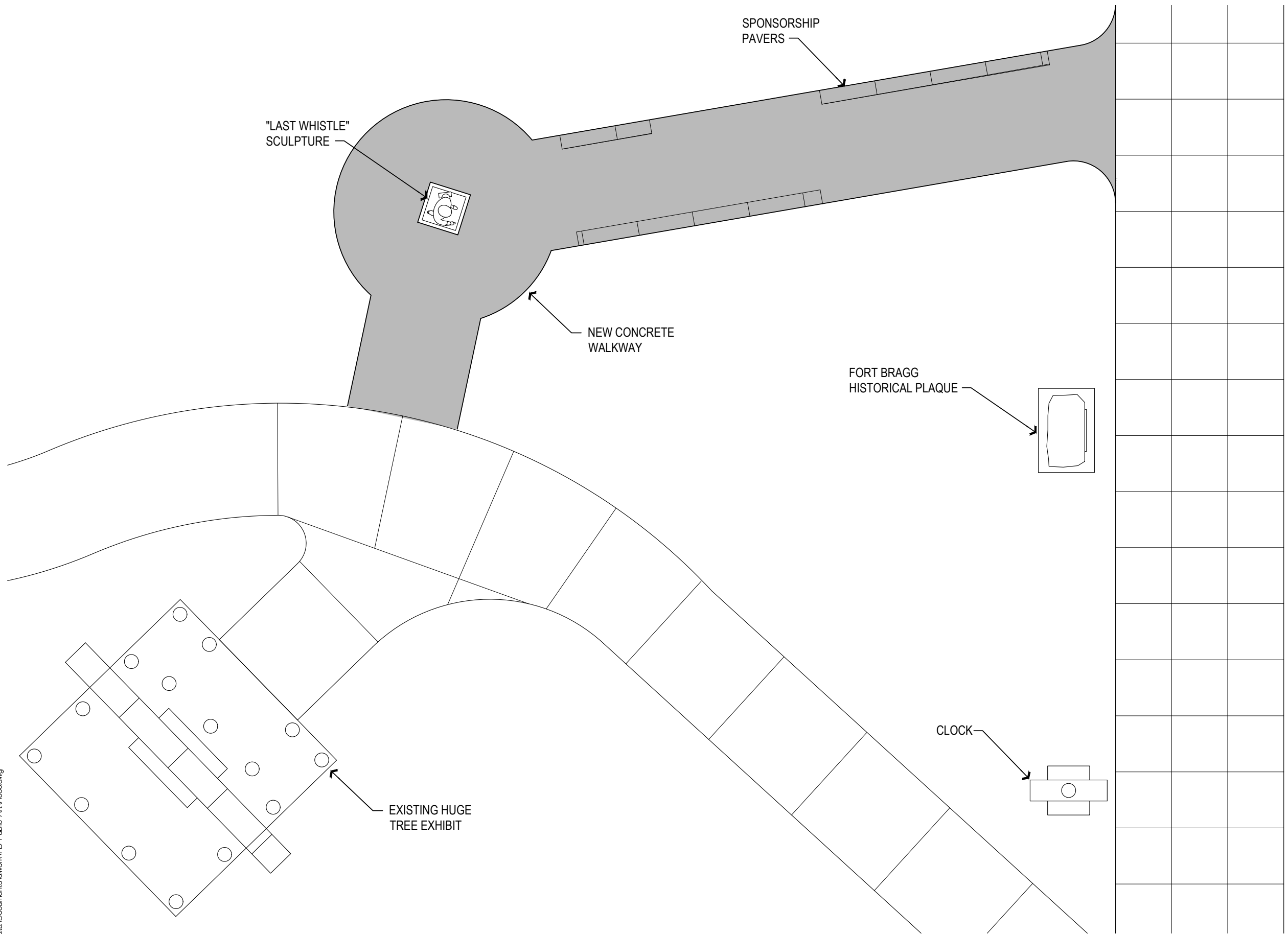
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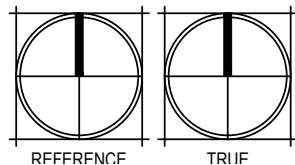
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Discuss and Receive Direction from Council for Placement of "The Last Whistle" Sculpture

Plot Date: March 11, 2024 - 4:36 pm
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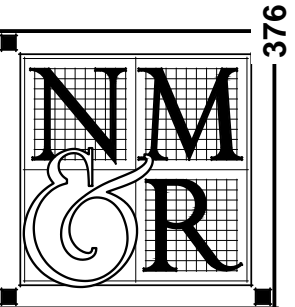


MAIN STREET

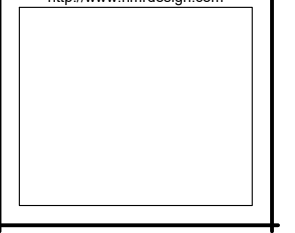


PHASE ONE ENLARGED CONCEPTUAL SITE PLAN


SCALE: NONE



NICHOLS
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A PROPOSED
PUBLIC
ART SITE



343 NORTH
MAIN STREET
FORT BRAGG, CA.

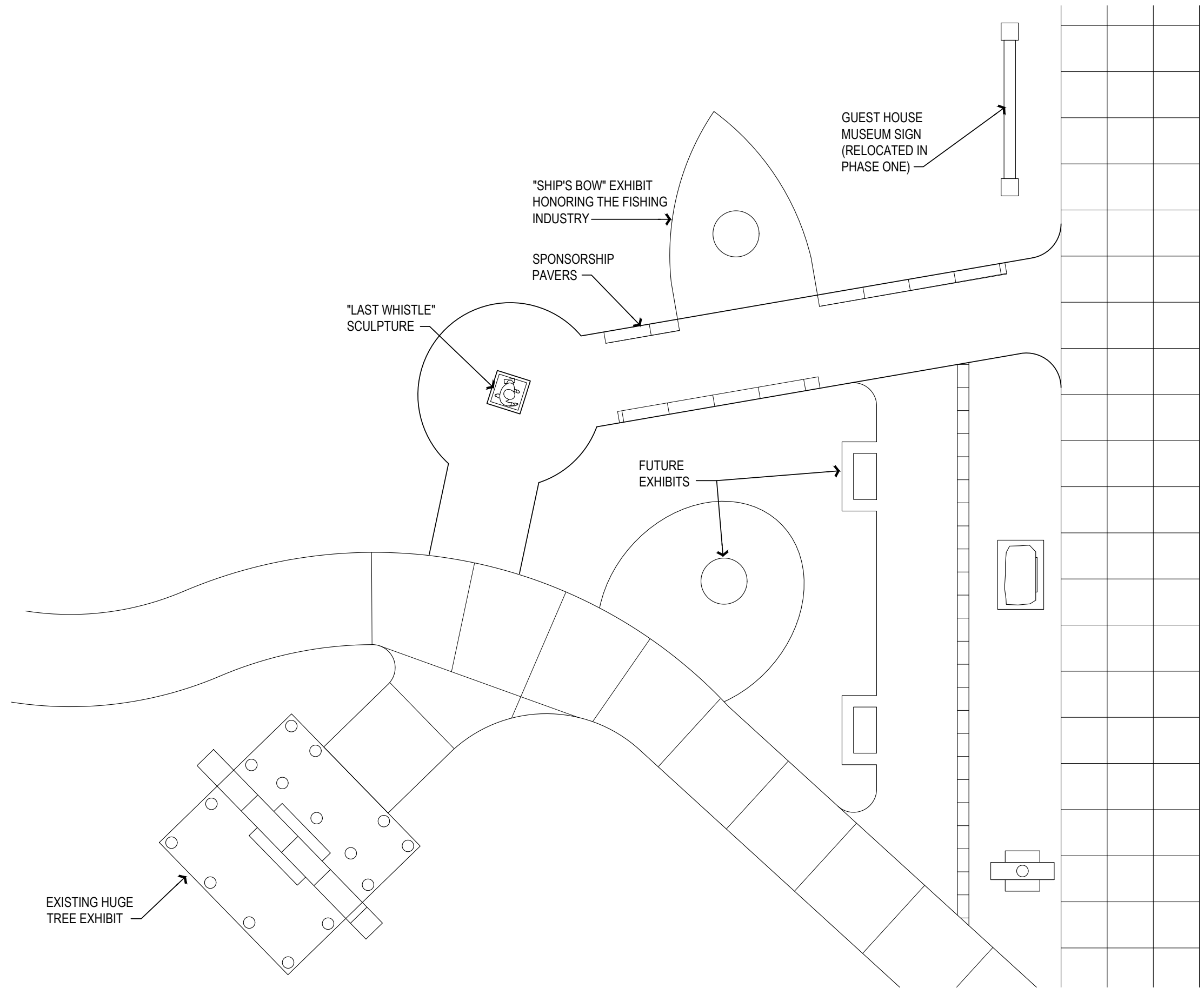
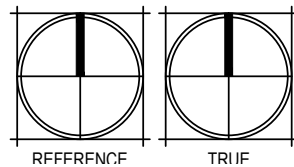
ENLARGED SITE PLAN

DR.	SAG
DT.	03/08/24
SC.	AS NOTED
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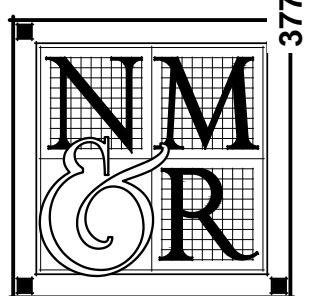
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EXISTING HUGE TREE EXHIBIT

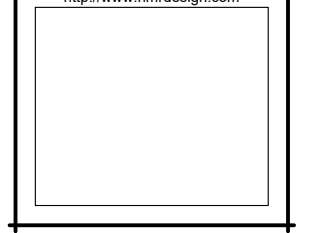
ENLARGED CONCEPTUAL SITE PLAN AT FULL BUILD-OUT

SCALE: NONE



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A PROPOSED
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 ART SITE

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 MAIN STREET
 FORT BRAGG, CA.

ENLARGED SITE PLAN

DR.	SAG
DT.	03/08/24
SC.	AS NOTED
NO.	9000

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OF: