



# City of Fort Bragg

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

## Meeting Minutes - Final Planning Commission

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Wednesday, January 28, 2026

6:00 PM

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

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### MEETING CALLED TO ORDER

Chair Jensen called the meeting to order at 6:00 PM

### ROLL CALL

**Present** 4 - Commissioner Jary Stavely, Chair David Jensen, Commissioner Katie Turner, and Vice Chair Richard Neils  
**Absent** 1 - Commissioner Ryan Bushnell

### 1. PUBLIC COMMENTS ON: (1) NON-AGENDA & (2) CONSENT CALENDAR ITEMS

None.

### 2. STAFF COMMENTS

Associate Planner Sarah Peters gave an update on Accela. Assistant City Engineer Alfredo Huerta gave a solid waste update on bulk waste pick up, two free pickups per customer per calendar year. Hazardous waste pick-up event in June.

### 3. MATTERS FROM COMMISSIONERS

None.

### 4. CONSENT CALENDAR

#### Approval of the Consent Calendar

A motion was made by Vice Chair Neils, seconded by Commissioner Stavely, that the be approved on the Consent Calendar. The motion carried by the following vote:

**Aye:** 4 - Commissioner Stavely, Chair Jensen, Commissioner Turner and Vice Chair Neils

**Absent:** 1 - Commissioner Bushnell

#### 4A. [26-33](#)

Approve the Minutes of the November 12, 2025, Planning Commission Meeting

Chair Stavley asked clarifying questions regarding the resolution from the minutes. Associate Planner Sarah Peters clarified.

**These Minutes were approved on the Consent Calendar.**

**5. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS**

**6. PUBLIC HEARINGS**

**7. CONDUCT OF BUSINESS**

7A. [25-529](#) Perform Business Operations Established in Bylaws for 2026 Planning Year  
Planning Commissioner Neils Nominated David Jensen as Planning Commission Chair.

**A motion was made by Vice Chair Neils, seconded by Commissioner Turner, that Chair Jensen remain appointed Chair. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Stavely, Chair Jensen, Commissioner Turner and Vice Chair Neils

**Absent:** 1 - Commissioner Bushnell

Enactment No: RES PC2-2026

Planning Commissioner Stavley Nominated Commissioner Neils as Vice Chair.

**Planning Commissioners Nominated Commissioner Neils as Vice Chair. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Stavely, Chair Jensen, Commissioner Turner and Vice Chair Neils

**Absent:** 1 - Commissioner Bushnell

Adoption of the Planning Commission Meeting Schedule. Commissioner Stavely recommended the adoption of a Planning Commission Meeting on November 18, 2026.

**A motion was made by Commissioner Turner, seconded by Vice Chair Neils, that the Planning Commission Meeting Schedule be approved as amended. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Stavely, Chair Jensen, Commissioner Turner and Vice Chair Neils

**Absent:** 1 - Commissioner Bushnell

Review Summary of Work for Community Development Department 2025. Commissioners asked clarifying questions regarding the Bank of America building. Permit Technician Maria Flynn responded. Commissioner Turner asked clarifying questions regarding Turning the Tides, and Administrative Assistant Lisi Horstman responded. This Planning Staff Report was recommended for approval to Council.

**This Planning Staff Report was recommended for approval**

Enactment No: RES PC2-2026

Bylaws of Planning Commission. Commissioners requested amendments to the Bylaws. The Planning Commission Bylaws were continued to the next meeting.

**This Planning Staff Report was continued**

- 7B. [26-35](#) Adopt Resolution of the Fort Bragg Planning Commission Making a Determination of General Plan Conformity for the Proposed Vacation of a Portion of an Alley; CEQA Exemption 15061(b)(3)

Assistant City Engineer Alfredo Huerta presented the report. Commissioner Stavley asked clarifying questions. Assistant City Engineer Alfredo Huerta clarified.

Public Comment: Paul Clark

**A motion was made by Vice Chair Neils, seconded by Commissioner Turner, that the Planning Staff Report be approved to Council. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Stavely, Chair Jensen, Commissioner Turner and Vice Chair Neils

**Absent:** 1 - Commissioner Bushnell

Enactment No: RES PC1-2026

## ADJOURNMENT

**Chair Jensen adjourned the meeting at 6:44 PM**

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David Jensen, Chair

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Lisi Horstman  
Administrative Assistant, Community Development