



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, November 10, 2025

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: Nov 10, 2025 06:00 PM Pacific Time (US and Canada)

Topic: City Council Meeting

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/82986747430>

*Or Telephone dial: 1 669 444 9171 US (*6 mute/unmute; *9 raise hand)*

Webinar ID: 829 8674 7430

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. [25-474](#) Presentation of Proclamation Recognizing November 1 - November 30, 2025 as Native American Heritage Month

Attachments: [29- Native American Heritage Month](#)

- 1B. [25-467](#) Presentation of Proclamation Recognizing November 11th as Veteran's Appreciation Day

Attachments: [28- Veteran's Day](#)

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

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 St, Fort Bragg, during normal business hours. All comments after 2 PM on the day of the meeting 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. Public comments may be submitted to cityclerk@fortbraggca.gov.

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. [25-470](#) Receive and File Minutes from the Community Development Committee on October 6, 2025

Attachments: [CDC MIN 2025.10.06](#)

- 5B. [25-461](#) Approve Minutes of October 27, 2025 City Council Meeting

Attachments: [CCM 2025.10.27](#)

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. [25-462](#) Receive a Report, Hold a Public Hearing, and Provide Direction to Staff Regarding 2025 Community Development Block Grant (CDBG) Applications

Attachments: [11102025 Staff Report CDBG Design Phase](#)

[Att 1 - 2025 CDBG NOFA](#)

[Att 2 - Matrix Code Categories](#)

[Att 3 - Accomplishment Matrix](#)

[Att 4 - NOPH](#)

- 7B. [25-446](#) Receive a Report, Hold a Public Hearing, and Introduce, by Title Only, and Waive Further Reading of Ordinance xxxx-2025 to Amend Chapter 15.06 of the Fort Bragg Municipal Code to Amend the Requirements of the Installation of Automatic Fire Sprinkler Systems and Automatic Fire Alarming System in New Buildings and Remodels

Attachments: [11102025 Sprinkler Ordinance Staff Report](#)

[Att 1 - ORD Fire Sprinkler](#)

[Att 2 - NOPH Fire Sprinklers](#)

- 7C. [25-468](#) Receive a Report, Hold a Public Hearing, and Introduce, By Title Only, and Waive Further Reading of Ordinance xxxx-2025 Amending Title 6 Health and Sanitation to Add Chapter 6.30 "Vacant Buildings and Lots" to the Fort Bragg Municipal Code, Establishing a Vacant Commercial Building Program and Providing for the Registration, Maintenance, and Monitoring of Vacant or Abandoned Commercial Buildings

Attachments: [11102025 Vacant Commercial Building Lot Staff Report](#)

- [Att 1 - ORD Vacancy](#)
- [Att 2 - RESO Fees](#)
- [Att 3 - Vacant Property Fee Calculation](#)
- [Att 4 - Survey Downtown Business](#)
- [Att 5 - FAQs](#)
- [Att 6 - Fort Bragg Zoning Map](#)
- [Att 7 - NOPH Commercial Vacant Buildings](#)
- [Presentation Vacant Building Lot](#)
- [Public Comment](#)

8. CONDUCT OF BUSINESS

9. CLOSED SESSION

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, NOVEMBER 24, 2025**

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 November 6, 2025.

Diana Paoli
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

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

File Number: 25-474

Agenda Date: 11/10/2025

Version: 1

Status: Business

In Control: City Council

File Type: Proclamation

Agenda Number: 1A.

Presentation of Proclamation Recognizing November 1 - November 30, 2025 as Native American Heritage Month

PROCLAMATION NATIVE AMERICAN HERITAGE MONTH

WHEREAS, Native American Heritage Month recognizes the significant contributions the first Americans made to the establishment and growth of the United States and pays tribute to the rich ancestry and traditions of Native Americans; and

WHEREAS, while we celebrate Indigenous peoples past and present, we do so knowing that America has not always delivered on its promise of equal dignity and respect for Native Americans; and

WHEREAS, for centuries, broken treaties, dispossession of ancestral lands, and policies of assimilation and termination sought to decimate Native populations and their ways of life; and

WHEREAS, despite this painful history, Indigenous peoples, their governments, and their communities have persevered and flourished; and

WHEREAS, today, there are many people living in the City of Fort Bragg who identify as Native American; and

WHEREAS, Native Americans are teachers, scholars, scientists, doctors, writers, artists, musicians, activists, business leaders, first responders, elected officials, and so much more, making immeasurable contributions to our community; and

WHEREAS, the City of Fort Bragg is committed to the values of dignity, inclusivity, and respect for all individuals, regardless of ethnic or national origin, gender, race, religious affiliation, sexual orientation, or immigration status; and

WHEREAS, we will advocate for efforts that promote visibility of the rich and diverse Native American cultures, address the tragedies of missing and murdered indigenous peoples, and are committed to teaching our youth the truthful history of this Nation.

NOW, therefore, be it resolved, that I, Jason Godeke, Mayor on behalf of the entire City Council, do hereby proclaim November 2025 to be **Native American Heritage Month** and urge all Fort Bragg residents to learn more about the people who first called this Nation home—in the spirit of growth, healing, and hope for a better hereafter.

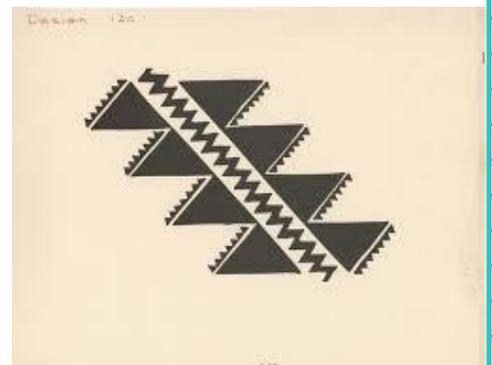
SIGNED this 10th day of November, 2025

JASON GODEKE, Mayor

ATTEST:

DIANA PAOLI, City Clerk

No. 29-2025





City of Fort Bragg

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Fort Bragg, CA 95437
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Text File

File Number: 25-467

Agenda Date: 11/10/2025

Version: 1

Status: Business

In Control: City Council

File Type: Proclamation

Agenda Number: 1B.

Presentation of Proclamation Recognizing November 11th as Veteran's Appreciation Day



PROCLAMATION

VETERANS APPRECIATION DAY

November 11, 2025

WHEREAS, the City of Fort Bragg honors the selfless service of the brave men and women who have served in the United States Armed Forces, recognizing that their commitment and sacrifice, often at great personal cost, have safeguarded the freedoms and peace enjoyed by all Americans; and

WHEREAS, on November 11th, our nation comes together to observe Veterans Day, expressing deep gratitude and respect for veterans of every branch of service—Army, Navy, Air Force, Marines, Coast Guard, and Space Force—whose dedication has shaped the safety and prosperity of the nation; and

WHEREAS, the service and sacrifice of these veterans reflect the best of our nation, with their courage, perseverance, and resilience standing as an enduring example of patriotism and civic duty; and

WHEREAS, we recognize that military service impacts not only veterans but also their families and loved ones, whose unwavering support is essential to our veterans' ability to serve, and whose sacrifices often go unrecognized; and

WHEREAS, the contributions of veterans from all backgrounds, races, ethnicities, and identities have strengthened our armed forces, demonstrating that our nation's greatest strength lies in its diversity and unity; and

WHEREAS, veterans' organizations such as the American Legion, Veterans of Foreign Wars, Fleet Reserve Association, and many others are vital in advocating for healthcare, housing, mental health services, and employment programs that improve the lives of veterans and their families; and

WHEREAS, the City of Fort Bragg remains committed to supporting our veterans, ensuring access to resources and services that promote their health, well-being, and successful reintegration into civilian life; and

WHEREAS, Veterans Day provides a meaningful opportunity for our community to express collective appreciation, ensuring every veteran feels respected, valued, and recognized for their contributions both in and out of uniform; and

NOW, THEREFORE, I, Jason Godeke, Mayor of the City of Fort Bragg, on behalf of the entire City Council, do hereby proclaim November 11, 2025, as Veteran's Appreciation Day.

SIGNED this 10th day of November 2025

JASON GODEKE, Mayor

ATTEST:

DIANA PAOLI, City Clerk

No. 28-2025





City of Fort Bragg

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Text File

File Number: 25-470

Agenda Date: 11/10/2025

Version: 1

Status: Filed

In Control: City Council

File Type: Minutes

Agenda Number: 5A.

Receive and File Minutes from the Community Development Committee on October 6, 2025



City of Fort Bragg

416 N Franklin Street
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Meeting Minutes - Final Community Development Committee

Monday, October 6, 2025

4:00 PM

Town Hall, 363 N. Main Street

MEETING CALLED TO ORDER

Vice Mayor Rafanan called the meeting to order at 4:00 PM

ROLL CALL

Staff Present: Associate Planner Sarah Peters, Permit Tech Maria Flynn,
Administrative Assistant Lisi Horstman, and Consultant Marie Jones

Present: 2 - Jason Godeke and Marcia Rafanan

1. APPROVAL OF MINUTES

1A. [25-410](#) Approve Minutes from August 18, 2025, Community Development Committee Meeting

Attachments: [Community Development Committee Minutes 8.18.2025](#)

Committee Members Rafanan and Goedeke approved the minutes as presented

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment: Paul Clark, David Gurney

3. CONDUCT OF BUSINESS

3A. [25-391](#) Receive a Report and Provide Direction Regarding Proposed Zoning Changes to Limited Term Permits and to Allow Small Startups in Zones Where Currently Not Permitted

Attachments: [Community Development Committee Staff Report Economic Development Items](#)
[Limited Term Regulations](#)

[Technical Advisory Committee Memo - Limited Term Permits](#)

[Public Comment](#)

Consultant Marie Jones presented the report

Mayor Godeke and Vice Mayor Rafanan asked clarifying questions.

Discussion: Staff and Committee, discussed zoning, tracking, and information for zoning to go before Council.

Marie Jones answered further questions.

Public Comment: Paul Clark

Marie Jones responded to Public Comment related to Staff and timeline for obtaining a permit. Marie Jones discussed streamlining the Limited Term Permit (LTP) process and stated the Technical Advisory Committee (TAC) reviewed proposed changes to the Limited Term Permit process and provided feedback and that the initiation of an LTP/ event calendar was suggested. Mayor Godeke asked about the streamline process, and requested clarification on use of staff time.

Maria Flynn, Sarah Peters, and Marie Jones responded to questions from the Committee.

Public Comment: David Jensen, Paul Clark

Vice Mayor Rafanan and Mayor Godeke gave direction to hold off on bringing the Economic Development zoning changes to Council and to bring forward fee for expedited Limited Term Permit to Council.

4. MATTERS FROM COMMITTEE / STAFF

4A. [25-206](#) Oral Update on Installation of Trees Downtown and Citywide

Attachments: [Tree planting update Sept 2025](#)

Mayor Godeke presented a slide show of the trees around Fort Bragg that were planted a year ago.

He requested funding and support for more tree planting in the City.

Public Comment: David Jensen, Jacob Patterson

4B. [25-411](#) Discussion on Fireworks Drone Show

Vice Mayor Rafanan discussed looking into the drone fireworks show.

Mayor Godeke requested more information related to permitting and gave direction to staff to research.

Public Comment: None.

Committee and Staff will research the permit and the drone show. Sarah Peters asked for direction from Committee regarding regular updates at Community Development Department Mayor Godeke suggested for top three items unless nothing new. Sarah Peters mentioned the 4 Leaf Pilot program and Accela going live soon, Planning Commission public hearings. Maria Flynn gave an update on the upcoming Entertainment Zone. Committee asked Staff to look at regulations regarding Story Poles in the Coastal Zone.

ADJOURNMENT

Vice Mayor Rafanan adjourned the meeting at 5:44 PM



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Text File

File Number: 25-461

Agenda Date: 11/10/2025

Version: 1

Status: Filed

In Control: City Council

File Type: Minutes

Agenda Number: 5B.

Approve Minutes of October 27, 2025 City Council Meeting



City of Fort Bragg

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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, October 27, 2025

6:00 PM

Town Hall, 363 N. Main St.
193 Montecito Ave. #305 Oakland CA 94610
and Via Video Conference

AMENDED

CALL TO ORDER

Mayor Godeke called the meeting to order at 6:02 p.m.

ROLL CALL

Councilmember Albin-Smith appeared by ZOOM per Government Code 54953.

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

CLOSED SESSION REPORT

None.

AGENDA REVIEW

None.

1. MAYOR'S RECOGNITIONS AND ANNOUNCEMENTS

- 1A.** [25-441](#) Presentation of Proclamation Honoring the 70th Anniversary of Parents & Friends

Councilmember Peters read and presented to CEO Jesse Martin the Proclamation Honoring the 70th Anniversary of Parents & Friends.

- 1B.** [25-457](#) Presentation of Proclamation Honoring the 75th Anniversary of the Rotary Club of Fort Bragg

Mayor Godeke read and presented Proclamation to Rotary members: Ryan Perkins, Diane Harris, Judy Martin, and Doug Hammerstrom.

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

CLOSED SESSION ITEMS

(1) Jenny Shattuck, Judy Martin, Ryan Perkins, David Gurney, Chess, Judy V., Annemarie Wiebel, and Jay Rosenquist.

(2) None.

(3) None.

3. STAFF COMMENTS

City Manager Isaac Whippy provided update on 4Leaf, Accella, and Entertainment Zone First Friday in November. Interim Eric Swift provided an update on the 7 Flock cameras. City Clerk reported on upcoming SB 707 Brown Act updates and meeting with public regarding interim website.

4. MATTERS FROM COUNCILMEMBERS

Councilmembers reported on attending community events including Fiesta Latina, encouraged voting on November 4th, the Mill Site litigation stay has been continued for 12 months and a Mill Site study session is anticipated in early December. A website page will be created to provide updates regarding Mill Site. Councilmembers also thanked the committee and staff for successful Magic Market event.

5. CONSENT CALENDAR

Approval of the Consent Calendar

A motion was made by Councilmember Hockett, seconded by Councilmember Peters, to approve the Consent Calendar. The motion carried by the following vote:

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

- 5A.** [25-437](#) Adopt Resolution of the Fort Bragg City Council Approving Parcel Map for Minor Subdivision 1-24 (DIV 1-24); Shannon Underhill and Linda Jo Stern (Owner/Applicant); Minor Subdivision of a 0.27 Acre Parcel Into Two Parcels of 6,000 Each as Shown on the Parcel Map; CEQA Exemption 15315

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 4982-2025

- 5B.** [25-454](#) Resolution of the City of Fort Bragg City Council Amending the Pay Rates and Ranges For All of City of Fort Bragg Established Classifications Effective July 13, 2025

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 4983-2025

- 5C.** [25-455](#) Resolution of the City of Fort Bragg City Council Amending the Pay Rates and Ranges For All of City of Fort Bragg Established Classifications Effective July 1, 2025

This Resolution was adopted on the Consent Calendar.

Enactment No: RES 4984-2025

- 5D.** [25-448](#) Receive and File Minutes from Visit Fort Bragg Committee Meeting on August 12, 2025

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

- 5E.** [25-447](#) Receive and File Minutes of the Visit Fort Bragg Committee Meeting for July 8, 2025

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

- 5F.** [25-442](#) Approve Minutes of Special Meeting of October 14, 2025

These Minutes were approved on the Consent Calendar.

- 5G.** [25-443](#) Approve Minutes of October 14, 2025

These Minutes were approved on the Consent Calendar.

6. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

7. PUBLIC HEARING

8. CONDUCT OF BUSINESS

- 8A.** [25-434](#) Receive a Report, Interview Applicants, and Consider Appointment of City of Fort Bragg Representative to the Mendocino County Library Advisory Board

Mayor Godeke introduced Item 8A. City Clerk Diana Paoli shared Staff Report. Councilmembers interviewed three applicants: Phyllis Epperson, Joaquin Feliciano, and Linda J. Thornquist Stumpf.

Public Comment: Janice Marcell, Julie, and Jay Rosenquist.

A motion was made by Councilmember Peters, seconded by Councilmember Hockett, that Linda J. Thornquist-Stumpf be appointed as the City of Fort Bragg Representative to the Mendocino County Library Advisory Board for a two year term. The motion carried by the following vote:

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

No: 1 - Vice Mayor Rafanan

- 8B.** [25-456](#) Receive Report and Consider Adoption of a Resolution Establishing a Water and Sewer Capacity Fee Deferral Program for Eligible Small Businesses Consistent with the City's Strategic Plan, BEAR Economic Development Strategies, and SB 937

Mayor Godeke recessed the meeting at 7:41 PM; the meeting reconvened to Open Session at 7:49 PM.

City Manager Isaac Whippy introduced Item 8B and shared Staff Report. Councilmembers

asked clarifying questions.

Public Comment: Nico Ramsdell, Gabriel Quinn Maroney, Angel, Jacob Patterson, Ryan Grandel, Jay Rosenquist, and Paul Clark.

Councilmembers discussed Resolution and had further questions. Baron Bettenhausen answered questions and confirmed authority can be given to City Manager to amend Policy Program Guidelines and Resolution to include Heavy Industrial and Commercial Office Zones.

A motion was made by Councilmember Peters, seconded by Vice Mayor, that this Resolution be adopted as amended. The motion carried by the following vote:

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

Enactment No: RES 4985-2025 / ID 500-2025

9. CLOSED SESSION

ADJOURNMENT

Mayor Godeke adjourned the meeting at 8:31 PM

JASON GODEKE, MAYOR

Diana Paoli, City Clerk

IMAGED (_____)



City of Fort Bragg

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Text File

File Number: 25-462

Agenda Date: 11/10/2025

Version: 2

Status: Business

In Control: City Council

File Type: Staff Report

Agenda Number: 7A.

Receive a Report, Hold a Public Hearing, and Provide Direction to Staff Regarding 2025
Community Development Block Grant (CDBG) Applications



CITY COUNCIL STAFF REPORT

TO: City Council

DATE: November 10, 2025

DEPARTMENT: Economic Development Department

PREPARED BY: Lacy Sallas, Grants Coordinator

PRESENTER: Lacy Sallas, Grants Coordinator

AGENDA TITLE: RECEIVE A REPORT, HOLD A PUBLIC HEARING, AND PROVIDE DIRECTION TO STAFF REGARDING 2025 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM APPLICATIONS

RECOMMENDATION

Following the report and public hearing, provide directions to staff prioritizing activities for potential applications for funding from the CDBG program.

BACKGROUND

Every year, the California Department of Housing and Community Development (HCD) releases a funding opportunity under the Community Development Block Grant (CDBG) program. Funds for the program are made available to HCD from the United State Department of Housing and Urban Development (HUD). As a non-entitlement jurisdiction, the City is eligible to apply for grants through the CDBG program.

The 2025 Notice of Funding Availability (NOFA) was released on September 30, 2025. The purpose of this design phase public hearing is to ensure that the public has an opportunity to give input regarding potential projects and programs for the City Council to consider applying for under the NOFA. After considering the information received from the public, City Council may direct staff regarding application preparation for the 2025 NOFA. Applications will be accepted by HCD from December 1, 2025, through January 30, 2026. Another public hearing will be held to solicit further public input regarding the selected activities prior to application submittal.

DISCUSSION AND ANALYSIS

CDBG Background

The primary federal objective of the CDBG program is the development of viable urban communities by providing decent housing and a suitable living environment and through expanding economic opportunities, principally, for persons of low- and moderate-income.

AGENDA ITEM NO. 7A

“Persons of low and moderate income” are defined as families, households, and individuals whose incomes do not exceed 80 percent of the county median income, adjusted for family or household size. CDBG partners with rural cities and counties to improve the lives of their low- and moderate-income residents through the creation and expansion of community and economic development opportunities in support of livable communities. CDBG funds are provided as grants for a wide range of activities directed toward Economic Development (ED), improvement of community facilities and infrastructure, neighborhood revitalization, and public services. All CDBG activities must meet one of the following National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums and blight; or meet certain urgent community needs. Depending on the type of project or program, benefit can be provided directly to low-moderate-income persons, or to a predominantly low-moderate income area.

HCD assigns Matrix Codes to eligible activities, which are used in the application process. A document entitled Matrix Code Categories, listing eligible activities is included herein as Attachment 2. A table entitled Accomplishment Matrix linking Matrix Codes to allowable National Objective Codes is included herein as Attachment 3. These tools may helpful in determining how a proposed project or program fits into the CDBG program.

Below are HCD’s current CDBG household income limits, effective June 1, 2025 and updated annually:

Persons in Household	1	2	3	4	5	6	7	8
Extremely Low 30%	\$19,750	\$22,550	\$25,350	\$28,150	\$30,450	\$32,700	\$34,950	\$37,200
Low 50%	\$32,900	\$37,600	\$42,300	\$46,950	\$50,750	\$54,500	\$58,250	\$62,000
60% Limit	\$39,480	\$45,120	\$50,760	\$56,340	\$60,900	\$65,400	\$69,900	\$74,400
Moderate 80%	\$52,600	\$60,100	\$67,600	\$75,100	\$81,150	\$87,150	\$93,150	\$99,150

City Eligibility

A grantee must have expended at least 50% of an existing award by the date the application portal opens (December 1, 2025) in order to be eligible to apply for a like project or program under this NOFA. The City has two active awards for (1) a Utility Bill Assistance Program and (2) a Business Assistance Loan Program. As these contracts were recently executed, it is highly unlikely that either award will be over 50% expended prior to December 1, 2025. Therefore, the City will likely be ineligible to apply for a public services activity or an economic development program.

Application Types

There are three types of applications allowable under in this NOFA:

1. Project (Housing, Public Facilities, Infrastructure Projects)
2. Program (Housing and Economic Development Programs)
3. Public Services and Planning

The application process will be competitive – applications will be accepted from December 1, 2025, until January 30, 2026 and will be ranked, scored and awarded accordingly. This differs from the prior NOFA, under which Projects and Programs were Over-the-Counter and awarded on a first-come, first-served basis.

Planning Related to Another Activity

Of significant note, planning applications that are related to another activity must result in fulfillment of the related National Objective in order to meet CDBG requirements. For instance, a Fire Station Planning grant resulting in bid-ready plans and specifications would need to result in construction of the Fire Station in order to meet a National Objective. In addition, CDBG cannot be the sole source of funding for the project. Planning grants related to another activity that do not result in fulfillment of the related National Objective will be subject to repayment. Planning related to Another Activity applications must be approved by CDBG program staff prior to application. As part of this request for approval, we would have to provide an explanation of project feasibility. Should the City Council direct staff to prioritize such an application, approval from CDBG staff will be sought immediately. If not approved, staff will adjust the applications appropriately, according to priority and feasibility.

Funding limits per project type:

Applicants may submit up to three applications and the total jurisdiction limit is \$3.6 million.

Application Type	Funding Limit
Project (Public Facilities and Infrastructure)	\$3.3 Million*
Program (Housing Programs (can include Code Enforcement, Homebuyer, and Rehab) and ED Programs (can include Microenterprise and For-Profit))	\$1.5 million
Planning	\$300,000
Public Services	\$300,000

*Note: as the jurisdiction is limited to \$3.6 million total, the amount may need to be reduced accordingly if applying for a Project with another application(s).

Potential Application Combinations

1 Project + 1 Program + 1 Public Service or Planning -OR-

1 Project + 2 Public Service or Planning -OR-

1 Program + 2 Public Service or Planning

Note: 2 Project, 2 Program, or 3 Public Services, or 3 Planning applications are NOT allowed.

Listed in the table below are some potential application combinations, though the list provided is not exhaustive. Regardless of the combination, the aggregate amount of all three applications must not exceed \$3.6 million:

	Application 1		Application 2		Application 3	
A	Project	\$3.3 million	Program	\$0	Planning	\$300,000
B	Project	\$ 2.8 million	Program	\$500,000	Planning	\$300,000
C	Project	\$ 1.8 million	Program	\$1.5 million	Planning	\$300,000
D	Project	\$3 million	Planning	\$300,000	Planning	\$300,000
E	Project or Program	\$1.5 million	Planning	\$300,000	Planning	\$300,000

Potential Project Applications for Consideration:

1. Fire Station Reconstruction (North Wing):

Plans and specifications are complete and can be updated to meet CDBG standards (dated within 90 days). CEQA and NEPA reviews are complete. In the 2024 cycle, the City submitted a CDBG application to serve as the 25% match for a Cal OES Hazard Mitigation Grant Program (HMGP) request. Due to timing issues and oversubscription of the 2024 NOFA, the CDBG application was not funded, and HMGP subsequently deactivated our application.

The updated engineer’s estimate, inclusive of inflation, is approximately \$3.3 million—making this project an ideal fit for the maximum CDBG project allocation. While the \$3.3 million covers Construction Costs, Construction Management, and Inspection Services, it does not include contingency. Staff recommend a City match of \$330,000 (10%) to strengthen competitiveness and ensure coverage of potential cost increases during construction. With this match, the project meets the CDBG threshold requirement for full funding.

This project is shovel-ready with minimal modifications required, and staff have already incorporated it into the Capital Outlay planning for the year. Because the application was previously developed and submitted, it is the most complete among

all potential projects, requiring limited staff effort to finalize. Staff are confident in timely submittal and successful execution.

The project has both Housing and Economic Development nexus, and as an operational fire station serving a predominantly low- and moderate-income area, it meets the Low-Moderate Income Area (LMA) National Objective. Its completion would directly enhance public safety and community resilience.

2. City-Wide Sidewalk Rehabilitation Project:

This proposed project would remove and replace deteriorated sidewalk segments across the City, addressing long-standing safety, accessibility, and aesthetic concerns. The scope combines locations identified in the 2022 sidewalk system inventory conducted by Precision Concrete Cutting (PCC)—which documented approximately \$1.2 million in removal and replacement (R&R) needs—with additional segments identified through recent infrastructure assessments. The total estimated cost is approximately \$3.3 million.

Unlike PCC’s annual concrete shaving contracts, which address minor surface lifts, this project targets full-depth R&R locations that will not be addressed through routine maintenance. The combined scope represents a system-wide rehabilitation effort that would restore safe pedestrian access and improve the visual integrity of the City’s public infrastructure.

Plans and specifications are not yet complete; however, staff would utilize the City’s On-Call engineering services team to prepare a “Quick Build” set of plans and specifications. The project will require CEQA and NEPA review and must meet all CDBG readiness and threshold requirements prior to submittal. Staff anticipate a significant time investment to prepare this application for the current funding cycle.

This project has an Economic Development nexus, as improved pedestrian infrastructure supports commercial activity, enhances access to local businesses, and contributes to a livable, walkable community. It meets the Low-Moderate Income Area (LMA) National Objective and aligns with the City’s strategic goals for infrastructure resilience and equity.

3. Parents and Friends Residential Care Facility for the Elderly:

Plans and specifications are complete. CEQA and NEPA are complete. Updates may be needed as these were all completed for the original project several years ago. Funds in the amount of \$3.3 million would likely cover most or all construction costs for one additional unit (would house four residents). This project has a housing nexus, as this would increase the supply of affordable housing for disabled seniors, and meets the Low-Moderate Income Clientele (LMC) National Objective.

4. Streets Rehabilitation Project:

Plans and Specifications are complete, as are CEQA and NEPA. The intent of the streets rehabilitation project is to remove and replace full-depth asphalt for two cul-de-sacs (Azalea Circle & Penitenti Way). The City submitted an application for funding under the 2023 CDBG NOFA, but the application was unsuccessful, and the project remains unfunded. The estimated cost is approximately \$533,000, plus an adjustment for inflation. This project has a housing nexus, as rehabilitation of these residential streets will add value to the lives of the neighborhood households by improving the infrastructure surrounding their residences, and meets the Low- Moderate Income Area (LMA) National Objective.

5. Trash Capture Device Construction Phase I:

Plans and specifications for this project are currently underway, but are not expected to be complete until Fall 2026, making it a strong candidate for future CDBG funding cycles. CEQA is completed, and NEPA review would be completed prior to the application. While the project is unlikely to meet readiness thresholds for the 2025 round, staff have included it as a potential alternate should other applications encounter issues or if the application window is extended due to federal delays. This also serves as an early signal for Council consideration in 2026.

This grant would support the construction of nine trash capture devices within existing storm drain infrastructure. These devices are designed to intercept and prevent trash from entering receiving water bodies, directly supporting water quality and environmental health. The estimated construction cost for the nine devices is approximately \$950,000–\$1 million (escalated from a 2024 estimate of \$770,000 to reflect anticipated 2027 costs, including contingency and construction management). The remaining five devices—due to depth, pipe size, and location—are significantly more complex and bring the total system cost closer to \$4.6 million.

State Water Board regulations require full system installation by 2030. The current design effort will advance 9 of the 14 required devices, representing meaningful progress toward compliance. The scope was scaled to match available funding in the City's stormwater capacity and impact fee account, which was fully allocated to design work. This phased approach reflects the City's commitment to meeting regulatory timelines while managing limited resources.

This project has a Housing nexus, as it protects water quality and public health for residents across the community. It meets the Low-Moderate Income Area (LMA) National Objective and aligns with long-term infrastructure and environmental stewardship goals.

Potential Program Applications for Consideration:

1. Housing Combination Program:

This would provide funds for up to five program activities rolled into one award, including:

- a. Housing Rehabilitation (Single Family: 1-4 units);
- b. Energy Efficiency Improvements (Single Family: 1-4 units);
- c. Homeownership Assistance (Single Family: 1-4 units);
- d. Housing Counseling; and
- e. Code Enforcement.

We could exclude any of the activities listed above and allocate funds amongst the selected activities as we choose, putting focus on the activities that may most benefit our community. We could include a Single Family Housing Rehabilitation program, in which the owner (who must reside in the house) is verified low- moderate income, and/or the renter is verified low-moderate income. In both cases, the housing units are restricted as affordable for a minimum of five years. Assistance may be provided as a grant, forgivable loan, deferred loan, or amortizing loan. In the 2024 NOFA, Code Enforcement was not allowed as a standalone activity and HCD specified that Code Enforcement could only be funded at a \$1:\$2.50 ratio of Code Enforcement to Housing Rehabilitation funds; this was not specified in the 2025 NOFA but operating under this assumption would be prudent. This program has a Housing nexus, as this would directly improve the quality of housing stock, and meets the LMC National Objective.

Potential Planning Applications for Consideration:

1. Trash Capture Device Design Phase II:

This planning grant would fund the preparation of 100% plans and specifications for the remaining five high-flow capacity (HFC) trash capture devices required to complete the citywide system. These five devices are the most technically complex—due to depth, pipe size, and location—and are estimated to require approximately \$300,000 in design costs. While construction funding has not yet been identified (for Phase I or Phase II), completion of this infrastructure is required by State Water Board regulations by 2030. Advancing design now ensures the City remains on track to meet compliance deadlines and positions the project for future construction funding opportunities, including potential CDBG applications in subsequent cycles. This planning activity supports the phased implementation of a critical environmental infrastructure project and demonstrates proactive progress toward regulatory goals. It has a Housing nexus, as it protects water quality and public health, and meets the Low-Moderate Income Area (LMA) National Objective.

2. City Hall East Planning:

This planning grant will fund the preparation of plans and specifications for the rehabilitation of City Hall East into a multi-use community space. The project has a clear economic development (ED) nexus, as revitalizing this facility within the Central Business District will enhance downtown vibrancy, attract visitors, and stimulate local economic activity. The activity qualifies under the Low- and Moderate-Income Area (LMA) National Objective. This planning effort should only be pursued if potential construction funding sources—both within and outside the CDBG program—have been identified to ensure project completion.

3. CV Starr Center Expansion – Phase 3: Planning and Design Update

Originally completed in 2012, the Phase 3 expansion plans envisioned new basketball courts and a commercial kitchen. This planning grant would update those designs to incorporate a dual-purpose Resilience Center component, enhancing community preparedness and emergency response capacity. The planning effort aligns with both economic development and housing goals by supporting future job creation and ensuring the facility can serve residents during times of need, meeting the LMA National Objective. Application for this activity should proceed once potential construction funding sources—both within and outside the CDBG program—are identified.

Ineligible / Infeasible Projects

1. Food Bank: Members of the public have suggested funding the Food Bank, and the Food Bank has experienced cuts in funding recently. Funding for food banks is considered a Public Services Activity. As the City has an open Public Services Activity award that will likely not meet the 50% expenditure requirement prior to application, the City will be unable to apply for Food Bank funding under this solicitation.
2. Humane Society: Members of the public have suggested funding the Humane Society, and the Humane Society has experienced cuts in funding recently. Funding for a humane society may be considered a Public Services Activity. As the City has an open Public Services Activity award that will likely not meet the 50% expenditure requirement prior to application, the City will be unable to apply for Humane Society funding under this solicitation.

Program Income

Program Income (PI), loan funds that have been repaid to the City, may be added to an application to increase the maximum, if available and desired. The City currently has PI, including cash on hand and future receipts up to the amount of \$570,000, encumbered for a Business Assistance Loan Program. For this funding cycle, adding PI to an application is not feasible.

Timeline

Applications will be accepted from December 1, 2025 through January 30, 2026. Notification of award is expected by July 2026 and execution of Standard Agreements is expected to begin on a rolling basis in August 2026. Agreements will have a two-year, nine-month expenditure period. Projects or programs funded under this solicitation are therefore expected to take place from approximately August 2026 through May 2029, subject to change based on actual Standard Agreement execution date.

It is unclear how the Federal Government shutdown may affect the above timeline. State CDBG NOFA webinars were originally scheduled to take place in early October, but were postponed and have yet to be rescheduled. City staff are proceeding with the assumption that the timeline will continue as identified in the NOFA.

FISCAL IMPACT/FUNDING SOURCE

CDBG funds allow the City to conduct activities and complete projects to benefit the community, in particular the City's low- and moderate-income residents, for which funding would otherwise be unavailable. CDBG activities also create job opportunities in the community. CDBG grant administration requires significant commitment of staff time, but CDBG provides funding for administrative activities that is generally adequate to service the program. If awarded, activities will be fully or partially funded through the CDBG program. Potential sources for matching funds as applicable include the City's General Fund.

ENVIRONMENTAL ANALYSIS:

All activities will be subject to National Environmental Protection Act (NEPA) review and California Environmental Quality Act (CEQA) review, as applicable.

STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY

The State CDBG mission is to improve the lives of low- and moderate-income residents through the creation and expansion of community and economic development opportunities, which supports livable communities for all residents. This mission is consistent with Fort Bragg City Council Priority Areas.

Applying for CDBG funding is consistent the *2019 Housing Element Goal H-2: Expand affordable housing opportunities for persons with special housing needs such as the elderly, the disabled, households with very low to moderate incomes, and first time home buyers.* Providing financial assistance to very low-moderate income households supports affordable housing indirectly by directing assistance to utilities, which may in turn help those households direct their limited funds toward housing.

Applying for CDBG funding is consistent with the *Strategic Plan 2024-2028+ Goal 5: Fund our Future with Financial and Fiscal Responsibility; 5B. Identify strategic partnerships to share investments and costs through a variety of models.* Utilizing CDBG funds allows the City to complete otherwise unattainable activities to benefit low-moderate income residents.

COMMUNITY OUTREACH

Public input was solicited regarding potential activities at a duly noticed public meetings on the following dates: April 29, 2025, and October 22, 2025.

Public input is solicited regarding potential activities at today's public hearing, which was also duly noticed.

Public input will be solicited at an additional duly noticed public hearing prior to application submittal.

ALTERNATIVES:

1. Direct staff not to prepare any applications for funding under the 2025 CDBG NOFA.
2. Direct staff to pursue other activities under the 2025 CDBG NOFA.

ATTACHMENTS:

1. 2025 CDBG NOFA
2. Matrix Code Categories
3. Accomplishment Matrix
4. Public Hearing Notices

NOTIFICATION:

CDBG Activities "Notify Me" subscriber list

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

May Lee State Office Complex
651 Bannon Street
Sacramento, CA 95811
(916) 263-2771
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September 30, 2025

MEMORANDUM FOR: All Potential Applicants

FROM: Jenny Cho, Deputy Director
Division of Federal Financial Assistance

SUBJECT: **2025 Community Development Block Grant Program
Notice of Funding Availability**

The California Department of Housing and Community Development (Department) is announcing the release of the 2025 Notice of Funding Availability (NOFA) for approximately \$27 million in federal funds for the Community Development Block Grant (CDBG) program. If additional resources become available either through disencumbrances of prior year funding or through the availability of future year funding, the Department has the sole discretion to fund eligible applications on a competitive basis.

Funding for this NOFA is available to the state from the United States Department of Housing and Urban Development (HUD), pursuant to the Housing and Community Development Act of 1974, as amended, and [24 Code of Federal Regulation \(C.F.R.\) Part 570 Subpart I](#) "State Community Development Block Grant Program." These regulations require the state to make funds available to the state's non-entitlement Units of General Local Government (UGLGs). Units of General Local Government are defined by HUD as political subdivisions of the state, which in California are towns, cities, and counties. Only non-federally recognized Tribes can receive funding through applications submitted by non-entitlement Units of General Local Government. No direct funding from the Department can be provided to Tribes, Tribally-Designated Housing Entities, or nonprofits.

Applicants are encouraged to set-up profiles in the eCivis Portal at [eCivis Portal Login](#) as early as possible. Profile set-up instructions and other technical assistance can be found in the eCivis Grants Network External User Manual found on the Department's CDBG webpage under the "Resources" tab.

Applicants are encouraged to begin the application process early to ensure successful submission before the application deadline. If you have issues logging

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into the portal or have questions on how to complete the online application, please contact the Department at cdbq@hcd.ca.gov.

To receive CDBG program NOFA FAQs, emails, and other information and updates, please sign up for emails and check the "Federal Programs" box. **If you have any questions, please submit them to cdbq@hcd.ca.gov.**

All activities and proposed funding in this NOFA are subject to availability of funds and continuing HUD and legislative and fiscal authority.

Attachments

Community Development Block Grant Program 2025 Notice of Funding Availability



**Gavin Newsom, Governor
State of California**

**Tomiquia Moss, Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community Development**

Division of Financial Assistance, Federal Programs Branch,
[Community Development Block Grant Program](#)
651 Bannon Street, 8th Floor, Sacramento, CA 95811
Email: cdbg@hcd.ca.gov

September 30, 2025

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I. Overview

A. Notice of Funding Availability

The California Department of Housing and Community Development (Department) announces the availability of approximately \$27 million in funding available through the federal Small Cities Community Development Block Grant Program (CDBG) for the 2025 funding year. If additional resources become available either through disencumbrances of prior year funding or through the availability of future year funding, the Department has the sole discretion to fund eligible applications on a competitive basis.

The objectives of the CDBG program are to develop viable communities by the provision of decent affordable housing, a suitable living environment, and to expand economic opportunities, principally for the benefit of Low- and Moderate-Income (LMI) persons, families, households, and neighborhoods.

All applications will be reviewed for completeness and compliance with state and federal requirements. Only complete and compliant applications will be eligible for application review, approval, and potential funding per [42 United States Code \(U.S.C.\) §5302\(a\)](#), [24 Code of Federal Regulations \(C.F.R.\) Part 570](#), and the [State CDBG Guidelines](#). All awards made and standard agreements entered into under this NOFA will be subject to the provisions in the Department's grant agreement(s) with HUD and all applicable federal law.

B. Estimated Timeline

CDBG NOFA Releases	September 30, 2025
Submission Portal Opening Date	December 1, 2025, at 9AM PST
Application Deadline	January 30, 2026, at 3PM PST
Award Letters Signed	July 2026
Standard Agreement Execution	On a rolling basis starting August 2026
Expenditure Deadline	2 years, 9 months from Standard Agreement execution by the Department

Applications submitted before the application open date or after the respective

closing date or deadline will not be accepted. There will be no exceptions. The Department **recommends Applicants plan to submit their application(s) well before the application deadline** to provide opportunity for troubleshooting if needed.

Each application will be digitally time-stamped upon submittal. The digital time-stamp shall be conclusive proof of the filing date and time for the application being filed.

C. Insufficient Demand

If any identified set-aside is undersubscribed, set-aside funds shall be made available under the allocation for “Housing Programs, Economic Development Programs, and All Projects.” If this NOFA is undersubscribed, unawarded funds may be made available under a subsequent NOFA. If funds become disencumbered or additional funding resources become available, the additional available funds may be made available under this NOFA or any subsequent NOFAs, at the Department’s discretion. If disencumbered funds or additional available funds exceed applications, these funds may be made available under a subsequent NOFA.

D. What’s new in this NOFA?

1. A set-aside for applicants who haven’t been awarded CDBG funds in the past five NOFA cycles (2020-2024) has been established. Applicants will be allowed to rank from 1 to 3 their priority among planning, public service, project, or program. The highest prioritized qualifying selection will compete in the set-aside. Additional applied for planning, public service, project or program will compete with all other applicants.
2. All applications will be eligible under a Competitive Application process, with certain submissions competing under defined set-asides. There is no Over-the-Counter (OTC) Application.
 - i) The following activity types are available:
 - a. Public Service and Planning
 - b. Programs
 - Housing Programs
 - Economic Development Programs (ED Programs)
 - c. Projects
 - Public Facilities Projects
 - Infrastructure Projects
 - Housing Projects

3. All applications must meet the 50 Percent Rule as described in the [CDBG Program Guidelines](#) Section 202(a)(2), 50 Percent Rule.
4. Scoring system has been updated.
5. General updates for clearer instructions and definitions have been made.

E. [Authorizing Legislation](#)

Funding under this NOFA is made available pursuant to the Housing and Community Development Act of 1974. This NOFA should be read in conjunction with the following statutes, regulations, and guidelines that establish state and federal CDBG requirements. Relevant legal authorities include, but are not limited to, the following, as the same may be amended from time to time:

- [24 C.F.R. §570.480, et. seq.](#), Federal CDBG Regulations
- [24 C.F.R. Part 58](#), Environmental Review Procedures
- [2 C.F.R. Part 200](#), Uniform Grant Administration Requirements
- [Health & Safety Code \(H.S.C.\) §§50825-50834](#), State of California CDBG program
- [CDBG Final Program Guidelines](#)
- [CDBG Grants Management Manual](#) (CDBG GMM)
- [2025-2029 State of California Consolidated Plan](#)

If there are changes to federal or state statutes, regulations, guidelines, or other laws governing the CDBG program, or if funding is modified or eliminated by Congress, HUD, the federal government, the Department, or the state Legislature, these changes may become effective immediately and apply to activities and funding under this NOFA.

Note: The Housing and Community Development Act of 1974 (HCDA) is codified as Title [42 U.S.C. §5301, et. seq.](#) thus, those citations are interchangeable and cite the same statute language. For example, the citation of [HCDA 105\(a\)\(22\)](#) and [42 U.S.C. §5305\(a\)\(22\)](#) are references to the same statute language. For the purposes of this NOFA, we will use the [42 U.S.C. §5301](#) citations for references to the federal statutes.

In administering this NOFA, if there is a conflict between the federal statutes or regulations and state statutes or guidelines, the federal statutes and regulations shall prevail. All activities in this NOFA are subject to availability of funds and continuing federal, HUD and California legislative and fiscal authority. The Department reserves the right, at its sole discretion and at any time, to rescind, suspend or amend this NOFA and any or all its provisions and the availability or amount of any funding described herein.

The Department will notify interested parties through listserv emails and by posting

notification on the Department website if the Department rescinds, suspends, or amends this NOFA. This NOFA is not a commitment of funds to any Activity or Applicant.

II. Allocation and Funding

Funds will be allocated in accordance with federal regulations found in [24 C.F.R. §570](#) and state statute, as found in [H.S.C. §50827 et. seq.](#) For more information, please reference the [CDBG Guidelines, Section 200](#).

The table below include the **estimated** percentage of Funding Category Allocations for the 2025 NOFA:

Funding Category Allocation	Percentage	Estimated Dollar Amount
Local Administration	7%	\$2,000,000.00
Public Service (24 C.F.R. 570.201(e)(1))	≤15%	\$4,400,000.00
Planning (24 C.F.R. 570.483(b)(5))	≤10%	\$2,900,000.00
Housing Programs, Economic Development Programs, and All Projects	34%	\$9,250,000
Set-aside for applicants who have not been awarded CDBG funds in the last 5 NOFA cycles (2020-2024) (Limit one public service, planning, program or project per applicant)	≤25% of total NOFA amount; to fund a maximum of 4 total awards, whichever is the lesser amount	Up to \$6,750,000.00

Colonias Set-Aside (Section 916 of the National Affordable Housing Act)	Set-aside of 5%	\$1,480,000.00
Non-federally recognized Tribes Set-Aside (H.S.C. §50831)	Set-aside of 1.25%	\$371,000.00

***Note:** The amount of total funding available and the allocations of those funds are only estimates and are subject to change without notice.

A. Definitions

Except as otherwise defined herein, all defined terms have the meaning set forth in [42 U.S.C. §5302\(a\)](#), [24 C.F.R. Part 570](#), and the [State CDBG Guidelines](#).

B. Limits for Administration and Planning

1. Program Administration

The Department can use 3 percent of the total funding +\$100,000 for administration costs.

2. General Administration (GA)

- i) Applicants may request up to 7 percent of the total CDBG grant funding requested by that Applicant for General Administration (GA). For detailed information regarding General Administration costs, see [Chapter 6: Financial Management](#) of the current posted version of the CDBG GMM, as may be amended, which is found on the CDBG page of the Department’s website.
- ii) The calculation to determine the maximum allowable General Administration amount is the amount of Activity expenses plus Activity Delivery expenses, multiplied by 7 percent per application. Appendix G has been provided for ease of calculation.
- iii) In general, there should be minimal GA costs. Staff time and/or work completed/costs incurred directly on a specific Activity should be reported as Activity Delivery Cost (ADC) whereas the overall management of the CDBG Program, such as NOFA webinars and Office Hours, should be reported as GA.
- iv) For detailed information regarding ADC, see [Chapter 6: Financial Management](#) of the current posted version of the CDBG GMM, as may be amended, which is found on the CDBG page of the Department’s website.

- v) GA should be requested in the Main Application for the aggregate amount of all Sub Applications.
3. GA for Program Income (PI) funds is 17 percent of the annual PI receipts for the most recently completed Department Program Year (e.g., for PY 2023, receipts PY 2022 (July 1, 2022 – June 30, 2023)).
4. Applicants may elect to assign more funds to Activity costs and take less than the 7 percent (17 percent for Program Income) as their GA allocation.
5. For project budgets with both grant award and PI as funding sources, applications must identify how much GA will be from each source to ensure that GA stays within the appropriate program caps.

C. Conditions

Applicants and awardees acknowledge that the funding opportunities referenced in this NOFA, and all obligations of the Department herein, are expressly subject to and conditioned upon the ongoing availability of funds, as well as the continued federal and state authority of the Department to operate the CDBG program. In the event that funds are not available or the amount thereof is reduced or restricted, or the Department's authority under the CDBG Program or Act, or such funding or authority to operate is in any way restricted, the Department shall have the option, at its sole and absolute discretion, to amend, rescind, suspend, or terminate this NOFA and any associated funding pursuant to the provision set forth immediately above.

This NOFA is not a commitment of funds to any Activity or Applicant and the submission of an application does not guarantee an award to an Applicant.

III. Program Requirements

All Program Requirements, Application Requirements, Application Threshold and Initial Requirements, and Application and Activity Requirements set forth in Sections III-VI must be met. Failure to timely satisfy all of the requirements will result in disqualification.

A. Eligible Applicants

1. Only non-entitlement Units of General Local Government such as cities, counties and municipalities are eligible to apply. Federally-recognized Tribes, non-federally recognized Tribes, and nonprofits may receive assistance only by entering into a subrecipient agreement*, a Memorandum of Understanding, or a contract with an eligible Applicant.

*A subrecipient agreement is a written agreement in effect for each subrecipient before giving out any CDBG funds and remaining in effect for the period during which a subrecipient has control over any CDBG funds, including Program

Income. At a minimum, a subrecipient agreement must contain content required by the federal CDBG regulations at [24 C.F.R. §570.503](#).

2. Applicants must meet one or more of the following requirements when the application is submitted to be eligible to apply for funding under this NOFA:
 - i) An eligible Applicant may apply on its own behalf.
 - ii) An eligible Applicant may apply on behalf of one or more other eligible Applicants.
 - iii) Two or more eligible Applicants, which share an activity, may submit a joint application.
 - iv) An eligible Applicant may apply on behalf of an eligible subrecipient including a Federally- recognized Tribe, non-federally recognized Tribe, or nonprofit.
 - v) In addition to activity and application limits identified in this NOFA, an eligible Applicant may apply for activities in service areas within or outside of the Applicant's Jurisdiction when the Applicant is applying for funds set aside by the California State Legislative for non-federally recognized Tribes ([H.S.C. §50831](#)) and/or Colonias.

B. Non-Entitlement Status

CDBG program funds are provided as grants to Non-Entitlement Units of General Local Government (UGLGs). These UGLGs are encouraged to partner with federally- and non-federally recognized Tribes, districts, agencies, nonprofit service providers, and other community organizations, whenever appropriate, to prepare and submit applications for CDBG funding, and to administer and complete CDBG-funded programs and projects.

Incorporated cities located in an urban county as defined by [42 U.S.C. §5302 \(a\)\(6\)](#) must formally elect to be excluded from participation in the urban county entitlement status. HUD and the Department must be notified that the city has elected to be excluded from the urban county participation as per [24 C.F.R. 570.307\(g\)](#) for it to be eligible for the state CDBG program. Only eligible activities from eligible Applicants will be considered for an award.

Applications for eligible activities outside the Applicant's Jurisdiction must include a legally binding agreement, acceptable to the Department, with the city or county in which the eligible Activity is located. Applicants may not apply to both the State CDBG program and to a CDBG program administered by an Urban County or other entitlement entity during the same program year.

C. Housing Element Compliance

As per [H.S.C. §50829](#), the Applicant must, at a minimum, submit a draft or adopted

housing element to the Department in accordance with the requirements listed in [Government Code \(G.C.\) §65580, et seq.](#), and [G.C. §65585](#) (see Appendix B) prior to an application submission. Jurisdictions that fail to complete the Housing Element process in a timely manner will be ineligible for funding until the Housing Element meets requirements pursuant to [H.S.C. 50829 – 50830](#). Per [CDBG Guidelines, Section 202\(a\)\(4\)](#), by the time of award funding, the Applicant must have complied with all the Housing Element requirements listed in [H.S.C. 50829 – 50830](#). The jurisdiction's Housing Element must be in compliance with CDBG requirements by the deadline listed on the jurisdiction's Application Correction Letter to be considered for award. If a jurisdiction's Housing Element is determined by the Department to not be in compliance with CDBG requirements by the deadline listed on the Application Correction Letter, the Department has full discretion to determine whether the application will continue to be processed for a potential award.

D. [Growth Control Limitations](#)

Applicants that have adopted growth controls, including, but not limited to, restrictions on residential building permits and residential buildable lots, that do not meet the exception criteria in [H.S.C. §50830 \(b\) and \(c\)](#) are ineligible or de-prioritized for funding as per [H.S.C. §50830](#) (see Appendix B). Applicants intending to apply for CDBG funds are required to submit a signed 2025 CDBG Application Certifications and Statement of Assurances form that certifies the Applicant has not adopted any residential growth controls or adopted residential growth controls meet the applicable exception criteria. Failure to submit an executed Application Certifications and Statement of Assurances at the time of application will result in Applicant ineligibility.

E. [Eligible Activities](#)

For a complete list of eligible activities allowed under the HCDA, go to [42 U.S.C. §5305](#) and **Chapter 2** of the current version of the CDBG GMM which is found on the CDBG page of the Department's website. For a list of eligible activities allowed under this NOFA, go to: [IDIS CDBG Matrix Code/National Objective Table \(ca.gov\)](#).

Pursuant to both federal and state laws all CDBG costs must:

1. be eligible;
2. be necessary;
3. be reasonable;
4. not be used to supplant local or state resources; and
5. be guarded against fraud.

F. [Application Limits](#)

1. Each Jurisdiction may submit up to three (3) applications during this NOFA cycle.
 - i) 1 Project + 1 Program + 1 Public Service or Planning **-OR-**
 - ii) 1 Project + 2 Public Service or Planning **-OR-**
 - iii) 1 Program + 2 Public Service or Planning

****Note:** 2 Projects, 2 Programs, 3 Public Service, or 3 Planning applications are **NOT** allowed.
2. The two (2) Public Service or Planning applications may be 2 Public Service, 2 Planning, or 1 Public Service and 1 Planning application.
3. Jurisdictions may not apply for more than the aggregate amount of \$3.6 million in grant funds regardless of the number of applications submitted. Program Income amounts do not apply towards this limit.
4. The maximum combined award amount per jurisdiction for all awarded applications is \$3.6 million in grant funds. Each activity must have a unique Sub Application with a complete budget, National Objective, scope of work, and milestone timeline. Failure to timely submit the Main or Sub Application will result in immediate disqualification.
5. The Main Application's Budget will need to breakdown the total amount requested in each Sub Application by Sub Application title.
6. Applicants are encouraged to review the sample **draft** Standard Agreement in Appendix K as a sample of the applicable terms and conditions required for CDBG-funded activities. The final form of the Standard Agreement may vary.
7. The \$3.6 million per jurisdiction limits do not apply to Colonias and Native American set-asides. The maximum activity limits are listed below. Program Income (PI) included in an activity budget does not count against the Jurisdiction's maximum award limit.

Applicants eligible for the set-aside who haven't been awarded CDBG funds in the last five NOFA cycles (2020-2024) are subject to the same limitations in the number and dollar amount as all other applicants, but may rank from 1 to 3 their priority among planning, public service, project or program. The highest prioritized qualifying selection will compete in the set-aside. Additional applied for planning, public service, project or programs will compete with all other applicants.

8. If applying with another jurisdiction, the application will count as a submission for the lead jurisdiction only.

G. Activity Limits

1. Public Service – up to \$300,000
2. Planning – up to \$300,000
3. Projects – up to \$3.3 million
4. Programs – up to \$1.5 million
 - i) Housing Program application may include any of the following activities. Each activity must have its own Sub Application.
 - 13A – Housing Counseling
 - 13B – Single Family (1 - 4 units) Homeownership Assistance
 - 14A – Single Family (1 - 4 units) Housing Rehabilitation
 - 14F – Single Family (1 - 4 units) Energy Efficiency Improvements
 - 15 – Code Enforcement
 - ii) An Economic Development Program may include any of the following activities. Each activity must have its own Sub Application.
 - 18A – Economic Development Direct Financial Assistance to For-Profit Business
 - 18B – Economic Development Technical Assistance
 - 18C – Economic Development: Microenterprise Assistance

H. Additional Requirements

1. Americans with Disabilities Act and Physical Accessibility Requirements
 - i) The Grantee shall ensure compliance with all applicable state and federal building codes and accessibility laws and standards. All developments shall adhere to the accessibility requirements set forth in: (i) California Building Code Chapters 11A and 11B; (ii) the federal Fair Housing Act ([42 U.S.C. § 3601 et seq.](#)) and its regulations at [24 C.F.R. Part 100](#) (particularly [24 C.F.R. 100.205](#)), and its design and construction requirements, including ANSI A117.1-1986, and the Fair Housing Accessibility Guidelines, March 6, 1991, in conjunction with the Supplement to Notice of Fair Housing Accessibility Guidelines: Questions and Answers About the Guidelines, June 28, 1994; and (iii) the Americans with Disabilities Act of 1990 ([42 U.S.C. § 12101 et seq.](#)) and its Title II and Title III regulations at [28 C.F.R. Parts 35 and 36](#); and Section 504 of the Rehabilitation Act of 1973 ([29 U.S.C. § 794](#)) and the implementing HUD regulations at [24 C.F.R. Part 8](#).
2. Construction Standards/Requirements
 - ii) All residential construction Projects, where applicable, must comply with the housing construction codes of the State of California. All units must meet these

codes as well as any locally adopted codes and ordinances. Housing construction codes for building in California follow federal and state laws, regulations, and adaptations for construction of single family and multifamily units. The [State Housing Law Program](#) within the Department continuously refines the building standards to ensure they comply with new or changing laws and regulations and develops statewide building standards for new construction of all building types and accessories. The [State Housing Law Program](#) also develops the building standards necessary to provide accessibility in the design and construction of all housing other than publicly funded housing. The building standards are published as the [California Building Standards Code](#) under the California Code of Regulations, Title 24, and construction standards in the Standard Agreement must meet or exceed all applicable requirements for housing or building construction. Tribal Entities with Projects on Native American Lands are required to follow their own tribal building codes or the International Building Code.

3. Upon request of the Department, Applicants must demonstrate to the satisfaction of the Department that it is compliant with the financial management requirements of 2 C.F.R. Part 200.

IV. Application Requirements

A. National Objectives

CDBG-funded activities must meet the following National Objective:

- Benefit LMI persons

At least 70 percent of the funds awarded must benefit LMI individuals or households. No activity or portion of a program assisted by these funds may exclude from its benefits the lowest income-eligible group. Individual activities must meet the Low- to Moderate-Income National Objective as defined and described in detail in [Chapter 2](#) of the CDBG GMM.

B. Milestones

All CDBG program-funded activities must be timely implemented in accordance with the milestones defined in the Standard Agreement. Milestones should be project/program specific and a reflection of significant progress. Applicants must include at least five (5) milestones per Activity application. The first and last milestone will be prepopulated and cannot be edited by Applicants. Failure to meet the first milestone identified, is a material breach of the Standard Agreement and will result in a for-cause termination of this Agreement.

- **First Milestone**: Activity Initiation. Must be completed no later than 60 days from the Effective Date of the Standard Agreement. The Effective Date of the Standard Agreement is the date which the Department counter signs the Standard Agreement
- **Milestone Two**: [populated by Applicant] – examples below
- **Milestone Three**: [populated by Applicant] – examples below
- **Milestone Four**: [populated by Applicant] – examples below
- **Final Milestone**: Activity closeout (must be completed no later than 90 days after the Expenditure Deadline, as such term is defined in the Standard Agreement).

TIP: The Department recognizes that Applicants' proposed milestone dates are estimates. Instead of using an actual date for all optional milestones, please utilize time frames.

For example:

Milestone One (required): Activity Initiation. Must be completed no later than 60 days from the Effective Date of the Standard Agreement. The Effective Date of the Standard Agreement is the date which the Department counter signs the Standard Agreement.

Milestone Two: Release Invitation for Bid (IFB) within 90 days of Standard Agreement execution by the Department.

Milestone Three: Execute contract with a General Contractor within 120 days of Standard Agreement execution by the Department.

Milestone Four (optional): Begin construction within 9 months of Standard Agreement execution by the Department.

Milestone Five: Record Notice of Completion within 2 months of project completion.

Milestone Six (required): Activity closeout (must be completed no later than 90 days after the Expenditure Deadline, as such term is defined in the Standard Agreement).

Prior to Standard Agreement execution, your CDBG representative may update milestones if changes need to be made.

Additional milestones are optional, though encouraged for best practice of Activity implementation. Applicants are encouraged to evaluate feasibility of meeting milestones and build time for unexpected delays into the milestone schedules. Milestones may not extend beyond the term of the Standard Agreement. All

milestones proposed by Applicants are subject to the review and approval of the Department in its discretion.

C. Public Participation

Pursuant to [24 C.F.R. §570.486](#), Applicants must follow CDBG public participation regulations. Applicants must provide documentation that the Department's [Citizen Participation Plan](#) requirements have been met. Documentation must include proof of public noticing, information provided during the public meeting, and public comments received during the public participation, including Jurisdiction responses to comments. Additional information about public participation requirements can be found in [CDBG GMM Chapter 4](#).

This NOFA is not a commitment of funds to any Activity or Applicant and the submission of an application does not guarantee an award to an Applicant.

V. Application Threshold and Initial Requirements

All applications are required to meet and pass threshold requirements at the time of application submission, as determined by the Department. Applications that do not meet threshold will not move on to ranking and scoring and may be immediately disqualified.

The Department **strongly recommends** a careful review of the application and application instructions **PRIOR** to beginning the application.

A. Single Audit

Applicant must provide the Department with its most recent single audit (as submitted to the State Controller's Office), if applicable. If the Applicant had or has single audit findings identified in the audit, the Applicant must include the remediation plan/agreement; the Applicant will be deemed ineligible for funding through the CDBG program until the findings are resolved or a remediation plan or agreement is established. All findings, remediation plans, and agreements will be reviewed by the Department for risk. A risk determination will be made at the sole and absolute discretion of the Department and applications may be deemed ineligible for funding based on the determination. Any and all single audit findings are included in this evaluation.

This requirement is **not** limited to federal funds administered by the Department. If an Applicant is currently not subject to single audit requirements, the Applicant may be required to submit their last filed single audit for review.

If an Applicant is not required to submit an annual single audit, they must provide documentation directly from the State Controller's Office (SCO) to such effect.

B. Site Control

Applicant must submit evidence of site control.

1. If securing federal funding is contemplated for any stage of a project at the time a project site is acquired, grantee must complete a NEPA environmental review record prior to completing the acquisition. **Failure to do this will result in a choice-limiting action, which prohibits the project from receiving any federal funds in the future.** If a site is to be acquired for a CDBG-funded project, regardless of whether CDBG funds are used for acquisition or development and construction, evidence of site control must be provided. Acceptable evidence of site control may be conveyance documentation with substantiation that the transfer is contingent on completion of a NEPA environmental review record and securing federal funds.
2. Construction-related activities must have documented site control for the year in which the application is submitted and for the duration of the Standard Agreement. Public facilities are subject to a five-year no change in use restriction. The restriction recorded against the property, must run with the land and remain in effect regardless of the ownership of the property.
3. If project/activity is in a public right of way or easement, the grantee must submit a satisfactory opinion of counsel that all necessary rights, easements, and permits have been obtained.
4. If site control is expected to expire during the open activity period, the Applicant must document that either an alternative site will be made available or that the activity operators intend to extend or renew the site control on the existing site. All activities will need to provide proof of intent to extend site control and submit documentation upon site control extension. Site control must be maintained through the operation period of the activity.
5. Acceptable evidence of site control may include: a conditional purchase agreement or enforceable option for projects involving acquisition, a lease option agreement from DGS and/or HCD as verified by HCD's Excess Sites Team, a deed or lease, or a title report showing ownership of the property vested in the applicable entity. The determination as to what constitutes acceptable evidence of site control shall be made by the Department in its sole and absolute discretion.

C. Statement of Assurances (Appendix D)

Applicant must submit the fully executed Certifications and Statement of Assurances (see Appendix D), including the Jurisdiction's name, initialing all pages [where applicable], and completing the last page. Please review the Statement and confirm compliance with each requirement. Failure to comply with the certifications and assurances may result in disqualification, recapture of federal funds, and/or

debarment.

D. Resolution

1. Applicant must submit a completed Authorizing Resolution **using the required Department-approved Authorizing Resolution form**, which has been duly approved by the Applicant's governing board. The Authorizing Resolution designates a person or persons responsible for, and authorized to, execute and deliver all documents related to the application of CDBG funds and, if awarded, the execution of a Standard Agreement with the Department.
2. See Appendix C for the Department-approved Authorizing Resolution form as well as instructions on how to complete it.
3. If a governing body must prepare a separate resolution concurrently that conforms to its local standard, it may do so **in addition to** preparing the Authorizing Resolution form provided by the Department. **Applicants must submit their approved resolutions on the form provided by the Department by the application due date.** Failure to provide an acceptable resolution at the time of application will result in a delay executing the Standard Agreement.
4. **Authorized Signatory involving a City Jurisdiction:** Pursuant to [California G.C. Sections 40601 and 40602](#), the mayor or mayor pro tempore must sign any written contracts and conveyances made or entered into by the city, unless the city has an ordinance or municipal code provision in effect that specifically allows or designates contracts to be signed by an officer other than the mayor or mayor pro tempore. Accordingly, if the city does not have a city ordinance or municipal code provision described above, then the Department requires that the mayor or mayor pro tempore sign the Standard Agreement as the authorized signer for the city and provide to the Department the Resolution from the City Council authorizing the mayor to sign the Standard Agreement and related documents on behalf of the city. The mayor or mayor pro tempore may not delegate to a third party his or her authority to sign documents unless there is a city ordinance or municipal code provision in effect that expressly authorizes such delegation and a duly authorized resolution reflecting such delegation is provided to the Department. If the city does have an ordinance or municipal code provision as described above, the Department requires the city to provide a copy of such ordinance or municipal code, as well as the Resolution that indicates the name and title of the city official authorized to sign the Standard Agreement and related documents. The Resolution required by this section must be in form and content acceptable to the Department. The Department reserves the right in all cases to require the Applicant to timely provide a satisfactory written legal opinion from the City Attorney (or other legal

counsel) stating that the designated signatory for the City has full, current legal authority to execute and deliver this Standard Agreement, and all subsequent amendments and other documents related to the Standard Agreement, to the Department.

E. TIN

Applicant must submit the required **Government Agency Taxpayer ID (TIN)** Form found in the Files tab of each program solicitation. The submitted TIN form must include FEIN, accurate payment information to be complete, and must not have been signed more than one (1) year before submission.

F. Budget

Applicant must complete CDBG budget found in the Grants Network portal. Required budget information includes direct costs only. Direct costs for Activity, GA, and Program Income, if applicable, must be completed and clearly identified. Do **not** include any information on indirect cost, match, or cost share. Budget requests must be in whole dollars and not include any cents.

A Budget must be completed for the Main and every Sub Application. Failure to complete the Budget for the Main and every Sub Application may result in an immediate disqualification.

G. Sources and Uses Chart

Applicants must submit a Sources and Uses Chart which evidences the commitment of all funds required to complete the applied for CDBG project or program. The application will guide Applicants that are using multiple funding sources to upload a comprehensive Activity Sources and Uses Chart. Grantees may use their own form, or the template Sources and Uses Chart found in the Files tab of the application. Evidence of commitment of any funding sources other than CDBG needed for a project to be feasible must be uploaded at application.

The Sources and Uses Chart must itemize the general projected costs of the project or program.

H. System for Award Management (SAM)

Pursuant to [24 C.F.R. Part 5](#), all CDBG Applicants are required to verify they and their principals, or any/all persons, contractors, consultants, businesses, subrecipients, etc., that are conducting business with the Applicant are not presently debarred, proposed for debarment, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction or in any proposal submitted in connection with the covered transaction. Applicants and their partners, contractors, consultants, and subrecipients must register with the [System for](#)

[Award Management \(SAM\)](#) to do business with the U.S. government and have debarment checks that return a registration status of “Active” and “No Active Exclusion Records” under the Exclusion Summary. See [Chapter 5](#) of the CDBG GMM for additional guidance.

The Department will not award or distribute any CDBG program funds to Applicants and Applicant partners, including contractors, subrecipients, and consultants that are debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded from participation, and/or unregistered in SAM from federally assisted programs. Applicants are not required to perform debarment checks on individual Applicant or partner employees or individual persons unless that person is acting as a contractor, consultant, subrecipient, or program partner and will be receiving payment directly from CDBG funds. Debarment checks for Applicant and all applicant partners must be completed before award of funds.

I. State Objectives

The Applicant must answer the questions regarding Disaster Resiliency in the application form.

J. National Environmental Policy Act of 1969 (NEPA)

Pursuant to 24 C.F.R. 570.604 Environmental Standards, the regulations in 24 C.F.R. Part 58 specify how the National Environmental Policy Act of 1969 (NEPA), must be met. Applicants must demonstrate compliance by submission of a complete, current, and applicable Environmental Review Record with the appropriate level of review form, completed [Related Federal Laws and Authority topic worksheets](#) (as applicable), and all supporting documentation. For more information regarding the Related Federal Laws and Authority, please visit the [HUD Exchange website](#).

Required NEPA process, training, and current forms are available on the [HUD Exchange](#) website. Additional HUD guidance can be found on the [Orientation to Environmental Reviews](#) page and additional Department guidance can be found in [Chapter 3](#) of the CDBG GMM and [Environmental Review Steps CDB Program](#).

If CDBG funds will be used for GA Activities, a GA NEPA Environmental Review Record must be submitted specifying the applicable exemption in [24 C.F.R. §58.34\(a\)](#).

For Business Assistance and Housing Assistance activities that operate as a program but, as per HUD, require a Tiered Review process with site specific environmental reviews for NEPA clearance, both a GA NEPA review and Tier 1 NEPA review are required at time of application.

All documents must be submitted in the application portal. Do not send any documents to the Environmental Services Team (EST). If an application is awarded,

program staff will submit documents to EST as needed.

K. Construction Projects

All construction projects applying for funding under this NOFA must demonstrate readiness at the time of application, including but not limited to, the submission of the following items:

- Independent Cost Estimate
- Completed NEPA Environmental Review Record for the project.
- Bid-ready Plans and Specs
- Certification from Engineer that Plans and Specs are bid-ready
- Certification from City that bid docs are ready
- Construction timeline (Gantt Chart preferred)
- Demonstration and Certification that jurisdiction has the capacity and knowledge to manage the project.
- Demonstration and Certification that developer is experienced.
- List of required permits including anticipated date of obtaining the permit and any prerequisites needed to obtain the permit. Specifics regarding permit acquisition should be detailed in the application Narrative and Milestones.
- Written commitments for any and all third-party funding that is needed to complete the project.

L. Economic Development (ED) Programs Only

The Applicant must demonstrate capacity and experience to operate an ED Program. Capacity and experience may be documented through one of the following options:

1. The Applicant has hired staff that are able to dedicate capacity to the operation of a CDBG-funded ED Program. These staff must have at least:
 - i) Three years of CDBG ED experience; or
 - ii) Five years of commercial underwriting experience plus two years of general CDBG experience; **-OR-**
2. The Applicant has prepared a draft request for proposals (RFP) or subrecipient selection process for a qualified consultant or nonprofit ED group with direct experience in implementation of the ED activities proposed in the ED Program application.
 - i) A request for proposals or a subrecipient selection process must be completed within 60 days of applicant's receipt of the Standard Agreement. A copy of the executed agreement with the selected subrecipient or contractor must be

provided to the Department within 120 days of execution of the Standard Agreement. These must be listed as milestones in the application. **-OR-**

3. The applicant has identified at least three (3) qualified consultants or nonprofit ED groups with direct experience in implementation of the ED activities proposed in the ED Program application.
4. The Applicant commits to partnering with the Small Business Development Centers or a similar organization that has direct experience in CDBG ED program design, implementation, and commercial underwriting. This commitment will be a resolution, memorandum of understanding, or similar formal statement and will be required at application.

M. Planning Related to Another Activity Only

Applicants wishing to apply for engineering, architectural, and design costs (bid-ready plans and specs) related to a specific eligible construction activity may do so under a Planning application, however this will not be considered a Planning-only activity. It will be considered Planning Related to Another Activity and will be coded under the ultimate planned-for Matrix Code. For example, bid-ready plans and specs for a senior center will be coded under 03A for Senior Center, and will not be considered to have met the National Objective until the Senior Center is fully built. To submit an eligible Planning Related to Another Activity application, applicants must demonstrate activity feasibility and obtain written approval from the Department prior to submitting an application. Without prior written authorization from the Department, the application will not meet threshold.

To obtain written authorization, submit an email to CDBG@hcd.ca.gov with the following information:

1. Description of the work to be done.
2. List of deliverables (i.e. architectural designs, independent cost estimate, etc.).
3. If there was a feasibility or preliminary engineering/architectural study conducted for this project, please include that as an attachment to the email.
4. If there was no feasibility or preliminary engineering/architectural study conducted, describe how the jurisdiction determined project feasibility.
5. How does the jurisdiction plan to fund the project when all planning deliverables are complete? Please note, CDBG **cannot** be the sole funding source.
 - a. If planning to utilize CDBG funds, what is the contingency plan if the jurisdiction does not receive a CDBG award for the project?

6. Identify if there are any potential barriers to this project (e.g., permitting, laws, site control, community opposition, etc.).
7. Provide a timeline for the project from planning through construction and closeout.
8. Provide a cost estimate for the project.
9. Is the project's NEPA complete? If so, please provide.

Additional information may be requested and must be provided. Submission of information does not guarantee written authorization. Once all information is provided and reviewed, the Department will review the information and determine in its sole and absolute discretion, if the proposed activity is feasible and provide written authorization as applicable. Authorization letters are only valid for the current NOFA cycle.

All requests must be submitted via email to the CDBG Unit inbox (CDBG@hcd.ca.gov) no later than by 9AM (PST), 14 calendar days prior to the Submission Portal Opening Date as stated in Section I.B. of this NOFA. If the 14th day lands on a holiday or weekend, the deadline will be the next available business day at 9AM (PST).

N. 50 Percent Rule

Any applicant with one or more current and open CDBG Standard Agreements for which the expenditure deadline established in the agreement(s) has not yet passed must have expended, in aggregate, at least 50 percent of CDBG funds for the same type of activity(s) included in those open CDBG Standard Agreement(s).

For example, if an applicant has 2 open public service awards (one for a hot meals program for \$250,000 and another for senior services for \$300,000), the applicant must have expended at least 50 percent of the total combined amounts of both awards (\$275,001) in order to apply for a new public service application.

Requirement must be met by the time the application submission period opens. For purposes of the "50 Percent Rule," "expended" means that a Financial Report was submitted in the grants management system **and** passed at least 2 steps of approval – regardless of the "Spend" column shown in the grants management system.

Applicants with an open CDBG Standard Agreement(s) may not disencumber funds in order to comply with the 50 Percent Rule requirement. Applicants who are preparing to close out an open CDBG Standard Agreement that includes disencumbrance that may affect compliance with the 50 Percent Rule, should submit an exemption request to the CDBG unit inbox (cdbg@hcd.ca.gov) **prior to the**

Submission Portal Opening Date. Exemption request must include the draft completed Closeout Package and public notice with proof of posting. The Department has sole and absolute discretion on exemption approval. Exemption approval may be rescinded if the final completed closeout package is not received by the Department by the application submission portal closing date.

VI. Application and Activity Requirements

A. Federal Cross-Cutting Requirements

At time of application submission, all applications must comply with and provide documentation of HUD's federal cross-cutting requirements found at [24 C.F.R. §570.600 et. seq.](#), and summarized in XII: Federal Program Requirements of this NOFA, as the same may be amended from time to time.

B. Application Verification

Applicants must certify upon submission that their application is true and correct to the best of their knowledge. **Selecting an input field or uploading a blank document to circumvent the application requirements invalidates the application certification and will result in immediate disqualification.** Applicants that intentionally input false information or that intentionally upload blank documents will have their good standing with the Department revoked and may be determined to be ineligible for other Department funding. Applicants are warned that intentionally providing false information to the Department may constitute fraud.

C. Timely Submittal

Applicants are strongly encouraged to give plenty of time for submitting prior to the application cutoff date and at least several hours prior to the cutoff time.

If an input field, upload requirement, or application component is not functioning correctly, or if there are system outages or other system failures prior to submittal, please contact cdbq@hcd.ca.gov as soon as possible prior to the cutoff time to document the issue so that applications are not disqualified due to technical difficulties. Failure to contact the Department with system issues will not exempt Applicants from application verification requirements.

D. Gap Funding/“But-For”

CDBG is intended to provide stop-gap funding for crucial infrastructure, public safety, housing, and social service projects. CDBG funds may not be obligated to Activities that are documented to already have sufficient funding for the Activity as described, or that have identified multiple funding sources for the same costs,

resulting in overfunding of the Activity. **CDBG funds must be “but-for” funding for every Activity and may not be used to supplant local or state resources.** CDBG grant funds cannot be used to replace funds that have been budgeted and/or expended from another funding source for the same Activity (i.e., there cannot be any supplanting). Pre-agreement costs are generally eligible provided that the initial funding for those costs is identified as a temporary funding source (such as a loan from a local fund wherein the loan is float-funding the CDBG Activity pre-agreement costs, but such costs must be repaid so that the temporary loaned funds may be used as originally intended) and that the costs are budgeted to be part of the CDBG Activity.

CDBG funds are not intended to be the sole funding source for a project or program.

E. Good Standing

The Applicant, and any co-Applicant, together with all respective affiliates, must be in good standing with the Department (i.e., are current on all loan and/or grant obligations, have a satisfactory past performance history in all their prior dealings with the Department, and are in full compliance with all Department contracts and reporting requirements). Applicants not meeting the foregoing requirements shall be ineligible to apply for or receive funding under this NOFA.

F. Homelessness Assistance

If you are seeking funding for homelessness assistance, generally defined as activities falling under matrix codes 03C or 03T, you must be a participating member of your local homelessness Continuum of Care (CoC). To demonstrate this, please submit a letter on CoC letterhead signed by the CoC coordinator that states that your jurisdiction is a participating member of the Continuum of Care.

G. Readiness

Planning related to another activity and public facilities and infrastructure project applications must demonstrate readiness as outlined in Section V: Application Threshold and Initial Requirements of this NOFA and the application.

Housing and Economic Development Program applications must demonstrate readiness to be considered for funding. To be considered “ready,” a program will need to provide the following at application submission to the satisfaction of the Department:

1. Draft or final program guidelines,
2. An underwriter either secured or a draft RFP/RFQ to be released within 60 days of Standard Agreement execution by the Department, and
3. A marketing plan/strategy.

H. Waivers

Any requests for waivers or exceptions to any requirements must be submitted to the CDBG unit inbox (cdbg@hcd.ca.gov) within 30 calendar days of the NOFA release. The denial of any request for a waiver or exception may not be appealed. The granting or withholding of any waivers or exceptions are subject to the Department's sole and absolute discretion and in compliance with applicable law.

VII. Application Submission

A. Workshops

The Department is conducting a series of both live and pre-recorded application workshops. These workshops will include training on:

- i) Resolution (formerly: Resolutions: What is required and why)
- ii) Public Participation
- iii) NEPA (formerly: How to complete the correct level of Environmental Review)
- iv) Debarment (formerly: How to pull a debarment check)
- v) Preparing the Narrative & Milestones (formerly: How to write a narrative and milestones)
- vi) Single Audit
- vii) 2024 CDBG Application & Budget (formerly: Completing the 2024 NOFA Application and Budget)
- viii) 2025 CDBG NOFA Review (formerly: CDBG 2024 NOFA Review)

Applicants are **required** to attend these workshop sessions. It is important to attend and engage in the live webinars to ensure a complete and accurate application is submitted. If they are unable to attend the live virtual workshop, Applicants must certify that they have reviewed these workshops on the CDBG website. The website also provides Training and Technical Assistance materials on the CDBG program, the CDBG Program Redesign, using Grants Network, and preparing a CDBG program application in Grants Network.

Excessive corrections may result in disqualification, or an application being reverted to draft to reapply. Please visit the Department's [website](#) for upcoming information.

B. Submission Process

Applicants must follow instructions in this NOFA, the online application, and the CDBG program Guidelines. The Department strongly encourages Applicants to have all required documents on hand when completing the application. Failure to

follow instructions and timely submit all required documentation (including a Main and all required Sub Applications) **will result in disqualification. Time is strictly of the essence with respect to the application deadlines and other deadlines referenced in this NOFA.** Once submitted, applications must stand on their own. It is the Applicant's responsibility to ensure that the submitted application is clear, complete, and accurate. Department staff may request clarifying information but are unable to accept any new documentation that would provide an unfair advantage over other applications. It is **strongly** recommended that all documents be reviewed and saved to their own electronic files PRIOR to submission.

The CDBG Application and all required attachments must be submitted to the Department through the [eCivis Portal](#). Applicants must certify that all information is true and complete to the best of their knowledge, under penalty of perjury. Per [83 FR 5848](#) "Any person who knowingly makes a false claim or statement to HUD may be subject to civil or criminal penalties under 18 U.S.C. §287, 1001 and 31 U.S.C. §3729."

Applicants that do not have an account with the eCivis Portal should create an account through the eCivis website. Use the "Create an account" option to initiate a profile. See the available training on the [CDBG webpage](#) to learn how to open an account. There is no cost associated with an eCivis Portal account.

A complete application consists of one Main Application **and at least** one Sub Application. Failure to submit a Main or a Sub Application will be considered an incomplete application. Incomplete applications **WILL NOT** be reviewed. We recommend reaching out to your CDBG representative or CDBG@hcd.ca.gov for confirmation of receipt.

C. Application Submission

1. Applicants are ultimately responsible for what is submitted in an application, even if the application was prepared by a consultant. Applicants that rely on consultants or grant writers to prepare the CDBG application must carefully and thoroughly review the application for completeness and correctness prior to submittal.
2. Applications submitted through the eCivis Grants Network Portal must be submitted by a jurisdiction's Profile account. Applications submitted by an account using an email address for someone other than a jurisdiction employee will be disqualified.
3. All documents requiring signature must be executed by the appropriate Authorized Representative identified in the Resolution of the Governing Body submitted with the application.

4. All application certifications must be certified by a staff member of the applying jurisdiction with authority to make such certifications on behalf of the jurisdiction.
5. A complete application consists of one Main Application and at least one Sub Application. Failure to submit a Main or a Sub Application will be considered an incomplete application. Incomplete applications WILL NOT be reviewed. We recommend reaching out to your CDBG representative for confirmation of receipt.

D. Applicant Responsibility

It is the duty and responsibility of each Applicant to review the provisions, requirements, and limitations of all funding sources applied for and obtained for a particular project, program, or activity to ensure that each and every requirement of those funding sources is compatible with all Department program requirements and restrictions. Incompatibility of funding sources may result in the denial or cancellation of an award or may result in the placement of conditions or limitations on an award, all as determined by Department in its sole and absolute discretion.

E. Disclosure of Application

Information provided in the Application will become public record available for review by the public pursuant to the California Public Records Act ([G.C. §7920, et. seq.](#)). As such, the Department may disclose any materials provided by the Applicant to any person making a request under this Act, without prior notice to the Applicant. The Department cautions Applicants to use discretion in providing information not specifically requested, including, but not limited to, bank account numbers, personal phone numbers, home addresses, or other personally identifying information (PII). By providing this information to the Department, the Applicant is waiving any claims of confidentiality, and consents to the Department's disclosure of the Applicant's material upon receipt of a Public Records Act request and without advance notice to the Applicant.

VIII. Application Review

All applications submitted by the application deadline and that pass the Threshold evaluation phase will be reviewed for Activity eligibility. Activities that do not meet program eligibility requirements will be disqualified for funding.

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including, without limitation, the amount of funds available hereunder. This includes, but is not limited to, authorizing

an eligible increase in funding to any Applicant after the Department makes an award under this NOFA.

A. Review Process

1. All applications will be reviewed for minimum Threshold Requirements as outlined in this NOFA.
2. Applications that meet minimum Threshold Requirements will be placed into the appropriate set-aside if applicable and scored.
3. Awards will be made in order from the highest to the lowest score, within the appropriate set-aside if applicable. If funding cannot be awarded to all planning, public service, projects, or programs, within a set-aside, the highest scores ones will be awarded. If set-asides are exhausted, the remainder will be scored along with all others.

B. Set-Aside for Applicants Not Awarded CDBG Funds in the Last Five Years

1. Applicants who have not received a CDBG award in the past five NOFA cycles (2020-2024) will be eligible to rank in priority order from 1 to 3 planning, public service, project or program to compete under a set-aside.
 - i) This rank in priority will be made via a prompt in the main application.
 - ii) PI only Awards are not considered a CDBG Award received in the past 5 years for the purposes of this ranking.

C. Scoring

All applications will be scored according to the evaluation criteria outlined in Appendix F. All applications will be sorted, from highest to lowest score, within each set-aside if applicable. The Department has full and absolute discretion regarding scoring criteria and interpretation of requirements and definitions. The Department's decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.

The Community Need Score. This value is calculated by transforming the Low/Mod Percentage from HUD's Low- and Moderate-Income Summary Data (LMISD) based on the 2016-2020 American Community Survey (ACS) into a numerical value, dividing the value in half.

D. Corrections

Prior to routing the application for Standard Agreement packaging, the Department may make clerical changes to the application such as naming conventions, grammar, and capitalization. Any changes will be documented, and the applicant will

be notified.

IX. Appeal Criteria and Process

Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Guidelines and the NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Department.

The Department will provide opportunity to appeal any disagreed points assessment, pursuant to the appeals process as set forth in the NOFA. Disqualifying threshold determinations shall also follow a similar process, which shall be set forth in greater detail in the NOFA. For reference, all such appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review, and/or initial score letter, as applicable, representing the Department's decision made in response to the application.

A. Competitive Application Appeals

1. Basis of Appeals

- i) Applicants may appeal the Department's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).
- ii) At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities in any application materials that will inform the Department's threshold, scoring, and feasibility determinations.
- iii) No Applicant shall have the right to appeal a decision of the Department relating to another Applicant's application (e.g., eligibility, award).
- iv) Any request to appeal the Department's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Department.
- v) The appeal process provided herein applies solely to decisions of the Department made pursuant to this NOFA.

2. Process

- i) To file an appeal, Applicants must submit to the Department, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a Competitive advantage to an Applicant. Once the written appeal is submitted to the Department, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Department at cdbq@hcd.ca.gov according to the deadline set forth in the Department review letters.

3. Filing Deadline

- i) Appeals must be received by the Department no later than five (5) business days from the date of the Department's threshold review, or initial score letters, as applicable, representing the Department's decision made in response to the application.

X. Award Recommendations

Applications that are eligible, complete, timely submitted, and that satisfy all threshold requirements may be recommended for funding, subject to the availability of funds for the activity(ies) applied for. Applicants recommended for award will officially be notified of awards via an award letter sent via email. Subsequently, the grantee will receive award notification through the eCivis Grants Network. The award notification will include instructions for accepting or declining the award, as well as an executable Standard Agreement. Applicants that are not recommended for awards or that fail threshold will be officially notified via email that their application was not awarded or failed to pass threshold. The Final Award List will be posted on the Department's CDBG webpage. Applicants may request a copy of their application reviews after the review has been completed and the Applicant has been notified of the results.

XI. Awards Announcement and Grant Implementation

A. Awards Announcements

The Department anticipates awards will be announced no later than July 2026. All awards are subject to availability of funds and compliance with all applicable legal requirements of the Program. Until all awards are announced, the CDBG staff will not be able to discuss applications or the status of applications.

B. Standard Agreements

Successful Applicants (awardees) will enter into a Standard Agreement with the Department. A draft, sample Standard Agreement is included as Appendix E to this NOFA. The Standard Agreement contains all the relevant state and federal requirements, Activity performance and management requirements, and disbursement requirements. The form and content of the sample draft Standard Agreement is subject to revision without prior notice. A condition of award will be that a Standard Agreement must be executed by the awardee within 30 days (contracting period) of the awardee's receipt of the Standard Agreement(s). Failure to execute and return the Standard Agreement(s) to the Department within the contracting period may result in award cancellation. Award cancellations are final.

Funding awarded through this NOFA will have a 33-month (two (2) years and nine (9) months) expenditure and liquidation period.

To ensure that the Standard Agreement(s) are being sent to the correct individual, **Applicants MUST complete ALL required sections of the profile section of the application and must let the Department know in writing if the contact information has changed since the time of application submittal by emailing cdbq@hcd.ca.gov**. Standard Agreements and communication during this process will be with the email address designated in the profile section of the Application.

XII. Federal Program Requirements

A. Federal Cross-Cutting Requirements

The CDBG program is administered under the rules and regulations promulgated primarily in [24 C.F.R. §570.600, et seq, as the same may be amended from time to time](#). These primary regulations are known as the federal cross-cutting requirements and form the basis of the programmatic requirements. The Department incorporates all federal cross-cutting requirements into the state CDBG program, and the regulations in Part 570 are translated into required actions on the part of all Grantees of the state CDBG program.

The following is a list of some of the most commonly applicable federal cross-cutting requirements. This is not an exhaustive list.

- i) Environmental Standards (based on National Environmental Policy Act of 1969 [NEPA])
- ii) Labor Standards (Davis-Bacon and related laws)
- iii) Public participation requirements
- iv) Fair Housing
- v) Equal Opportunity and Non-Discrimination in federal Grant Programs

- vi) Federal Procurement Guidelines
- vii) National Flood Insurance Program compliance
- viii) Relocation and displacement requirements
- ix) Employment and Contracting Opportunities Section 3 Compliance
- x) Lead-based paint requirements
- xi) No use of debarred, ineligible, or suspended contractors or sub-recipients
- xii) Uniform Administrative Requirements and Cost Principles
- xiii) Conflict of interest prohibitions
- xiv) Compliance with the Architectural Barriers Act and the Americans with Disabilities Act
- xv) Federal reporting requirements
- xvi) Grant and subrecipient monitoring requirements
- xvii) Build America, Buy America Act (BABA) requirements

B. Relocation Plan Requirements

Applicants engaging in project-specific activities that may or will cause the temporary or permanent relocation and displacement of persons, property, or businesses must provide a project-specific relocation plan as part of the application. The plan must meet the standards established in the [Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 \(URA\)](#) and any applicable State relocation requirements. Applicants must successfully demonstrate that they have met URA requirements prior to the start of the project or displacement Activity. Applicants must include relocation costs in project budgets and timely pay the same to those displaced in accordance with applicable law.

Applicants must provide relocation assistance to persons who may be displaced if the Activity in the grant application is funded. This plan must outline how the Grantee will enforce and manage the project's relocation and displacement activities and estimate what relocation benefits will be required so those costs can be included in the project's development budget.

C. Procurement Requirements

Pursuant to [24 C.F.R. §570.489\(g\)](#), all Grantees must comply with federal procurement requirements. The Department will review the Grantee's procurement documents for services (*i.e.*, administrative sub-contractor, Davis-Bacon consultant, etc.) at time of monitoring or upon the Grantee's request.

Requirements for federal procurement can be found at [2 C.F.R. §200.317-327](#).

Applicants are responsible for meeting all federal procurement standards for goods and services funded through federal programs. Failure to meet procurement requirements may result in disqualification, recapture of federal funds, and debarment.

D. False, Fictitious or Fraudulent Claims

Warning: Any person who knowingly makes a false claim or statement to HUD or the Department may be subject to civil or criminal penalties under [18 U.S.C. §287, 1001](#) and [31 U.S.C. §3729](#).

1. Detecting, Preventing, and Reporting Fraud

Fraud is a white-collar crime that has a devastating effect on the CDBG program because the CDBG program beneficiaries are victims of this crime when the CDBG program is abused. The Department wants to stop any criminal assault on the CDBG program it administers, and in doing so all CDBG funds go to people it was designed to help and improve their living conditions.

2. Combatting Fraud

The HUD Office of Inspector General (OIG) is committed to protecting HUD's programs, operations, and beneficiaries from dishonest individuals and organizations.

HUD cannot combat fraud alone; they rely on Department and CDBG NOFA Applicants to combat CDBG program fraud. HUD also relies on Applicants for, and people receiving, HUD benefits, such as: tenants receiving rental assistance, borrowers with HUD insured loans, or citizens having their communities restored using HUD grants.

The HUD OIG Hotline number is [1-800-347-3735](tel:1-800-347-3735). This is the primary means to submit allegations of fraud, waste, abuse, mismanagement, or Whistleblower related matters for the CDBG program to the OIG.

HUD OIG accepts reports of fraud, waste, abuse, or mismanagement in the CDBG program from HUD employees, anyone administering the CDGB program, anyone working in the CDBG program, contractors, and the public. You can report mismanagement or violations of law, rules, or regulations by HUD employees or program participants.

Fraud, Waste and Abuse in the CDBG program and its operation may be reported in one of the following four (4) ways:

i) **By email:**
hotline@hudoig.gov

ii) **By phone:**
Call toll free: 1-800-347-3735

iii) **By fax:**
202-708-4829

iv) **By mail:** Department of Housing & Urban Development

HUD OIG, Office of Investigation, Room 1200
Field Office
One Sansome Street
San Francisco, CA 94104
(213) 534-2518

HUD OIG, Office of Investigation
Suite 4070
Regional Office
300 North Los Angeles Street
Los Angeles, CA 90012
(213) 534-2518

E. Whistleblower Protection Acts

(Federal Whistleblower Protection Act ([5 U.S.C Section 2302\(b\)\(8\)](#)))

The Federal Whistleblower Protection Act (WPA) protects employees from retaliation for making protected disclosures. The WPA also provides penalties for supervisors who retaliate against Whistleblowers.

1. A disclosure is protected under the WPA if the employee discloses information the employee reasonably believes to be evidence of:
 - i) a violation of any law, rule, or regulation,
 - ii) gross mismanagement,
 - iii) a gross waste of funds,
 - iv) an abuse of authority, or
 - v) a substantial and specific danger to public health or safety.
2. In general, an employee or Applicant may make a protected disclosure to anyone, including non-governmental audiences, unless the information is classified or specifically prohibited by law from release. Options for making a protected disclosure include:
 - i) Informing a supervisor or someone higher up in management,
 - ii) Submitting a complaint to the OIG by emailing the OIG at oig@ftc.gov,

- iii) Filing a complaint with the Office of Special Counsel (OSC)
<http://www.osc.gov/>

F. The California Whistleblower Protection Act

The California Whistleblower Protection Act ([Title 2, Division 1, Chapter 6.5, Article 3.5, G.C. §§ 8548-8548.5](#)) authorizes the California State Auditor to receive complaints from state employees and members of the public who wish to report an improper governmental activity. An "improper governmental activity" is any action by a state agency or any action by a state employee directly related to state government that:

- i) Violates any state or federal law or regulation,
- ii) Violates an Executive Order of the Governor, a California Rule of Court, or any policy or procedure required by the State Administrative Manual or State Contracting Manual, or
- iii) Is economically wasteful or involves gross misconduct, incompetency, or inefficiency. Complaints received by the State Auditor are confidential, and the identity of the complainant may not be revealed without the complainant's permission, aside from to an appropriate law enforcement agency conducting a criminal investigation.

There are many ways to file a complaint:

- i) **By Telephone:**

You may call the Whistleblower Hotline at (800) 952-5665 to file a complaint by talking to one of the State Auditor's employees. The hotline generally is staffed Monday through Friday from 8:00 a.m. to 5:00 p.m. If you call when the hotline is not being staffed, or staff is occupied with other calls, you may leave a voicemail message requesting a return call.

- ii) **By Mail or Facsimile:**

You may file a complaint in the form of a letter to the State Auditor addressed as follows:

Investigations
California State Auditor
P.O. Box 1019
Sacramento, CA 95812

Or you may **fax** the letter to the State Auditor at (916) 322-2603.

- iii) As an alternative, you may complete the electronic version of the complaint form (which is available on the State Auditor website at auditor.ca.gov), print it out, and return it by mail or facsimile as stated above.

iv) **Online:**

Although the State Auditor does not accept complaints by e-mail, you may file a complaint online at

<https://app.scoutcms.com/CaStateAuditorWhistleblowerComplaint>

- v) The State Auditor will not undertake an investigation unless there is a basis for believing that your complaint has sufficient merit to warrant spending resources on an investigation. Your complaint should therefore include:
- a. A clear and concise statement of what you are alleging to be improper activity and why you believe it is improper.
 - b. The name or other information that clearly identifies the person you are alleging has acted improperly and the department where that person works.
 - c. The names and contact information for any witnesses who can confirm the truth of what you are saying.
 - d. Copies of any documents that will support what you are saying. (You should not submit original documents, as they cannot be returned.)

XIII. LIST OF APPENDICES

Appendices are located in the eCivis Grants Network under the 'Files' tab within each specific program solicitation.

Appendix A: Community Need Score

Appendix B: Housing Element and Growth Control Requirements

Appendix C: Resolution Template of the Governing Body

Appendix D: 2025 CDBG Application Certifications and Statement of Assurances

Appendix E: Sample DRAFT Standard Agreement

Appendix F: 2025 CDBG Scoring Matrix

Appendix G: General Admin Calculator



Matrix Code Categories

Public Service

- 03T - Operating Costs Homeless/AIDS Patients
- 05A - Senior Services
- 05B - Services for Persons with Disabilities
- 05C - Legal Services
- 05D - Youth Services
- 05E - Transportation Services
- 05F - Substance Abuse Services
- 05G - Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking
- 05H - Employment Training
- 05I - Crime Awareness
- 05J - Fair Housing Activities
- 05K - Tenant/Landlord Counseling
- 05L - Child Care Services
- 05M - Health Services
- 05N - Abused and Neglected Children
- 05O - Mental Health Services
- 05P - Screening for Lead Based Paint/Lead Hazards
- 05Q - Subsistence Payments
- 05T - Security Deposits
- 05V - Neighborhood Cleanups
- 05W - Food Banks
- 05Z - Other Public Services Not Listed in 05A-05Y
- 14J - Housing Services, excluding Housing Counseling, Supporting HOME Program
- 14K - Housing Counseling, Supporting HOME Program



Planning

- 20A - State Planning-only
- 20A* - Planning Related to Another Activity

Housing Program

- 13A - Housing Counseling
- 13B - Homeownership Assistance - excluding Housing Counseling
- 14A - Rehab: Single-Unit Residential
- 14F - Rehab: Energy Efficiency Improvements
- 15 - Code Enforcement

Economic Development Program

- 18A - ED Assistance to For-Profits
- 18B - Economic Development: Technical Assistance
- 18C - Micro-Enterprise Assist.

Projects

- 01 - Acquisition of Property
- 03A - Senior Centers
- 03B - Handicapped Centers
- 03C - Homeless Facilities not operating costs
- 03D - Youth Centers
- 03E - Neighborhood Facilities
- 03F - Parks, Recreational Facilities
- 03G - Parking Facilities
- 03H - Solid Waste Disposal Improvements
- 03I - Flood Drainage Improvements
- 03J - Water/Sewer Improvements
- 03K - Street Improvements
- 03L - Sidewalks
- 03M - Child Care Centers
- 03N - Tree Planting



Matrix Code Categories

- 03O - Fire Stations/Equipment
- 03P - Health Facilities
- 03Q - Facilities for Abused and Neglected Children
- 03R - Asbestos Removal
- 03S - Facilities for AIDS Patients (not operating costs)
- 03Z - Other Public Improvements Not Listed in 03A-03S
- 04 - Clearance and Demolition
- 14B - Rehab: Multi-Unit Residential
- 14D - Rehab: Other Publicly Owned Residential Buildings
- 14E - Rehab: Publicly or Privately Owned Commercial/Industrial
- 14G - Rehab: Acquisition
- 16A - Residential Historic Preservation



Accomplishment Matrix

Matrix Code	Measure Indicator 1	Measure Indicator 2	Measure Indicator 3
01 Acquisition of Real Property			
	LMA	People	
	LMC	People	
	LMH	Housing Units	
03A Senior Centers			
	LMC	People	
03B Handicapped Centers			
	LMC	People	
03C Homeless Facilities (not operating costs)			
	LMC	People	
03D Youth Centers			
	LMC	People	
03E Neighborhood Facilities			
	LMA	People	
	LMC	People	
03F Parks, Recreational Facilities			
	LMA	People	
	LMC	People	
03G Parking Facilities			
	LMA	People	
03H Solid Waste Disposal Improvements			
	LMA	People	
03I Flood Drainage Improvements			
	LMA	People	
03J Water/Sewer Improvements			
	LMA	People	
03K Street Improvements			
	LMA	People	
03L Sidewalks			
	LMA	People	



Accomplishment Matrix

Matrix Code	Measure Indicator 1	Measure Indicator 2	Measure Indicator 3
03M Child Care Centers			
	LMC	People	
03N Tree Planting			
	LMA	People	
03O Fire Stations/Equipment			
	LMA	People	
03P Health Facilities			
	LMA	People	
	LMC	People	
03Q Facilities for Abused and Neglected Children			
	LMC	People	
03R Asbestos Removal			
	LMA	People	
	LMC	People	
03S Facilities for AIDS Patients			
	LMC	People	
03T Operating Costs of Homeless/AIDS Patients Programs			
	LMC	People	
03Z Other Public Improvements			
	LMA	People	
04 Clearance and Demolition			
	LMA	Public Facilities	
05A Senior Services			
	LMC	People	
05B Handicapped Services			
	LMC	People	
05C Legal Services			
	LMA	People	
	LMC	People	



Accomplishment Matrix

Matrix Code	Measure Indicator 1	Measure Indicator 2	Measure Indicator 3
05D Youth Services			
	LMC	People	
05E Transportation Services			
	LMA	People	
	LMC	People	
05F Substance Abuse Services			
	LMA	People	
	LMC	People	
05G Services for Battered and Abused Spouses			
	LMC	People	
05H Employment Training			
	LMA	People	
	LMC	People	
05I Crime Awareness/Prevention			
	LMA	People	
	LMC	People	
05J Fair Housing Activities			
	LMA	People	
	LMC	People	
05K Tenant/Landlord Counseling			
	LMC	People	
05L Child Care Services			
	LMC	People	
05M Health Services			
	LMA	People	
	LMC	People	
05N Services for Abused and Neglected Children			
	LMC	People	
05O Mental Health Services			
	LMA	People	
	LMC	People	



Accomplishment Matrix

Matrix Code	Measure Indicator 1	Measure Indicator 2	Measure Indicator 3
05P Screening for Lead Poisoning			
LMC	People		
05Q Subsistence Payments			
LMC	People		
05T Security Deposits			
LMH	Households		
05V Neighborhood Cleanups			
LMA	People		
05W Food Banks			
LMA	People		
LMC	People		
05Z Other Public Services Not Listed in 03T and 05A-05Y			
LMA	People		
LMC	People		
13A Housing Counseling			
LMH	Households		
13B Homeownership Assistance			
LMH	Households		
14A Rehab: Single-Unit Residential			
LMH	Housing Units		
14B Rehab: Multi-Unit Residential			
LMH	Housing Units		
14D Rehab: Other Publicly Owned Residential Buildings			
LMH	Housing Units		
14E Rehab: Publicly or Privately Owned Commercial/Industrial			
LMA	Businesses		
14F Energy Efficiency Improvements			
LMH	Housing Units		



Accomplishment Matrix

Matrix Code	Measure Indicator 1	Measure Indicator 2	Measure Indicator 3
14G Acquisition for Rehabilitation			
LMH	Housing Units		
14J Housing Services			
LMH	Housing Units		
14K Housing Counseling Supporting HOME Program Assistance Housing Activities			
LMH	Housing Units		
15 Code Enforcement			
LMA	People	Housing Units	
16A Residential Historic Preservation			
LMH	Housing Units		
18A ED Assistance to For-Profits			
LMA	Businesses		
LMJ	Jobs		
18B ED Technical Assistance			
LMA	Businesses		
LMJ	Jobs		
18C Micro-Enterprise Assist.			
LMA	People	Businesses	
LMC	People	Businesses	
LMCMC	People	Businesses	
LMJ	Jobs		
20A / 20A* Planning			
LMA	People		
LMC	Household	People	
LMCMC	People	Businesses	Jobs
LMH	Household	Housing Unit	
LMJ	Jobs	Businesses	



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin St.
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Aviso de audiencia pública para debatir la posible solicitud estatal del programa CDBG

SE NOTIFICA POR LA PRESENTE que la City of Fort Bragg celebrará una audiencia pública en sesión ordinaria **a las 18:00 horas**, o tan pronto como se el asunto, el **lunes 10 de noviembre de 2025**, en el Ayuntamiento, esquina suroeste de las calles Main y Laurel (363 North Main Street), Fort Bragg, California 95437. La audiencia pública tratará el siguiente tema:

Recibir un informe, celebrar una audiencia pública y brindar instrucciones al personal con respect a las solicitudes del programa de Community Development Block Grant (CDBG)

La City of Fort Bragg prevé presentar una solicitud durante el próximo año del programa CDBG. La City of Fort Bragg tiene o prevé recibir aproximadamente \$570,000 en ingresos del programa CDBG.

El propósito de esta reunión es revisar las actividades elegibles del programa CDBG y recoger las opiniones de los residentes sobre las necesidades de vivienda y desarrollo comunitario (que incluyen servicios, instalaciones y/o infraestructuras que mejorarán la habitabilidad de la comunidad).

La siguiente información relacionada con el proyecto está disponible en City Hall entre las horas de 9:00 a.m. y 5:00 p.m. los días de lunes, martes, jueves, y viernes (excluyendo los días festivos reconocidos por la ciudad) o enviando un correo electrónico al contacto indicado a continuación:

- A. Cantidad de los fondos disponibles y gama de actividades que pueden emprenderse.
- B. Información sobre el/los proyecto(s) propuestos.
- C. Cantidades estimadas de los fondos que se propone utilizar para actividades que benefician a personas de ingresos bajos y moderados.
- D. Planes para minimizar el desplazamiento de las personas como resultado de las actividades asociadas con los fondos del programa CDBG y planes para proporcionar asistencia a las personas desplazadas como resultado de las actividades financiadas por el programa CDBG.
- E. Registros relativos a la utilización en el pasado de los fondos del programa CDBG.

Si no puede asistir a la audiencia pública, puede dirigir sus comentarios por escrito a City of Fort Bragg, a la dirección que figura arriba, o puede ponerse en contacto con Lacy Sallas por



CITY OF FORT BRAGG

Incorporated August 5, 1889
416 N. Franklin St.
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

NOTICE OF PUBLIC HEARING FOR DISCUSSION OF POSSIBLE STATE CDBG APPLICATIONS

NOTICE IS HEREBY GIVEN that the City of Fort Bragg will conduct a public hearing at a regular meeting to be held at **6:00 PM**, or as soon thereafter as the matter may be heard, on **Monday, November 10, 2025**, at Town Hall, southwest corner of Main and Laurel Streets (363 North Main Street), Fort Bragg, California 95437. The purpose of the hearing will concern the following item:

Receive a Report, Hold a Public Hearing, and Provide Direction to Staff Regarding 2025 Community Development Block Grant (CDBG) Program Applications

The City of Fort Bragg anticipates submitting an application during the next CDBG program year. The City of Fort Bragg has or anticipates receiving approximately \$570,000 in CDBG Program Income.

The purpose of this hearing is to review CDBG eligible activities and collect residents' views on housing and community development needs (which includes services, facilities, and/or infrastructure that will improve livability within the community).

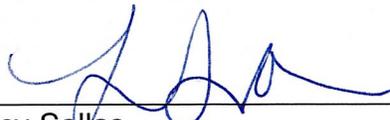
The following information related to the project is available at City Hall between the hours of 9:00 AM and 5:00 PM on Mondays, Tuesdays, Thursdays, and Fridays (excluding City-recognized holidays) or by emailing or the contact listed below:

- A. Amount of funds available and range of activities that may be undertaken.
- B. Information on proposed project(s).
- C. Estimated amounts of funds proposed to be used for activities benefiting persons of low- and moderate-income.
- D. Plans for minimizing displacement of persons as a result of activities associated with CDBG funds and plans for providing assistance to persons displaced as a result of CDBG-funded activities.
- E. Records regarding the past use of CDBG funds.

If you are unable to attend the public hearing, you may direct written comments to the Economic Development Department at the address above, or you may contact Lacy Sallas, Grants Coordinator, by telephone at (707) 961-2823 ext. 108 or by email at lsallas@fortbraggca.gov no later than 2:00 PM on November 10, 2025 to ensure placement in the official record of the hearing.

The City of Fort Bragg does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identify, age, religion or disability. If you require specific accommodations to participate in the public hearing, please contact City Hall at (707) 961-2823 at least two days prior to the scheduled hearing.

Dated: October 30, 2025

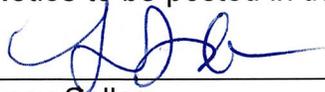


Lacy Sallas
Grants Coordinator

POST/PUBLISH: October 30, 2025

STATE OF CALIFORNIA)
) ss.
COUNTY OF MENDOCINO)

I declare, under penalty of perjury, that I am employed by the City of Fort and that I caused this Notice to be posted in the City Hall Notice Case on October 30, 2025.



Lacy Sallas
Grants Coordinator



City of Fort Bragg

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

Text File

File Number: 25-446

Agenda Date: 11/10/2025

Version: 1

Status: Second Reading

In Control: City Council

File Type: Ordinance

Agenda Number: 7B.

Receive a Report, Hold a Public Hearing, and Introduce, by Title Only, and Waive Further Reading of Ordinance xxxx-2025 to Amend Chapter 15.06 of the Fort Bragg Municipal Code to Amend the Requirements of the Installation of Automatic Fire Sprinkler Systems and Automatic Fire Alarming System in New Buildings and Remodels



CITY COUNCIL STAFF REPORT

TO: City Council **DATE:** November 10, 2025

DEPARTMENT: Administration/Community Development

PREPARED BY: Marie Jones Consulting

PRESENTER: Marie Jones, Consultant

AGENDA TITLE: Receive a Report, Hold a Public Hearing, and Introduce, by Title Only, and Waive Further Reading of Ordinance xxxx-2025 to Amend Chapter 15.06 of the Fort Bragg Municipal Code to Amend the Requirements of the Installation of Automatic Fire Sprinkler Systems and Automatic Fire Alarming System in New Buildings and Remodels

RECOMMENDATION

Staff recommends that the City Council receive the report, open the public hearing deliberate and adopt the proposed changes to the Fire Sprinkler Ordinance.

BACKGROUND

One of City Council's key goals in the 2024-2028 Strategic Plan is to: ***Invigorate Economic Opportunity and Community Vibrancy***. To support these goals, the City established a dedicated Economic Development Department in July 2024. Under the direction of the City Manager, the department's efforts are guided by the BEAR framework—Business Expansion, Attraction, and Retention—which serves as a foundational pillar of the City's economic development and downtown revitalization strategy. To further explore strategies that support this goal, the City Manager engaged Marie Jones Consulting to evaluate potential policy options, which were brought forward to City Council in August of 2025. The City Council directed staff to come back to the Council with a revised fire sprinkler ordinance that would implement the following policy goal.

- **Aligning Fire Safety Regulations with Downtown Revitalization Goals**

The fire sprinkler ordinance currently requires all business to install fire sprinklers if they undertake more than \$120,000 worth of improvements in any given 3-year period. The fire sprinkler ordinance has been revised at least four times since it was adopted. Each revision process has been contentious because the ordinance protects building and firefighter safety while increasing the cost of remodels and changes of use that require sprinkler installation.

AGENDA ITEM NO. 7B

The attached ordinance has been crafted in a thoughtful manner that fully considers both sides of this important issue. It supports minimum fire safety by requiring state-of-the-art hardwired fire alarming systems while reducing the costs associated with significant remodels by eliminating the requirement to install fire sprinkler systems based on remodel valuation.

Northern California cities (Santa Rosa, Healdsburg, etc.) which have experienced severe fire events have adopted sprinkler ordinances which have various triggers requiring the installation of sprinklers for various types of projects, including those listed in 2 a through b below.

As part of the City's efforts to foster a more business-friendly environment and address long-term commercial vacancies downtown, the City Manager, Consultant, and Fire Marshal met to discuss fire sprinkler requirements and developed the following preliminary recommendation, with the rationale for each change noted in *blue italics*:

1. Retain the sprinkler requirement for all new commercial and industrial buildings; *Sprinkler installation for new construction projects is relatively inexpensive and is required for many projects by the California Building Code.*
2. Continue to require automatic Fire Sprinkler Systems in remodels under the following conditions:
 - a. In any building with a substantial remodel, which includes:
 - i. All remodel of a building of more than 2,500 SF, regardless of building permit valuation. *This would allow building in the downtown to be remodeled without triggering fire sprinklers, while larger hotels and retail stores outside of the downtown would be required to install sprinklers.*
 - ii. For buildings of less than 2,500 SF: 1) the removal or demolition of more than 50% of the exterior or interior weight-bearing walls; 2) or the removal of the roof structure or ceiling thereby permitting installation of overhead piping; or 3) the removal of interior tenant improvements reducing the building to a "shell" condition. *Sprinklers are relatively easy to add when this level of deconstruction and remodel is completed.*
 - b. An automatic fire sprinkler system shall be installed in any addition when the existing building is already provided with an automatic sprinkler system. *It is relatively inexpensive to add sprinklers in a new addition when the building already has fire sprinklers.*
3. A substantial new addition to any building shall require installation of a fire sprinkler system. A substantial new addition is defined as an increase of floor area by more than 2,500 square feet. *This is a large enough addition to make installation of a sprinkler system cost effective and it improves firefighter safety for larger additions.*
4. Require a state-of-the-art fire monitoring alarm system for all remodels, regardless of cost;

5. Require sprinklers for existing buildings where the occupancy changes from a low risk to a more fire risky occupancy, regardless of the cost of renovations; and
6. Eliminate the City's building permit fee and general plan maintenance fee for the installation of fire sprinkler systems in existing buildings.

City Council could provide direction if staff should proceed with the development/negotiation of a revised fire sprinkler ordinance and if so, what triggers/requirements you would like to see included in the ordinance.

FISCAL IMPACT/FUNDING SOURCE

The estimated \$2,500 in costs associated with these regulatory changes would be borne by the ARPA funding to support Economic Development. These funds would be used to publish hearing notices and for staff and consultant time.

ENVIRONMENTAL ANALYSIS:

This ordinance is exempt from CEQA.

STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY

This effort would align with the economic development priorities of the City's Strategic Plan.

ALTERNATIVES:

City Council can choose to undertake the following alternative actions:

1. Retain existing fire sprinkler ordinance.
2. Provide Direction to further revise the ordinance.

ATTACHMENTS:

1. An Ordinance to Amend "Chapter 15.06 Automatic Fire Sprinkler and Alarm Systems" of the Fort Bragg Municipal Code to Amend the Requirements for the Installation of Automatic Fire Sprinkler and Automatic Fire Alarm Systems In New Buildings and Remodels.

NOTIFICATION:

The following "Notify Me" lists:

- Economic Development
- Fort Bragg Downtown Businesses

BEFORE THE CITY COUNCIL OF THE CITY OF FORT BRAGG

AN ORDINANCE TO AMEND CHAPTER 15.06 OF THE FORT BRAGG MUNICIPAL CODE TO AMEND THE REQUIREMENTS FOR THE INSTALLATION OF AUTOMATIC FIRE SPRINKLER SYSTEMS AND AUTOMATIC FIRE ALARMING SYSTEM IN NEW BUILDINGS AND REMODELS

ORDINANCE NO. XXXX-2025

WHEREAS, the 2022 California Building Standards Code has been amended and adopted by the California Building Standards Commission; and

WHEREAS, the City adopted the California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition, by reference into Chapter 15.05 of the Fort Bragg Municipal Code (California Fire Code) on May 13, 2024; and

WHEREAS, because of the City's unique climatic, geologic, and topographic conditions, the City made amendments and additions to the California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition; and

WHEREAS, the City of Fort Bragg ("City") has determined that Chapter 15.06 (Automatic Fire Sprinkler and Alarm Systems) of the Fort Bragg Municipal Code ("Code"), as proposed, reflects the modifications most beneficial to the health, safety and welfare of the City and the City Council desires the same modifications to the California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition; and

WHEREAS, because of the City's unique climatic, geologic, and topographic conditions, the City desires to make amendments and additions to the building and fire code regulations, as set forth in this Ordinance; and

WHEREAS, pursuant to California Health and Safety Code § 17958,13143.5, and 18941.5 the City Council of the City of Fort Bragg determined that a departure from the California Fire Code, Part 9 of the California Building Standards Code, 2022 Edition, is reasonably necessary because of local climatic, geologic and/or topographic conditions.

WHEREAS, amending Chapter 15.06 will assist in administering the City's fire sprinkler and alarm systems ordinance and improve compliance with the ordinance by property owners; and

WHEREAS, the City Council has determined that the following changes should be made to the Chapter for consistency, accuracy and ease of use by the City’s staff and citizens.

WHEREAS, on November 10, 2025, the City Council held a City Council meeting and discussed this item, received public testimony; and

WHEREAS, prior to the effective date of this Ordinance, the City Clerk shall file a copy of the Ordinance, with the California Building Standards Commission.

NOW, THEREFORE, the City Council ordains as follows:

Section 1. Legislative Findings. The City Council hereby finds as follows:

1. The City of Fort Bragg’s Municipal Code Chapters 15.05 and 15.06 have undergone a review to identify inconsistencies and inaccuracies as well as consistency with the 2022 California Building Standards Code.
2. The Code should represent the current state of all legislative actions taken by the City Council.
3. Chapter 15.06 is used by City staff to determine when fire sprinklers and alarm systems are required as part of any project that requires a building permit.
4. Modifications and changes to the California Fire Code, as set forth in Chapter 15.05 of the Fort Bragg Municipal Code, are required in order to provide specific and greater protections to the public health, safety and welfare than are afforded by the California Building Standards Code due to local climatic, geological, and topographical conditions. The legislative findings for such modifications and changes are made pursuant to California Health and Safety Code § 17958.7 as set forth in Exhibit A of the Staff report and by this reference incorporated herein.
5. Chapter 15.06 is used by City staff to determine when fire sprinklers and alarm systems are required as part of any project that requires a building permit.
6. The Code should reflect current legislative actions of the City Council and the means by which the City is being operated and must be accurate and consistent to aid staff, residents and various other persons in making determinations on Code-related issues.
7. Amending Chapter 15.06 in the manner described in this ordinance is in the public interest.
8. Pursuant to California Health and Safety Code Section 17958.7, the City Council makes the factual findings set forth herein, and finds that the amendments made in this ordinance to the California Building Standards Code Title 24, Part 9 are reasonably necessary because of the local climatic, geological or topographical conditions.
9. Climatic Findings: Fort Bragg has climatic conditions, which are unique in character. The City is subject to year- round coastal winds including storm conditions. Winter storms with gale-force winds often cause trees to fall onto roadways used for access by emergency fire equipment and personnel. Average yearly rainfall for the district is 37 inches, which occurs from October to April and results in lush vegetation growth.

During summer months, the climate also spurs vegetation growth. Natural vegetation creates hazardous fuel conditions that cause grassland and brush land fires each year. Afternoon winds can move a fire quickly in any part of the City, particularly during times of high temperatures and low humidity. The City has suffered from drought conditions, which reduces available water for firefighting.

10. Geological Findings: Fort Bragg, located on the northern California coast, is located in a rural setting with rugged coastline forming its western boundary and rugged mountainous areas forming its eastern boundaries. The City has potentially active seismic hazards in close proximity.
11. Topographical Findings: The Fort Bragg Fire Protection Authority District is an all-volunteer district that covers seventy- five square miles with elevations from zero to one thousand feet above sea level. The City of Fort Bragg includes many narrow and some dead-end roads causing maneuverability restrictions for fire equipment. Surrounding fire districts are all volunteer and the request for mutual aid requires as long as 30 minutes for the first engine to respond to the scene of a fire. The permanent population in the District is dramatically increased by tourism in the summer months causing an increased burden on fire department personnel and equipment. Heavily traveled State Highway One runs the length of the City and is the only continuous North/South route along the coast.
12. CEQA Findings: There is no possibility that the adoption of this ordinance will have a significant impact on the environment, and therefore, the adoption of this ordinance is exempt from the California Environmental Quality Act (“CEQA”), pursuant to Section 15061(b)(3) of the CEQA Guidelines (Title 14, Chapter 3 of the California Code of Regulations). Enacting minor changes to the City’s Code pertaining to automatic fire sprinkler and alarm systems cannot have a significant effect on the environment. The changes to the City’s Municipal Code are minor in nature and do not create substantive changes to land use or the California Fire Code. Subsequent planning and building permit applications will be subject to environmental review at that time. Thus, there is no further environmental review necessary at this time.

Section 2.

Chapter 15.06 entitled **AUTOMATIC FIRE SPRINKLER AND ALARM SYSTEMS** is hereby repealed in its entirety and replaced with the following:

CHAPTER 15.06

Automatic Fire Sprinkler and Alarm Systems

Section

15.06.010	Purpose
15.06.020	Definitions in general
15.06.030	Automatic fire sprinkler systems – Required
15.06.050	Exemptions and waivers
15.06.060	Annual inspection and maintenance
15.06.070	Fire Monitoring Alarm System- Required

- 15.06.080 Fire alarm systems defined and required
- 15.06.090 Violations

15.06.010 PURPOSE.

- A. The California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition, as modified and amended from time to time, establishes certain standards for automatic fire extinguishing systems. A copy of the code, in its latest form, is on file in the office of the Fire Chief.
- B. The purpose of this chapter is to provide regulations establishing minimum standards for automatic fire sprinkler systems where the standards are not specifically covered by the California Fire Code. Where specific standards are provided by the California Fire Code and provide a greater degree of fire protection than the provisions of this chapter, those standards shall apply. In those cases where the California Fire Code does not provide specific standards, the terms of this chapter shall apply.
- C. The intent of this chapter is to apply those fire protection standards which will provide the residents and property owners of the City the greatest degree of fire protection which is reasonable under the circumstances. All buildings are subject to the provisions of this chapter.

15.06.020 DEFINITIONS IN GENERAL.

Definitions contained in the California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition, shall apply to this chapter unless specifically amended. Whenever any of the following names or terms are used in any of the compilations adopted by reference by this chapter such names or terms shall have the following meanings:

APPEAL AUTHORITY. As defined in Chapter 1.06.

BUILDING. Any building or group of buildings that requires a sprinkler under this chapter or the California Fire Code, California Code of Regulations, Title 24, Part 9, 2022 Edition.

~~**BUILDING PERMIT VALUATION.** The value of repairs, maintenance and remodel work as determined by the Mendocino County Planning and Building Department through their plan review process. The building permit valuation will include the total of all active building permits for the building at the same location, excluding separate permits to install automatic fire sprinkler systems.~~

15.06.030 AUTOMATIC FIRE SPRINKLER SYSTEMS – REQUIRED.

- A. All new buildings shall have an automatic fire sprinkler system installed, unless specifically exempted in accordance with § 15.06.050.
- B. Buildings in existence prior to the adoption of this code shall be subject to the requirements for automatic fire sprinkler systems upon the change of occupancy to a higher hazard level as defined by the Fire Marshal.
 - 1. Existing commercial and multifamily buildings which are remodeled, added to, or altered, ~~including maintenance and repair activities, when the valuation of the cost of such work within any 36-month period exceeds \$120,000,~~ shall have an automatic fire sprinkler system installed when any of the following thresholds are met:
 - A. A substantial remodel of any building shall include the installation of a fire sprinkler system. A substantial remodel includes:

- a) Any remodel of a building of more than 2,500 SF, regardless of the size of the remodel or building permit valuation, excluding reroofs and painting.
- b) For buildings of less than 2,500 SF: 1) the removal or demolition of more than 50% of the exterior or interior weight-bearing walls; 2) or the removal of the roof structure or ceiling thereby permitting installation of overhead piping; or 3) the removal of interior tenant improvements reducing the building to a “shell” condition.
- B. An automatic fire sprinkler system shall be installed in any addition when the existing building is already provided with an automatic sprinkler system.
- C. A substantial new addition to any building shall require installation of a fire sprinkler system. A substantial new addition is defined as an increase of floor area by more than 2,500 square feet.

The sprinkler system shall be connected with the City’s water service as determined by the Director of Public Works. ~~Roof replacement costs will not be calculated in the \$120,000 limit. The \$120,000 valuation will be determined by the Mendocino County Planning and Building Department through their plan review process and completed on the application for any building permit. The \$120,000 valuation is in 2024 dollars; the actual valuation amount shall be calculated based on the California Construction Cost Index adjustment for the year the permit is issued.~~

- 2. The Fire Marshal shall: (a) review the building permit, plans and building permit valuation at the time of the building permit application submittal; and (b) review the building permit, any applicable building permit application and plans upon any change in scope of work or modification to the building permit application to determine if the building permit ~~meets any of the above valuation of the proposed work and all work completed on the building for all active building permits exceeds the adjusted \$120,000~~ thresholds.
- 3. If the ~~building permit valuation proposed project~~ exceeds ~~the one or more~~ thresholds, the Fire Marshal shall require installation of a fire sprinklers per this chapter prior to approval of the building permit or final inspection.

15.06.050 EXEMPTIONS AND WAIVERS.

- A. All 1- and 2-family dwellings and detached utility (“U” occupancy) buildings are exempted from the requirements ~~of this chapter to install automatic fire sprinkler systems and~~. All residential projects that are exempted by Stat law are also exempted from the requirement to install automatic sprinkler systems.
- B. The Fire Chief may grant exemptions for the automatic fire sprinkler systems requirements for new construction by placing such conditions upon construction and/or use of the building so as to reduce the fire risk to a diminished level and by making a finding that the use of structure would present low or no fire risk. Examples:
 - 1. Portable fire extinguisher or Class 2 standpipe installation;
 - 2. Providing 1-hour resistive occupancy separation for equipment rooms;
 - 3. Sprinklers undesirable because of nature of the contents in the room/area, the items being noncombustible or not exposed to other rooms/areas.

15.06.060 ANNUAL INSPECTION AND MAINTENANCE.

- A. The owner of any building in which automatic fire alarm systems or fire sprinkler systems have been installed shall have the systems inspected and maintained per NFPA 25 and shall provide a report of the inspection to the Fire Chief.

15.06.070 FIRE MONITORING ALARM SYSTEM- REQUIRED.

- A. A state-of-the-art fire monitoring alarm system is required for all building remodels and additions, regardless of size. The new fire monitoring alarming system shall be installed throughout the entire building, regardless of the size of the remodel or addition(s).

15.06.080 FIRE ALARM SYSTEMS DEFINED AND REQUIRED.

- A. **FIRE ALARM SYSTEM** means all devices, controls, and circuits, together with the energy necessary to sound the alarm, electrically supervise the system, and activate the alarm bells, trouble bells or trouble signals.
- B. Every new building shall have installed an approved, automatically operated fire alarm system designed to warn all occupants simultaneously. In addition, the Fire Chief may require that this system be monitored in the manager's quarters and/or by a supervising station as defined in NFPA 72. The Fire Chief may also require the installation of a manually operated fire alarm system.
- C. All required fire alarm systems shall be installed in accordance with NFPA 72.
- D. Exceptions to this section are all "U" occupancies. These exceptions do not apply to 1- and 2-family dwellings within a building that otherwise requires an alarm system (i.e., commercial occupancy below a dwelling).

15.06.090 VIOLATIONS.

Failure to comply with the requirements of this chapter is hereby declared to be unlawful and a public nuisance, and shall be subject to the remedies and penalties established by Chapter 6.12.

Section 4. 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 5. 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 foregoing Ordinance was introduced by Councilmember _____ at a regular meeting of the City Council of the City of Fort Bragg held on November 10, 2025 and adopted at a regular meeting of the City of Fort Bragg held on _____, 2025, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**
- RECUSED:**

Jason Godeke, Mayor

ATTEST:

Diana Paoli
City Clerk

PUBLISH: November 13, 2025 and December 4, 2025 (by summary)
EFFECTIVE DATE:



CITY OF FORT BRAGG

Incorporated August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437
Phone: (707) 961-2827 Fax: (707) 961-2802
www.FortBragg.com

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, November 10, 2025, 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:

An Ordinance to Amend “Chapter 15.06 Automatic Fire Sprinkler and Alarm Systems” of the Fort Bragg Municipal Code to Amend the Requirements for the Installation of Automatic Fire Sprinkler and Automatic Fire Alarm Systems In New Buildings and Remodels

Public Comment regarding this Public Hearing may be made in any of the following ways: (1) Emailed to cityclerk@fortbragg.com (2) Written comments delivered to City Hall, 416 N. Franklin Street before 2:00 PM on the day of the meeting; or (3) Verbal comments made during the meeting, either in person at Town Hall or virtually using Zoom if a Zoom link is provided at the time of agenda publication. Comments received via email will be provided to the City Council and reflected in the packet. Comments will not be read verbally at the meeting. All comments received after 2:00 PM on the day of the meeting will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, exempt comments are those in an unrecognized file type or too large to upload to City Agenda software.

Staff reports and other documents that will be considered by City Council will be made available for review on the City’s website: <https://cityfortbragg.legistar.com/Calendar.aspx>, at least 72 hours prior to the City Council meeting, and are also available for review and/or copying during normal office hours at Fort Bragg City Hall, 416 N. Franklin Street. To obtain more information, please contact the City Clerk, via email at cityclerk@fortbragg.com. At the conclusion of the public hearing, the City Council will consider a decision on the above matter.

Dated: 10/16/2025

Diana Paoli, City Clerk

PUBLICATION DATE: October 30, 2025

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 notice to be posted in the City Hall Notice case on or before October 30, 2025.

Diana Paoli, City Clerk



CIUDAD DE FORT BRAGG

Incorporado August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437

Teléfono: (707) 961-2827 Fax: (707) 961-2802

www.FortBragg.com

AVISO DE AUDIENCIA PÚBLICA

SE NOTIFICA que el Ayuntamiento de Fort Bragg celebrará una audiencia pública en sesión ordinaria a las 18:00 h, o tan pronto como se trate el asunto, el lunes 10 de noviembre de 2025 en el Ayuntamiento, esquina suroeste de las calles Main y Laurel (363 N. Main Street), Fort Bragg, California 95437. La audiencia pública tratará el siguiente tema:

Ordenanza para modificar el “Capítulo 15.06 Sistemas automáticos de rociadores y alarmas contra incendios” del Código Municipal de Fort Bragg para modificar los requisitos para la instalación de sistemas automáticos de rociadores y alarmas contra incendios en edificios nuevos y remodelados.

Los comentarios públicos sobre esta Audiencia Pública se pueden hacer de cualquiera de las siguientes maneras: (1) Enviar por correo electrónico a cityclerk@fortbragg.com (2) Los comentarios escritos se entregan al Ayuntamiento, 416 N. Franklin Street antes de las 2:00 p. m. del día de la reunión; o (3) Los comentarios verbales se hacen durante la reunión, ya sea en persona en el Ayuntamiento o virtualmente usando Zoom si se proporciona un enlace de Zoom en el momento de la publicación de la agenda. Los comentarios recibidos por correo electrónico se proporcionarán al Ayuntamiento y se reflejarán en el paquete. Los comentarios no se leerán verbalmente en la reunión. Todos los comentarios recibidos después de las 2:00 p. m. del día de la reunión se convertirán en una parte permanente del paquete de la agenda el día después de la reunión o lo antes posible; los comentarios exentos son aquellos en un tipo de archivo no reconocido o demasiado grande para cargarlo al software City Agenda.

Los informes del personal y demás documentos que el Ayuntamiento considerará estarán disponibles para su revisión en el sitio web de la Ciudad: <https://cityfortbragg.legistar.com/Calendar.aspx>, al menos 72 horas antes de la reunión del Ayuntamiento, y también estarán disponibles para su revisión o copia durante el horario de oficina habitual en el Ayuntamiento de Fort Bragg, 416 N. Franklin Street. Para obtener más información, comuníquese con el Secretario Municipal por correo electrónico a cityclerk@fortbragg.com. Al finalizar la audiencia pública, el Ayuntamiento considerará una decisión sobre el asunto mencionado.

Fecha: 16/10/2025

Diana Paoli, Secretaria Municipal

FECHA DE PUBLICACIÓN: 30 de octubre de 2025

ESTADO DE CALIFORNIA)
) artículos.
CONDADO DE MENDOCINO)

Declaro, bajo pena de perjurio, que soy empleado de la Ciudad de Fort Bragg y que hice que este aviso se publicara en la caja de Avisos del Ayuntamiento el 30 de octubre de 2025 o antes.

Diana Paoli, Secretaria Municipal



City of Fort Bragg

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

Text File

File Number: 25-468

Agenda Date: 11/10/2025

Version: 1

Status: Second Reading

In Control: City Council

File Type: Ordinance

Agenda Number: 7C.

Receive a Report, Hold a Public Hearing, and Introduce, By Title Only, and Waive Further Reading of Ordinance xxxx-2025 Amending Title 6 Health and Sanitation to Add Chapter 6.30 "Vacant Buildings and Lots" to the Fort Bragg Municipal Code, Establishing a Vacant Commercial Building Program and Providing for the Registration, Maintenance, and Monitoring of Vacant or Abandoned Commercial Buildings



CITY COUNCIL STAFF REPORT

TO: City Council

DATE: November 10, 2025

DEPARTMENT: Community Development/Administration

PREPARED BY: Isaac Whippy, City Manager

PRESENTER: Isaac Whippy, City Manager

AGENDA TITLE: Receive a Report, Hold a Public Hearing, and Introduce, By Title Only, and Waive Further Reading of Ordinance xxxx-2025 Amending Title 6 Health and Sanitation to Add Chapter 6.30 "Vacant Buildings and Lots" to the Fort Bragg Municipal Code, Establishing a Vacant Commercial Building Program and Providing for the Registration, Maintenance, and Monitoring of Vacant or Abandoned Commercial Buildings

RECOMMENDATION

Staff recommends that the City Council:

1. Introduce Ordinance No. XXXX-2025 by title only, and waive further reading.
2. Adopt a Resolution establishing regulatory fees for the VBCL Program (annual registration and monthly monitoring).
3. Provide direction on complementary vacancy-reduction strategies (code-enforcement focus, temporary activation tools, and longer-term options such as a potential vacancy-tax framework for future exploration).

BACKGROUND

Downtown Fort Bragg and our commercial corridors are essential to the City's economic health and community identity. A growing number of storefronts have remained vacant or underused for extended periods, affecting pedestrian activity, neighboring business performance, tax revenues, and overall investor confidence. Unmaintained sites can also generate nuisance conditions and draw on City resources.

Best practices from other California jurisdictions include vacancy registries, temporary activation programs, targeted incentives, and—in some cities—voter-approved vacancy taxes. In early 2025, the Community Development Committee asked staff to return with a local program tailored to Fort Bragg's scale and needs.

DISCUSSION AND ANALYSIS

The Vacant Commercial Building Program represents a proactive approach to keeping Fort Bragg’s business districts secure, attractive, and economically resilient. Following review of the draft framework, the Community Development Committee recommended adoption of a vacancy and underutilization program that prioritizes property maintenance, owner accountability, and opportunities for temporary activation. The Committee further recommended that the program initially focus on vacant commercial buildings and occupied units within commercial zones—deferring inclusion of vacant lots until the program is fully established and its effectiveness can be evaluated.

1. What the proposed ordinance does (Ordinance No. 1019-2025)

The proposed ordinance adds Chapter 6.30, “Vacant and Underutilized Buildings and Lots,” to the Fort Bragg Municipal Code. The ordinance applies to properties located within the Central Business District and other commercial zones citywide and establishes a framework for registration, maintenance, and monitoring of vacant and underutilized commercial properties.

Property owners must register any vacant or abandoned commercial buildings, units, or lots within 30 days of qualifying, with an accelerated timeline of 10 days when a condition poses an imminent threat to public health or safety.

- **Vacant or Abandoned:** Includes properties unoccupied for more than 90 consecutive days, or those exhibiting nuisance conditions, multiple code violations,
- **Registration and fees (6.30.30.C):** Owners must provide the required property and contact information and pay an annual registration fee, as established by City Council resolution. Properties that are re-occupied before the payment deadline will be removed from the registry.

- **Maintenance and monitoring (6.30.40):** Registered property owners are required to maintain their buildings or lots in a clean, secure, and orderly condition. Obligations include posting required signage with 24-hour local contact information, conducting and submitting monthly inspection reports, keeping structures secured against unauthorized entry, removing graffiti within 72 hours, maintaining storefront windows and façades in good repair, carrying current fire and liability insurance, and paying a monthly monitoring fee as established by City Council resolution.

Signage Requirements: Signs must be no smaller than 18 inches by 24 inches, with text legible from at least 45 feet.

- a) **No Trespassing Sign:** Must meet City standards and comply with California Penal Code § 602 for enforcement purposes.
- b) **Contact Information:** Must display the property owner’s or authorized local agent’s name and a 24-hour phone number or email address for inquiries or to report issues.

- c) **Property Status Signage:** Must clearly indicate the property’s condition or availability, such as:
 - a. “UNDER MAINTENANCE — NOT AVAILABLE FOR SALE, LEASE, OR RENT,” or
 - b. “AVAILABLE — FOR SALE/LEASE/RENT” (if the property is actively being marketed).
- d) **Prohibited Signage:** Signs may not misrepresent the property’s status or availability. Property owners are not required to advertise availability unless the property is actively for sale or lease.

• **Temporary activation (6.30.50):** The Community Development Director may authorize short-term activations through a streamlined permit process for up to three months, with possible extensions. Examples include pop-up retail, art exhibits, and nonprofit programming that enhance aesthetics, deter nuisance activity, and help market vacant spaces. For the duration of a temporary activation, the property will not be considered Vacant or Abandoned and therefore not be subject to the monthly monitoring requirements, but such status will return immediately following the cessation of the temporary activation

• **Enforcement (6.30.60):** The ordinance authorizes administrative citations and fines, cost recovery and liens under Government Code §38773.5, criminal penalties for serious violations, and equitable relief. All responsible parties share joint and several liability for compliance.

• **Hardship waivers (6.30.70):** The City Manager may grant hardship waivers of fees upon a verified showing of financial hardship and good cause. Approved waivers may apply to cumulative monitoring fees but not to the initial registration fee. Properties receiving a waiver must still register and provide current owner and marketing information to ensure the City can maintain accurate contact and compliance records.

As an incentive, properties subject to active marketing of their property—consistent with the standards established by the Community Development Director—may qualify for a temporary waiver of the monthly monitoring fee during the verified marketing period. This approach encourages good-faith efforts to re-occupy or lease vacant properties while maintaining accountability and transparency.

This hardship provision is distinct from the automatic fee relief granted during periods of active construction, rehabilitation, or approved temporary activation under Sections 6.30.40 and 6.30.50.

2. Program Implementation and Fee Structure

Under the Community Development Department, the City has recently contracted with 4LEAF, Inc. to assist with implementation and enforcement of the Vacant and Underutilized Buildings and Lots Ordinance. 4LEAF will provide inspection and compliance

monitoring services in coordination with Community Development Department (CDD) staff. As the City currently does not have a dedicated Code Enforcement Officer, program enforcement will be managed collaboratively by CDD staff and 4LEAF under the direction of the City Manager and Community Development Director.

Program Stages (Post 90 days)

Stage	Trigger	Requirements	Timeframe	Fee
1. Education & Outreach	Property identified as non-compliant (no Notice of Default)	Correct violations, meet standards	30 days	None
2. Mandatory Registration	Failure to comply within 30 days or Notice of Default recorded	Submit application, post signage, inspect monthly, file reports	Ongoing until compliance	\$100/year + \$150/month Monitoring
3. Active Maintenance	While property remains vacant or abandoned	Maintain property & grounds, secure structures	Continuous	Included in fee

The annual \$100 registration and \$150/month monitoring fee recovers program costs such as appointment time, inspections, notices, reports to property owner without burdening the General Fund. Relief provisions, hardship waivers, and allowances for owners outside Mendocino County (who must appoint a local agent) ensure fairness and flexibility.

Fee Resolution (Cost Recovery)

The proposed fees are structured to make the program self-sustaining, ensuring that administrative and enforcement costs are recovered through user fees rather than subsidized by the General Fund. Fee revenues will reimburse the City for actual staff and consultant time associated with property inspections, compliance verification, owner notifications, and enforcement activities.

To ensure fiscal neutrality, staff recommends adoption of a companion fee resolution concurrent with the ordinance:

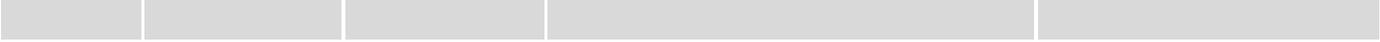
- Annual Registration Fee (per property/unit/lot): \$100
- Monthly Monitoring Fee (per building/unit): \$150
- Vacant lot monitoring may be added later by Council direction at a distinct rate.

These fees reflect the estimated time required for inspections, recordkeeping, correspondence, and compliance tracking (see attachment). The ordinance also provides flexibility through hardship waivers and temporary activation provisions, allowing relief for property owners who demonstrate financial hardship or active efforts to lease, market, or improve their properties—while maintaining accountability and supporting downtown revitalization goals.

3. How Fort Bragg’s Proposed Registry Compares to Other Cities

Fort Bragg’s proposed program requires mandatory registration for all commercial buildings and lots vacant for 90 days or more, regardless of maintenance condition. Owners must submit registration information, pay annual fees, and comply with maintenance and security standards until the property is re-occupied or actively in use. This ensures consistent oversight of all vacant properties while still allowing hardship waivers in limited circumstances.

City	Mandatory Registration?	Vacancy Threshold	Registration Fee	Notes
Willits	Yes	90 days	\$100 first year; \$200 second year; \$1,000 third year; \$2,000 fourth and beyond	Escalating fee structure to discourage prolonged vacancy; enforced through Code Enforcement.
Ukiah	Yes	Broad (abandoned or distressed)	\$150 flat fee for property registration; \$500 annual monitoring	Applies to both commercial and residential properties; includes ongoing inspection, maintenance, and contact posting requirements.
Clearlake	Yes	30 days; registration required within 10 days	Initial: \$100 + \$12.50/month until renewal; Renewal: \$250 + \$200/month monitoring	Requires monthly inspections, signage, and upkeep; part of a broader property maintenance enforcement program.
Fortuna	Yes	60 days	\$150 annual registration	Applies to both residential and commercial properties; includes inspection and maintenance obligations; annual renewal required.
Healdsburg	Yes	90 days	\$250 annual registration	Commercial-only focus; registration includes maintenance standards and code compliance verification; monitored by Planning Department.
Fort Bragg (Proposed)	Yes	90 days	\$100 annual registration + \$150 monthly monitoring (set by resolution)	Applies to vacant and underutilized commercial properties; includes monthly inspections, signage, hardship waivers, and temporary activation provisions.



4. Complementary Strategies (Council Direction Requested)

To support implementation of the ordinance and further reduce long-term vacancies, staff is seeking Council direction on several complementary strategies:

- **Code Enforcement Focus:** Strengthen enforcement of existing nuisance standards for vacant or underutilized properties. Consider targeted code amendments to address maintenance issues such as exterior lighting, window coverings, and the prolonged use of papered or boarded windows outside of active permits.
- **Temporary-Use Flexibility:** Explore modifications to the Limited Term Permit program to allow 90–180-day activations for temporary uses, such as pop-ups or art installations. Streamlined, low-fee approvals would encourage creative short-term occupancy and keep storefronts active during tenant transitions.
- **Targeted Incentives:** Evaluate the feasibility of offering small matching grants like the fascade improvement grant for limited improvements—such as display lighting, signage, or minor interior fit-outs—to help activate vacant spaces. Any such program must comply with prevailing wage and gift-of-public-funds requirements and would be subject to City Attorney review.
- **Long-Term Policy Tool (Discussion Only):** A commercial vacancy tax could be considered as a future ballot measure to encourage timely leasing or activation of persistently vacant properties. While not recommended for immediate action, staff could further study this option and return to Council for discussion if there is interest.

CONSISTENCY

This proposed program directly supports multiple adopted City priorities, including:

- **2025–2028 Strategic Plan – Economic Development Goal:** Revitalize the Central Business District by reducing vacancies and encouraging active use of commercial spaces.
- **City Council Goal – Downtown Vitality:** Improve the pedestrian experience, strengthen the business climate, and attract investment by addressing visible vacancies.
- **Public Safety and Quality of Life Initiatives:** Reduce vandalism, illegal dumping, and nuisance activity in vacant properties, thereby improving neighborhood appearance and safety.

GENERAL PLAN

LAND USE ELEMENT

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

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

Goal LU-4 Promote the economic vitality of the City’s existing commercial areas.

COMMUNITY DESIGN ELEMENT

Policy CD-1.4 Property Maintenance and Nuisances: Ensure that properties are well maintained and nuisances are abated.

Program CD-1.4.1: Continue to implement and enforce the City’s nuisance abatement ordinance, and update it, as necessary, to ensure that property values are maintained throughout the City.

Program CD-1.4.2: Provide Code enforcement for immediate health and safety violations in conjunction with the building inspection process.

Goal CD-2 Preserve the Central Business District as the commercial, civic, historic, and cultural center of the community.

Policy CD-2.2 Pedestrian Activity: Encourage increased pedestrian movement and activity in the Central Business District.

Policy CD-2.3 Economic Vitality: Continue to support the economic diversity and vitality of downtown businesses.

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.

By focusing on commercial zones, this ordinance targets the most visible and economically critical areas of Fort Bragg, ensuring a cleaner, safer, and more vibrant downtown for residents, visitors, and investors.

FISCAL IMPACT

The proposed fee structure—\$100 annual registration and \$150 monthly monitoring—is designed to recover the City’s direct costs for administering the Vacant Building and Lot Commercial (VBLC) Program, including inspections, compliance monitoring, and enforcement. No General Fund subsidy is anticipated for ongoing operations.

Under the Community Development Department, the City has contracted with 4Leaf, Inc. to assist with implementation and inspections due to the current vacancy of the Code Enforcement Officer position. These fees will reimburse the City for actual staff and consultant time spent on site inspections, file administration, owner notifications, and compliance verification. As the program matures, staff may recommend adjustments to ensure continued cost recovery and fairness.

Implementation will also require initial staff time from the City Manager’s Office, Community Development, Finance and Economic Development Departments to establish program procedures, conduct outreach, and coordinate enforcement. Estimated one-time staff commitments for the first year include:

- **Program Setup & Ordinance Implementation:** ~20–30 hours (City Manager’s Office, Community Development, 4Leaf) for ordinance finalization, outreach, staff training, and property inventory.
- **Storefront Activation Program Development:** ~20–30 hours (Economic Development) for program design, stakeholder engagement, and fiscal analysis.
- **Vacancy Tax Feasibility Study:** ~25–35 hours (City Manager’s Office & City Attorney) for legal review, comparative research, and strategy development.

These initial setup costs will be absorbed within existing department workloads (excluding City Attorney review time). Once operational, the program’s regulatory fees will provide sustainable cost recovery for inspections, monitoring, and enforcement without reliance on the General Fund.

To improve efficiency and transparency, the City will explore integrating the Vacant Property Registry into its Accela permitting and code enforcement platform, enabling automated tracking, billing, and compliance management across departments. Code Enforcement and Community Development staff will coordinate closely with the Finance Department to ensure accurate billing, collection, and reconciliation of monitoring fees and waivers.

Annual fee updates and program cost recovery adjustments will be brought forward to the City Council as part of the City’s Master Fee Schedule review to maintain fiscal accountability and alignment with actual program expenses.

IMPLEMENTATION/TIMEFRAMES:

Vacant Registry Commercial Program

Milestone	Target Date	Action
Ordinance Introduction	Nov 10, 2025	City Council considers and introduces the ordinance for first reading
Ordinance Adoption	Nov 24, 2025	Council adopts the ordinance
Ordinance Effective Date	December 24, 2025	Ordinance takes effect 30 days after adoption.

Milestone	Target Date	Action
Program Materials Finalized	By January, 2026	Finalize application packets, inspection forms, and program guidelines.
Staff Training	By Dec-January 2026	Train Community Development staff in coordination with 4Leaf on program requirements, forms, and tracking procedures.
Public Outreach Launch	Dec-February 2026	Announce program via press release, City website, social media, and direct mail to commercial property owners.
Initial Compliance Inspections	March 2026	Begin inspections to identify non-compliant properties in commercial zones.
Notices of Violation Issued	As inspections identify non-compliance	Provide a 30-day compliance period to correct violations before the registration requirement applies.
First Mandatory Registrations	March-April 2026	Registration begins for properties not brought into compliance or with recorded Notices of Default.
Ongoing Program Monitoring	June 2026 and ongoing	Monthly reporting and inspections per program requirements.

This phased approach allows adequate time for public education, voluntary compliance, and staff readiness before the enforcement and registration components of the program take effect.

COMMUNITY ENGAGEMENT

In July and August 2025, the City conducted a public survey (attached) to gather input on how best to address vacant commercial properties. Of the 55 respondents, 88% supported the City taking action—such as creating a registry program, implementing a vacancy tax, and offering incentives to property owners. Respondents identified their top priorities as improving aesthetics, strengthening enforcement, and encouraging temporary activation of vacant spaces.

ATTACHMENTS

- Draft Ordinance No. xxxx-2025
- Resolution
- Fees Calculation
- Survey – Business Owners
- FAQ's
- Zoning Map

- NOPH

NOTIFY ME

Downtown Merchant Group

Economic Development

Community Development

**AN ORDINANCE AMENDING TITLE 6 HEALTH AND
SANITATION TO ADD CHAPTER 6.30 “VACANT
BUILDINGS AND LOTS” TO THE FORT BRAGG**

**MUNICIPAL CODE, ESTABLISHING A VACANT
COMMERCIAL BUILDING PROGRAM AND
PROVIDING FOR THE REGISTRATION,**

**MAINTENANCE, AND MONITORING OF VACANT OR
ABANDONED COMMERCIAL BUILDINGS**

ORDINANCE NO. XXXX-2025

WHEREAS, Downtown Fort Bragg is the heart of our community and a key driver of the local economy; and

WHEREAS, an increasing number of commercial spaces in the Central Business District (CBD) and throughout the City have sat vacant or underused, sometimes for many years; and

WHEREAS, long-term vacancies affect the pedestrian experience, reduce business for neighboring stores, reduce tax revenue, deter investment, and give the impression of economic stagnation/decline; and

WHEREAS, unmaintained properties can also create public safety concerns, attract vandalism or illegal dumping, and place additional demands on City resources; and

WHEREAS, other California cities have addressed these challenges through measures like vacancy registries, vacant property taxes, temporary activation programs, and small business incentives; and

WHEREAS, these tools aim to keep downtown areas vibrant, encourage the reuse of empty spaces, and reduce blight; and

WHEREAS, the project is exempt from CEQA, per the provisions of Sections 15061(b) (3) the commonsense exemption; and

Section 1. Legislative Findings. The City Council finds and declares:

1. Downtown Fort Bragg and other commercial areas are vital to the community’s economic, social, and cultural health.
2. Vacant or abandoned commercial buildings and lots, when unmaintained, constitute a public nuisance and create conditions that attract vandalism, illegal

dumping, criminal trespassing, and other immediate public safety and health hazards. The presence of unmaintained vacant commercial buildings and lots in the Central Business District directly undermines coastal aesthetics and the City's efforts to promote a world-class tourist and visitor experience.

NOW, THEREFORE, the City Council ordains as follows:

Section 2. Chapter 6.30 “Vacant Buildings and Lots” is hereby added to Title 6 “Health and Sanitation” of the Fort Bragg Municipal Code as follows:

- 6.30 VACANT BUILDINGS AND LOTS
- 6.30.10 Purpose
- 6.30.20. Definitions
- 6.30.30. Vacant Commercial Building and Lot Registration Requirements
- 6.30.40. Maintenance and Monitoring Requirements
- 6.30.50. Temporary Activation
- 6.30.60. Enforcement
- 6.30.70. Hardship Waivers
- 6.30.80 Administrative Regulations and Delegation

CHAPTER 6. 30 VACANT BUILDINGS AND LOTS

6.30.10 PURPOSE

The purpose of establishing a Vacant Commercial Building & Lot Program is to: encourage timely re-occupancy of commercial properties; require active maintenance of vacant properties; support business attraction and downtown vitality; and recover costs for monitoring and enforcement.

6.30.20 DEFINITIONS

For this chapter 6.30, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

OWNER . an “Owner” shall mean any person, entity, partnership, corporation, trust, or their legal representative holding record title to real property, and shall include any Beneficiary, Trustee, mortgagee, or other party with a legal or equitable interest in the property that has initiated foreclosure proceedings or acquired the property through foreclosure.

VACANT OR ABANDONED. A building, commercial unit within a building, or lot shall be defined as Vacant or Abandoned if it (1) is unoccupied and unsecured; or (2) unoccupied and secured by boarding or other similar means; or (3) is unoccupied and is subject to a nuisance condition set forth in Fort Bragg Municipal Code Section 6.12.040; or (4) is unoccupied and has multiple code violations; or (5) has been unoccupied for over 90 consecutive days. Notwithstanding the foregoing a building shall not be considered Vacant or Abandoned if any of the following apply:

- (1) There is a valid building permit for repair, rehabilitation, or construction of a building on the parcel and the owner completes the repair, rehabilitation, or construction within one year from the date the initial permit was issued.
- (2) The building, or relevant commercial unit therein, complies with all codes, is ready for occupancy, and is actively being offered for sale, lease, or rent.
- (3) The building, or relevant commercial unit therein, complies with all codes and is undergoing a probate process that does not exceed two years from the date of the decedent's death. Upon expiration of the two-year period, the building shall become subject to the requirements of this Chapter.
- (4) For the duration of a temporary activation pursuant to Section 6.30.40. Upon cessation, termination, or closure of the temporary activation a building shall become subject to the requirements of this Chapter.

6.30.30 VACANT COMMERCIAL BUILDING AND LOT REGISTRATION REQUIREMENTS

- A. **Notice of Violation:** Whenever an Enforcement Officer, as defined in Section 6.12.015 of this Municipal Code, has probable cause to believe, based upon inspection, complaint, or report, that a building, or relevant commercial unit therein, or a lot located within the Central Business District and other Commercial zones within the City is Vacant or Abandoned and has not been registered as required by this Chapter or otherwise finds that a provision of this Chapter has been violated, the Enforcement Officer shall notify the Owner(s) in writing of the violation. The notice of violation, shall be served on the Owner(s) as determined by the current equalized assessment roll or the supplemental roll or title report obtained by the City. The Owner(s) shall be provided 30 days to correct violations.
- B. **Mandatory Registration:** It is mandatory for all Owners of Vacant or Abandoned buildings, commercial units within buildings, or lots located in the Commercial zones of the City of Fort Bragg to register the building, unit, or lot in the City's Vacant Commercial Building and Lot Program, within 30 days after it has become Vacant or Abandoned.

Exception for Immediate Hazard:

If City staff determines that a Vacant or Abandoned building presents an imminent threat to public health, safety, or welfare—including, but not limited to, evidence of transient intrusion, illegal occupancy, or other hazardous conditions—the Community Development Director ("Director") or their designee may require registration and compliance within a shorter timeframe, not to exceed ten days from the date of notice.

- C. **Registration Fee:** The Owner shall pay an annual registration fee, which shall be due when the Owner submits the registration form to the City and every anniversary thereafter each year the building or lot remains Vacant or Abandoned. If the Owner rents the building to a tenant who occupies the premises in a manner that complies with all provisions of state and local law prior to the registration payment deadline, the building shall be removed from the City's registry. The fee shall be established by separate Resolution of the City Council.
- D. **Required Registration Information:** The Owner of a Vacant or Abandoned building, unit, or lot is required to provide the following information to the City:
 1. Owner(s) details and contact information.

2. The name, mailing address, and 24-hour contact information of designated local agents or responsible parties who will maintain the building or lot, if the Owner resides outside Mendocino County. The Owner shall also provide proof of the required on-site posting displaying the agent's name and contact information in a location clearly visible from the public right-of-way.
3. Description of property condition.
4. Methods by which the Owner has secured the building or lot against unauthorized entry.
5. A statement of the Owner's intended use and plans for the building or lot, including details of any active marketing for sale or lease, such as the listing broker or agent, listing date, asking price or rent, and copies of current listing agreements or advertisements, if the Owner seeks an Active Marketing Waiver. □ Statement of fire and liability insurance coverage of the building or lot, □ Such other information as the City may require.
6. Lender Trustee Name, street address, and 24-hour contact information for the current Beneficiary, Trustee, or loan servicing company, if a Notice of Default has been recorded against the property.
7. Such other information as the City may require.

6.30.40. MAINTENANCE AND MONITORING REQUIREMENTS

Upon Registration in the Vacant Commercial Building and Lot Program, Owners are obligated to do all the following:

1. Post signage that is no less than 18" x 24", with text legible from 45 feet, listing the owner's authorized local agent and 24-hour contact phone number. The signage must contain the clear headers: "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL".
2. Maintain the building or lot including interior, grounds, and landscaping in compliance with City Nuisance and Building Codes and all applicable state or local law and regulations.
3. Remove trash and debris as necessary to maintain the property free of nuisance, and completely remove or obscure all graffiti, tagging, or similar markings within 72 hours of discovery or notification by the City.
4. Conduct monthly inspections and submit monthly reports to the City in a format approved by the Director.
5. Keep any structures on the property free and secure from unauthorized persons. If protective boarding is necessary, it shall comply with the following minimum standard: exterior-grade plywood of minimum 3/4 inch thickness, secured with non-removable hardware (e.g., carriage bolts), and painted with exterior-grade paint that matches the exterior color of the building.
6. Maintain storefront windows in good repair; if ground-floor retail, keep interiors visibly clean from the street (e.g., free from items stored on the premises).
7. Maintain current fire and liability insurance coverage as required by the City of Fort Bragg. The policies require advance, written notice to the Community Development Director in the event of cancellation or reduction of coverage.
8. Pay to City a monitoring fee which shall be due on the first of every month the building or lot remains registered as Vacant or Abandoned in the Vacant Commercial Building and Lot Program and is not subject to Temporary Activation pursuant to Section 6.30.50. The fee shall be established by separate Resolution of the City Council.

6.30.50. TEMPORARY ACTIVATION

- A. **Purpose.** The primary purpose of Temporary Activation is to enhance the appearance, safety, and pedestrian activity of the Central Business District by utilizing otherwise Vacant or Abandoned storefronts or spaces for short-term, seasonal, or special-purpose uses. Temporary Activations are intended to deter nuisance activities such as graffiti, vandalism, and unauthorized entry while contributing positively to downtown vibrancy and community aesthetics.
- B. **Authorization.** Temporary Activations shall be subject to review and approval by the Community Development Director or their designee. The Director is authorized to implement a streamlined, low-fee permit or administrative approval process for temporary activities that enhance aesthetics, promote community engagement, or otherwise benefit the public, consistent with the intent of this Chapter.
- C. **Duration and Eligibility.** Owners may temporarily activate a Vacant or Abandoned building, storefront, or lot for short-term, seasonal, or special-purpose tenants for a period not to exceed three months per activation, unless an extension is approved by the Director.
- D. **Permit and Registration Requirements.**
1.

Applicants may be required to obtain a Limited Term Permit, Encroachment Permit, or other applicable City authorization, depending on the nature of the activity.
 2. All short-term, seasonal, or special-purpose tenants must register with the City prior to commencing operations to determine the necessary permits and fees.
 3. The Property Owner shall remain fully responsible for:
 - a) The initial registration of the Vacant or Abandoned property;
 - b) Payment of the Annual Registration Fee; and
 - c) Compliance with all maintenance standards set forth in Section 6.30.40.
- E. **Conditions of Approval.** The Director may impose reasonable conditions to ensure the temporary activation remains compatible with surrounding uses, maintains public safety, and advances the goals of this Chapter.
- F. **Reversion to Vacant Status.** Upon cessation, termination, or expiration of the Temporary Activation, the property shall automatically revert to Vacant or Abandoned status and become subject to all registration and monitoring requirements of this Chapter.

6.30.60. ENFORCEMENT

- A. **Remedies.** Owner(s) that fail to register, fail to maintain their building or lot, or violate any provision of this Chapter shall be guilty of a public nuisance and may be subject to any combination of the following remedies:
1. Administrative Penalties and Fines: Imposition of administrative penalties and fines established by Resolution, including late fees for failure to register, pursuant to the City's administrative citation procedure.

2. **Cost Recovery and Liens:** The City may recover all costs incurred for inspection, abatement, enforcement, and administrative activities associated with violations of this Chapter. Such costs shall be a personal obligation of the Owner(s) and may be collected through any lawful means, including but not limited to:
 - a) placement as a special assessment and lien against the property pursuant to Government Code §38773.5; and
 - b) recovery through civil action or small claims court.
 3. **Criminal Penalties:** Violations of this Chapter may be prosecuted as either an infraction or a misdemeanor, at the discretion of the City Attorney, consistent with Fort Bragg Municipal Code Chapter 1.12 and applicable State law.
 4. **Equitable Relief:** Pursuit of civil or equitable remedies, including injunctions to compel compliance.
- B. Joint and Several Liability.** All duties, responsibilities, and liabilities established under this Chapter shall be joint and several among all persons or entities meeting the definition of “Owner” under Section 6.30.20. This includes, but is not limited to, record title holders, beneficiaries, trustees, mortgagees, and other parties with legal or equitable interests in the property. The City may pursue enforcement, cost recovery, or civil action against any or all responsible parties to compel compliance or recover outstanding fees and costs

6.30.70. HARDSHIP WAIVERS

A hardship waiver of fees and charges required by this chapter, including the annual registration fee and monthly monitoring fee may be granted by the City Manager upon a showing of good cause and financial inability to pay. All Hardship Waivers are subject to a verification process and any adopted criteria for determining eligibility for this waiver. The City Manager shall have sole discretion for approving or denying all hardship waiver requests. The final determination of a hardship waiver request will be provided to the requester in writing and mailed to the address identified on the request.

A hardship waiver shall apply only to the cumulative monitoring fees, which represent the financial obligation for an owner claiming financial inability to pay. Properties approved for a hardship waiver shall still be required to register under this chapter to provide the City with up-to-date contact information and marketing details and to perform all other obligations set forth in Section 6.30.40. This Hardship Waiver is distinct from the waivers available for properties engaged in active marketing, construction, or activation pursuant to Section 6.30.20 and Section 6.30.50.

6.30.80 ADMINISTRATIVE REGULATIONS AND DELEGATION

The City Manager is authorized to adopt rules and regulations and to develop all related forms and/or other materials and take other steps as needed to implement this Chapter, and make such interpretations of this Chapter as necessary to achieve the purposes of this Chapter. The City Manager may delegate any authority within their discretion as deemed reasonably necessary.

Section 3. 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 4. 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 foregoing Ordinance was introduced by Councilmember _____ at a regular meeting of the City Council of the City of Fort Bragg held on November 10, 2025 and adopted at a regular meeting of the City of Fort Bragg held on _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Jason Godeke
Mayor ATTEST:

Diana Paoli
City Clerk

PUBLISH: DATE, 2025 and _____ (by summary).

RESOLUTION NO. 2025-___

RESOLUTION OF THE FORT BRAGG CITY COUNCIL ADOPTING REGULATORY FEES FOR THE VACANT COMMERCIAL BUILDING PROGRAM

WHEREAS, the City of Fort Bragg has conducted a comprehensive analysis of the costs reasonably borne in providing services related to the Vacant Commercial Building and Lot Program, including program administration, registration processing, inspection, monitoring, and enforcement activities; and

WHEREAS, the City seeks to ensure that the fees adopted herein recover the reasonable costs of providing such regulatory services, consistent with Article XIII B of the California Constitution, and to prevent the diversion of general tax revenues from essential community services; and

WHEREAS, the City has established a policy of recovering the full costs reasonably borne of providing special services and regulatory programs such that general taxes are not diverted from general services of a broad nature, and thereby utilized to subsidize unfairly and inequitably such special services and regulatory programs; and

WHEREAS, the regulatory fees established by this Resolution are designed solely to reimburse the City for the reasonable costs incurred in administering and enforcing the Vacant Commercial Building and Lot Program and are not imposed for general revenue purposes; and

WHEREAS, the fee and charge to be paid in connection with the vacant commercial building and lot program need be adopted so that the City might carry into effect its policies; and

WHEREAS, all legal prerequisites have occurred prior to the adoption of this resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF FORT BRAGG DOES RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The City Council finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

SECTION 2. The following fees are adopted:

Annual Mandatory Registration Fee: \$100.00

A mandatory fee due upon initial registration and annually thereafter. This fee is not eligible for waiver and serves as a cost-recovery mechanism for program administration.

Monthly Monitoring Fee: \$150.00

A recurring fee to recover inspection and monitoring costs. This fee may be waived at the discretion of the City Manager or their designee if the property becomes occupied, is actively marketed for sale or lease, or otherwise qualifies under an approved hardship or activation waiver.

SECTION 3. This Resolution may be interpreted by the City Manager and, should there be a conflict between the fee adopted by this Resolution and any other fee or charge, then the lower in dollar amount of the two shall be applied.

SECTION 4. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council of the City of Stanton hereby declares that it would have adopted this Resolution and each section, subsection, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 5. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

SECTION 6. This Resolution shall go into full force and effect immediately, but the individual fees shall become effective as provided by the applicable provisions of State Law.

SECTION 7. The City Clerk shall certify to the adoption of this Resolution.

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 ____ day of _____, 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

Jason Godeke
Mayor

ATTEST:

Diana Paoli
City Clerk

Fee Type

Annual Registration – Vacant Lots

Annual Registration – Vacant Buildings

Annual Registration – Vacant Buildings

MONITORING FEE

Monthly Monitoring Fee – All Vacant Properties

Task	Responsible Dept.	Est. Time (hrs)
Track down Property owner, Process application & enter into database	Code Enforcement	1
Review property compliance plan	Code Enforcement	0.15
Invoicing/Receivables	Finance	0.15
Initial site verification (drive-by or inspection)	Code Enforcement	0.5
Printing, mailing, and supplies	Code Enforcement	
		Pi
Track down Property owner, Process application & enter into database	Code Enforcement	1
Invoicing/Receivables	Finance	0.15
Review property compliance & security plan	Code Enforcement	0.75
Initial site inspection (walk-through)	Code Enforcement	0.75
Printing, mailing, and supplies	Code Enforcement	
		Pi
Site inspection & documentation	Code Enforcement	1.5
Update case file & database	Finance	0.3
Issue follow-up letters/notices	Code Enforcement	0.75
Printing, mailing, and supplies	Code Enforcement	
		Pi

Hourly Rate	Cost
\$ 60.51	\$ 60.51
\$ 60.51	\$ 9.08
\$ 58.79	\$ 8.82
\$ 60.51	\$ 30.26
	\$ 5.00

Actual Costs	<u>\$ 113.66</u>
Proposed Fee	\$ 100.00

\$ 60.51	\$ 60.51
\$ 58.79	\$ 8.82
\$ 60.51	\$ 45.38
\$ 60.51	\$ 45.38
	\$ 5.00

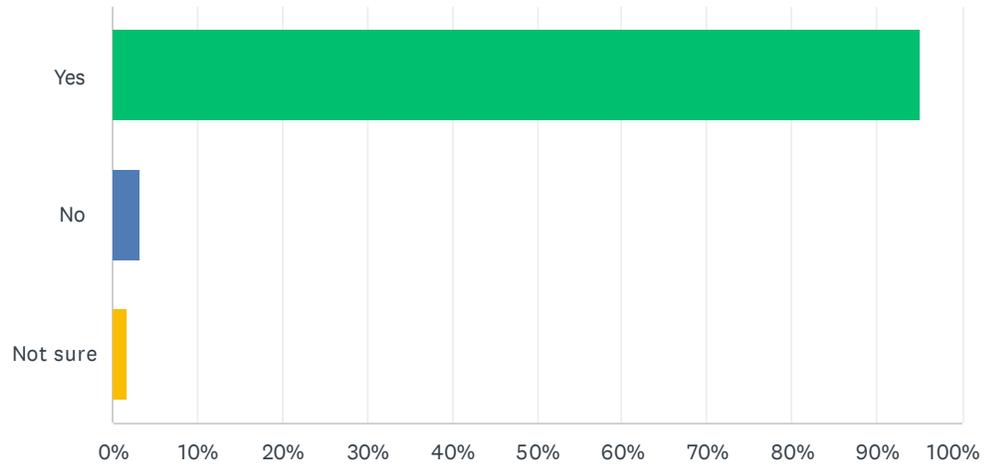
Actual Costs	<u>\$ 165.09</u>
Proposed Fee	\$ 150.00

\$ 60.51	\$ 90.77
\$ 58.79	\$ 17.64
\$ 60.51	\$ 45.38
	\$ 5.00

Actual Costs	<u>\$ 158.78</u>
Proposed Fee	\$ 150.00

Q1 Section 1: Community Perception Do you believe vacant storefronts and commercial buildings are a concern in Fort Bragg?

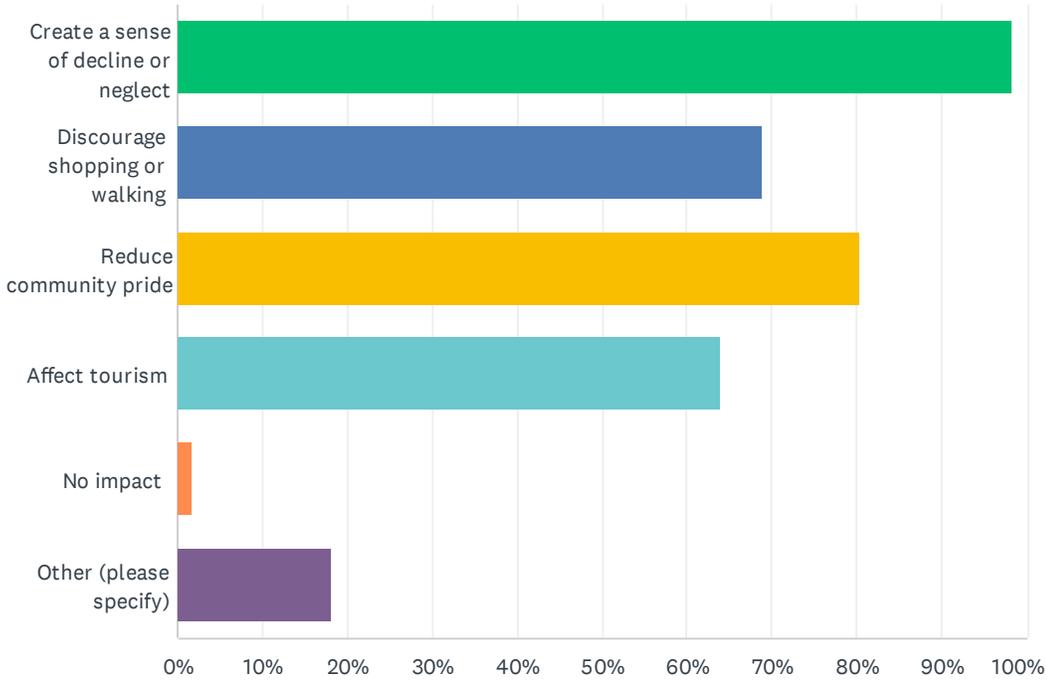
Answered: 61 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	95.08%	58
No	3.28%	2
Not sure	1.64%	1
TOTAL		61

Q2 How do vacant buildings impact your experience in Fort Bragg? (Select all that apply)

Answered: 61 Skipped: 0



ANSWER CHOICES	RESPONSES
Create a sense of decline or neglect	98.36% 60
Discourage shopping or walking	68.85% 42
Reduce community pride	80.33% 49
Affect tourism	63.93% 39
No impact	1.64% 1
Other (please specify)	18.03% 11
Total Respondents: 61	

#	OTHER (PLEASE SPECIFY)	DATE
1	Invokes sadness	8/5/2025 9:30 AM
2	Depressing	7/27/2025 11:56 AM
3	Make people think downtown is failing	7/27/2025 10:45 AM
4	Fire/ health hazards	7/27/2025 8:52 AM
5	Homeless camping in door ways of vacant properties and these spaces collecting trash and debris	7/26/2025 8:11 AM
6	store fronts with tenants should have posted and consistent hours to draw commerce	7/25/2025 3:01 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

	downtown	
7	they show a decline in our community	7/25/2025 1:03 PM
8	Feels unsafe	7/25/2025 11:42 AM
9	Create worry regarding the future of locally owned business	7/25/2025 11:27 AM
10	Demoralizes biz owners in the area. They need to feel energized and excited because that's what customers pick up on and spread the word about	7/25/2025 7:57 AM
11	Gradually ruins buildings near by with untreated mold and rodents.	7/24/2025 4:29 PM

Q3 Are there specific buildings or areas you think need attention?

Answered: 43 Skipped: 18

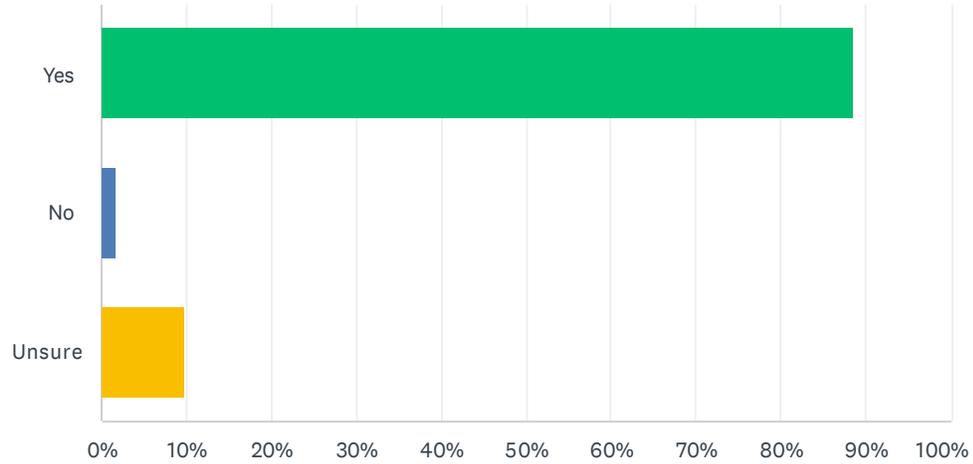
#	RESPONSES	DATE
1	Anything on Main Street.	8/13/2025 8:33 AM
2	Franklin street has several large vacant buildings.	8/11/2025 4:34 PM
3	Between Franklin, laurel and redwood	8/11/2025 4:26 PM
4	Poor Franklin Street is the highest concern	8/8/2025 5:39 PM
5	Rite aid	8/8/2025 4:42 PM
6	Rite aid, old Bank of America	8/8/2025 3:36 PM
7	Franklin/redwood/laurel core district	8/6/2025 12:48 PM
8	Franklin between Laurel and Redwood	8/5/2025 9:30 AM
9	All empty buildings in 300 block of Franklin Street, particularly the first one by the empty lot, what an eyesore!	8/4/2025 11:25 AM
10	All of Franklin street	8/3/2025 12:05 PM
11	See: most of Franklin St. There are also several "retail" spaces that while occupied don't keep regular and/or reliable hours, and/or don't honor the hours of operation they have posted. Public perception is these are occupied by hobbyists/hoarders who have no real intention of operating a business that serves the public.	7/28/2025 4:32 PM
12	Central Business District, especially Franklin St	7/28/2025 1:15 PM
13	300 block of N. Franklin St., U.S. Post Office south west side landscaping.	7/27/2025 2:35 PM
14	The block of franklin near art explorers and racines	7/27/2025 11:56 AM
15	Franklin St empty buildings in disrepair and also three businesses that do not open their doors to the public laurel and franklin	7/27/2025 10:45 AM
16	Long term vacancies on the east side of the 500 block of Franklin. (12+ years now- and the integrity of the building is suspect) Tip Top!	7/27/2025 8:52 AM
17	Franklin Street and now the corner of Laurel and Franklin Street	7/26/2025 8:21 PM
18	Franklin Street between Redwood and Laurel. This should be the eastern boundary of our main shopping square but it's beginning to look semi-ghost town with a half-dozen or more vacant or barely used storefronts. A couple of these have been empty for YEARS. It's ridiculous. These landlords have to make a better effort for the good of the community, and at this point a vacancy tax, etc. must be on the table.	7/26/2025 12:09 PM
19	Franklin St	7/26/2025 8:11 AM
20	Franklin Street/ Redwood Avenue	7/25/2025 5:48 PM
21	Downtown business district	7/25/2025 5:15 PM
22	All of the vacant buildings.	7/25/2025 4:15 PM
23	300 BLOCK OF fRANKLIN ESPECIALLY	7/25/2025 3:54 PM
24	store fronts should be clean and visually attractive.	7/25/2025 3:01 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

25	Blue building on the SE corner of Oak & Franklin. Vacant gas station on Main south of Piaci. Rite Aid. Liquor store on the corner of Main and Oak. AmeriGas on Main. Angelina's.	7/25/2025 1:39 PM
26	You all know which buildings are a problem. Other cities financially penalize such businesses for vacancy and allowing unsafe conditions. We have two homeless persons that have set up their acquired wagons of possessions and sit in lawn chairs as if the empty business entrances and sidewalk is their living room.	7/25/2025 1:03 PM
27	Franklin St. The old Tip Top and the Matt Huber building.	7/25/2025 12:22 PM
28	The storefronts next to Bernillo's, the old Advocate newspaper building, Franklin St, empty spot in the strip mall next to La Mexicana Market is very visible, the old Poos Group building (at least remove that ugly over-painted sign), and abandoned "Grey Whale Inn". Also, if you have any influence outside downtown grid, as you approach town from the south it looks so bad, lots of ugly buildings unkempt and trashed. For example Shoreline properties is an eyesore. And between the harbor and downtown many very ugly parking lots and unkempt buildings. Not attractive for tourism or giving the sense of wanting to walk around at all.	7/25/2025 11:42 AM
29	The old Rite Aid building will be a major player in the towns future. The old Fiddlers Green lot has great community-building potential. Good to see some positive movement in the old BofA building. The old 76 station could do a lot to better incorporate/expand the downtown business district. The blocked-off parking area on E Redwood Ave. The burned building lot on N Main that used to be Gordons Auto.	7/25/2025 11:27 AM
30	The Huber building on Franklin. It has been vacant for years!	7/25/2025 8:05 AM
31	All Downtown, rite aide bldg too!	7/25/2025 7:57 AM
32	I believe 336 north franklin, tip top, etc.....	7/25/2025 7:54 AM
33	Franklin	7/25/2025 6:44 AM
34	East side of 300 block on Franklin	7/25/2025 6:19 AM
35	We have almost 20 commercial properties that are not used for that purpose in our downtown. For decades, this has had a huge impact on not only how the community sees itself, but how visitors see our community.	7/25/2025 12:45 AM
36	The Huber building on Franklin needs a lot of love, the yellow building on Laurel by the alley that has the bronze work that is never open, also would like to see the Fort Bragg Bakery open.	7/24/2025 11:21 PM
37	Franklin Street at Oak and in between Laurel and Redwood.	7/24/2025 6:38 PM
38	Look along Franklin Street...	7/24/2025 4:31 PM
39	Corner of oak and Franklin. Any vacant buildings in between laurel and redwood on Franklin and on Main Street, owners need to clean up the grounds and sidewalks.	7/24/2025 4:29 PM
40	Franklin Street, Rite Aid,	7/24/2025 4:25 PM
41	The old floor store and the old Mexican grocery store both between alder and oak st	7/24/2025 4:22 PM
42	All the vacant ones on Franklin St.	7/24/2025 4:21 PM
43	Franklin Street	7/24/2025 4:12 PM

Q4 Section 2: City Action & Policy Do you think the City should take a more active role in addressing vacant storefronts?

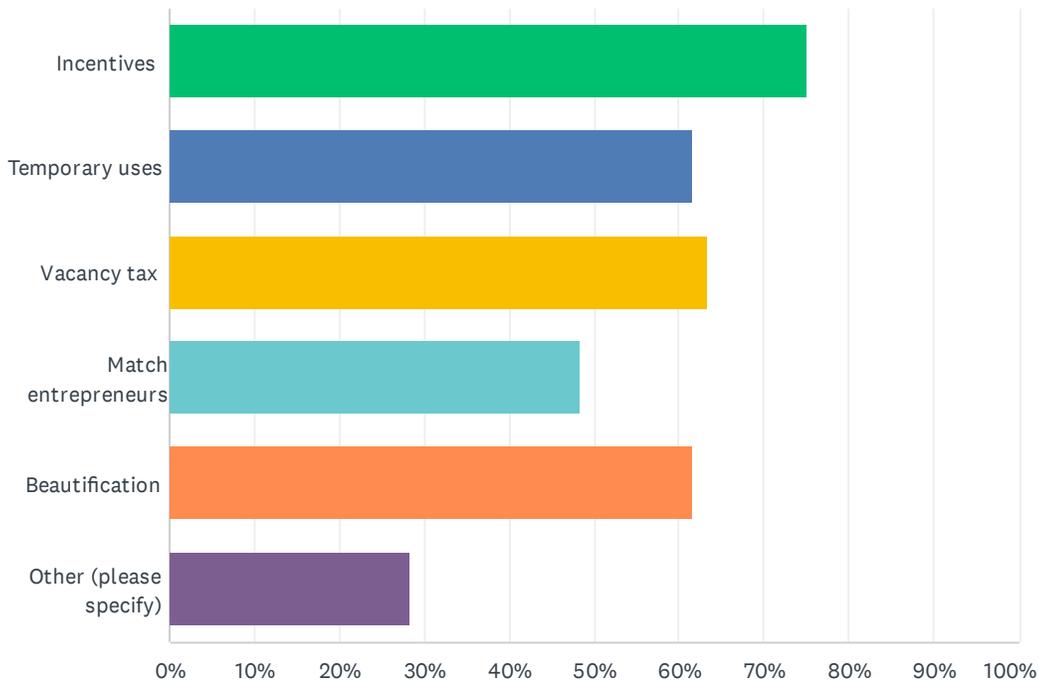
Answered: 61 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	88.52%	54
No	1.64%	1
Unsure	9.84%	6
TOTAL		61

Q5 What types of actions would you support the City taking? (Select all that apply)

Answered: 60 Skipped: 1



ANSWER CHOICES	RESPONSES
Incentives	75.00% 45
Temporary uses	61.67% 37
Vacancy tax	63.33% 38
Match entrepreneurs	48.33% 29
Beautification	61.67% 37
Other (please specify)	28.33% 17
Total Respondents: 60	

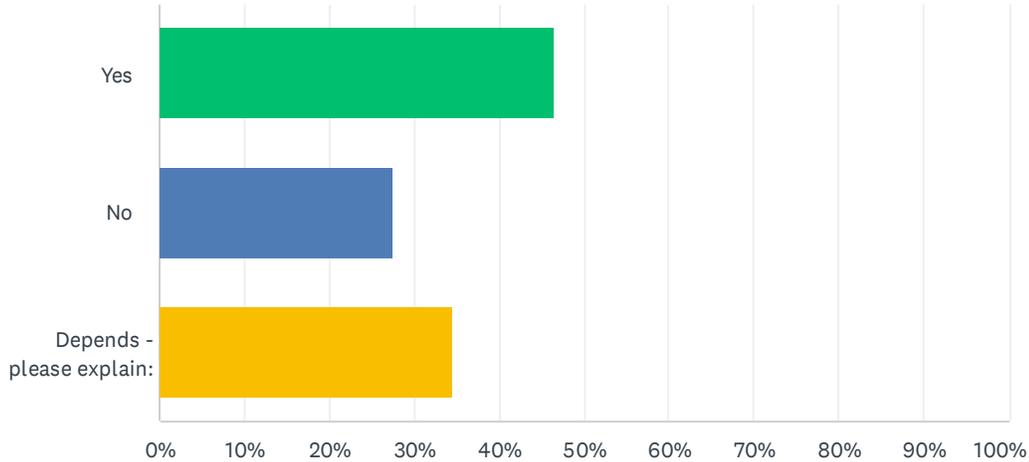
#	OTHER (PLEASE SPECIFY)	DATE
1	Storefront displays of art and education.	8/11/2025 4:26 PM
2	Some of our buildings downtown have large beautiful storefront windows, what if just the windows could be rented out to local artists to create a beautiful display of their art. There could be a QR code or contact sign In the window. Or even other businesses. How fun would it be to see a bicycle display.	8/11/2025 4:24 PM
3	Unsure	8/11/2025 4:16 PM
4	I have additional product that would make for great window displays. Good to bring temporary life to the storefront windows. Sign could direct people to the store.	8/8/2025 5:39 PM

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5	Encourage Co-Ops that rent to "artists in residence"	8/5/2025 9:30 AM
6	Fines, big ones	8/4/2025 11:25 AM
7	Vacancy tax after extended period of vacancy	7/28/2025 1:15 PM
8	If a building is in disrepair no effort made for YEARS the city should fine the owner and eventually or take the building	7/27/2025 10:45 AM
9	Lower tent	7/26/2025 5:51 PM
10	Have owners at least keep their storefronts clean and if they have windows; decorate them. I do NOT believe that any property owner should be taxed as punishment.	7/26/2025 10:23 AM
11	The city has been way too lenient	7/25/2025 1:03 PM
12	Vacancy tax no, consider what's Causing vacancy yes. Is permitting cumbersome? Are rents too high? If so can subsidies help ppl start something? Can landlords be incentives to provide affordable rents?	7/25/2025 7:57 AM
13	Implement appearance standards for all properties	7/25/2025 12:45 AM
14	Fines for broken windows, overrun front yards, you get the idea.	7/24/2025 4:31 PM
15	Fine owners for disregard of current laws or regulations already in effect.	7/24/2025 4:29 PM
16	Using the empty buildings for pop ups, vendors who don't currently have an actual store to sell there items	7/24/2025 4:25 PM
17	Make the application process for permits simpler	7/24/2025 4:12 PM

Q6 If the City offered grants or support for storefront improvements, would you support funding it with public dollars?

Answered: 58 Skipped: 3



ANSWER CHOICES	RESPONSES	
Yes	46.55%	27
No	27.59%	16
Depends - please explain:	34.48%	20
Total Respondents: 58		

#	DEPENDS - PLEASE EXPLAIN:	DATE
1	I don't know	8/11/2025 4:16 PM
2	I would prefer no interest loans to property owners	8/5/2025 9:30 AM
3	Depends on the offender, we shouldn't reward bad actors when fines are a better tool	8/4/2025 11:25 AM
4	Need to see it factored into the budget	8/3/2025 12:05 PM
5	For operational spaces that already have established reliable businesses in them, absolutely. For vacant spaces held by private interests/non residents there would have to be a strict accountability system in place. The idea of granting money to absentee landlords to beautify spaces they have long neglected and are clearly using as a tax write off, or some other nefarious reason, not so much.	7/28/2025 4:32 PM
6	What about matching grants with building owners, or low or no interest loan's	7/27/2025 2:35 PM
7	These building owners are neglectful and I don't know that they would actually properly use moneys	7/27/2025 10:45 AM
8	I don't think taxpayers should have to support intransigent landlords but there could be middle ground here, depending on individual situations.	7/26/2025 12:09 PM
9	Support should be repaid w/o interest when the property changes hands or is put back into use.	7/25/2025 1:39 PM
10	If it is something locals could use as well.	7/25/2025 1:24 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

11	Many in town are already struggling financially, putting the cost of storefront improvement -at the City Councils discretion- on the public is asking a lot	7/25/2025 11:27 AM
12	Absentee & local land/building owners should not be compensated or funded by the public for their neglect.	7/25/2025 11:18 AM
13	Not if this would mean increasing taxes punitive measures will backfire so incentives and making participating prop owners heroes is the way to go!	7/25/2025 7:57 AM
14	I think the majority of the vacant storefronts in town are deliberately left vacant by a group of people who are just waiting to sell. They have not interest in improving the community. I think if someone owns a storefront and is struggling and invested, that is a different story, but I'm not sure how you can legally define the difference between the two.	7/25/2025 6:44 AM
15	hopefully the City could find community block grants or other sources	7/25/2025 6:44 AM
16	if you own a property, you should be able to maintain it.. it should not fall on taxpayers to maintain private property.	7/25/2025 12:45 AM
17	If the money comes from a vacant bldg tax	7/24/2025 7:48 PM
18	A dollar LOAN to a business owner who has let property deteriorate, needs to be paid back within 5-years, plus interest if the building is still not brought up to code/standards.	7/24/2025 4:31 PM
19	As long as our taxes aren't raised again	7/24/2025 4:25 PM
20	support yes, grants no	7/24/2025 4:22 PM

Q7 Section 3: Community Vision What would you like to see more of in currently vacant storefronts?

Answered: 53 Skipped: 8

#	RESPONSES	DATE
1	Stuff!	8/13/2025 8:33 AM
2	Weeds in streets, weeds on Sidewalks we need to get on this!	8/11/2025 4:37 PM
3	Businesses, art exhibits, community uses, nonprofit uses?book "store" for used books (donations encouraged volunteer managed)	8/11/2025 4:34 PM
4	Boutique retail	8/11/2025 4:26 PM
5	Exceptional and engaging displays of interest to window shoppers.	8/11/2025 4:24 PM
6	Small Businesses and art galleries	8/11/2025 4:16 PM
7	Locally owned businesses that are doing good in the community that both locals and visitors can enjoy. Less gift shops, more bakeries, cafes and eateries owned by locals using local ingredients and paying employees a living wage.	8/11/2025 12:17 PM
8	Creative uses, a mix of supporting non profits, art and creative endeavors (young artists could enter contest to have their work displayed)	8/8/2025 5:39 PM
9	Clothing	8/8/2025 4:42 PM
10	Window displays or window inserts from Braggadoodonwith graphics about the City. QR code to the City and Tourism website. Maybe about the Alley Way Project so they have a map to find the murals.	8/8/2025 3:44 PM
11	Affordable food or clothing, public meeting or activity spaces	8/8/2025 3:36 PM
12	Community and youth gathering. Space.	8/6/2025 12:48 PM
13	Working artists or small business enterprises	8/5/2025 9:30 AM
14	Activity-based businesses, entertainment, restaurants, cafes, bars.	8/4/2025 11:25 AM
15	businesses focusing on selling locally resourced goods from artisans, chefs, artists, etc. Spaces that serve as a point of welcome and information for visitors. Spaces that host activities for children - such as arts and crafts, STEM related activities.	7/28/2025 4:32 PM
16	Rent/price commensurate with building condition	7/28/2025 1:15 PM
17	Cover the windows, one does not need to see how bad it looks inside. One old way people soaped the windows, put up curtains, sheets, something taste full.	7/27/2025 2:35 PM
18	Anything other than hobos and empty building	7/27/2025 11:56 AM
19	Retail and Restraunts I would also love to see the vacant lotat redwood and franclin used as a ffood cart picnic bench area and also think the food trucks should have more flexibility in where they park each day	7/27/2025 10:45 AM
20	A flower shop would be	7/27/2025 8:52 AM

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wonderful, so would a higher end cocktail lounge. Really missing a lingerie shop since understuff closed...

21	Shops and restaurants	7/26/2025 8:21 PM
22	More food	7/26/2025 5:51 PM
23	Another restaurant (and not just pizza or Mexican, no offense) would be great, but I know there could be licensing issues. Something where locals could buy things they're now required to go over the hill for would be great, but almost anything would be better than the current "ugly empty."	7/26/2025 12:09 PM
24	Retail, art galleries, tasting rooms, restaurants.	7/26/2025 10:23 AM
25	More store fronts, shopping, bakeries, restaurants, apparel.	7/26/2025 8:11 AM
26	Windows should be papered or intentional displays should be in the window	7/25/2025 5:48 PM
27	Almost anything. Restaurants open past 8:00 pm	7/25/2025 5:15 PM
28	Locally owned retail	7/25/2025 3:54 PM
29	affordable clothing , any small business that will draw foot traffic to our downtown	7/25/2025 3:01 PM
30	Clean, well-maintained properties that clearly demonstrate pride of ownership/pride of community.	7/25/2025 1:39 PM
31	Nothing comes to mind	7/25/2025 1:24 PM
32	Tax and penalize the building owners. These buildings are in poor condition, expensive to heat, and they already get a tax break. Instead of tax breaks, some cities are introducing vacancy taxes or penalties for keeping units empty to encourage rental and reduce housing shortages: San Francisco (Vacant Home Tax as of 2024) Vancouver, BC (Empty Homes Tax) Washington, D.C. (Class 3 Vacant Property Tax) Los Angeles (Measure ULA has implications for vacant units) These are local laws and do not affect federal tax deductions, but they can reduce or reverse the financial benefits of holding a vacant property. Property owners already get tax breaks! As long as the property is being held for rent or is actively being marketed for rent, landlords can typically continue to deduct: 1. Mortgage Interest Interest paid on loans used to acquire or improve the rental property is deductible, even during vacant periods, if the property is available for rent. 2. Property Taxes Still deductible even when the property is not rented, because it's tied to property ownership, not occupancy. 3. Depreciation Landlords can continue to depreciate the building (not land) even during vacancies, assuming it's held out for rental use. 4. Maintenance and Repairs Expenses for maintaining or repairing the property are deductible, even during vacancies, if they are ordinary and necessary and the property is available for rent. 5. Utilities If the landlord is paying for water, electricity, gas, etc., during a vacancy, these costs are deductible. 6. Advertising Costs Costs to advertise a vacant property (e.g. Zillow, signage, agent commissions) are deductible. 7. Insurance Premiums Landlord insurance or property insurance remains deductible even when the property is unoccupied, as long as it's being held as a rental. _____ Important Conditions Intent matters: The IRS requires the property to be "held for rental use." If it's vacant and not being offered for rent, deductions may not apply. Not for personal use: If a landlord or their relative uses the property during the vacancy, it may be considered a personal-use period, and deductions may be limited. Long-term vacancy: If a property is left vacant for an extended time without being listed or offered for rent, the IRS may argue it's not an investment property, and deductions could be denied.	7/25/2025 1:03 PM
33	anything that helps promote the community. or at least hide the clutter.	7/25/2025 12:22 PM
34	artist studios, exercise classes, restaurants	7/25/2025 11:53 AM
35	Useful retail. Education, classes, or group gathering spots. Hands-on spaces for bicycle and	7/25/2025 11:42 AM

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skateboard repair, makerspace, or things like that. Crafts classes. Community commercial kitchen or canning location.

36	More culturally diverse eateries (no more mexican/pizza please) as good-quality restaurants are a huge draw for tourism. More kid-friendly spaces and things for the youth to do in town (ie arcade, kids club, bowling, etc). A beer garden where food trucks and the local music scene can gather safely off the streets. An ocean-view amphitheater is many locals' pipe dream, but would be such a tourism draw if it was capable of hosting small and large-scale performers like Shoreline in Mountain View or Mountain Theater in Mill Valley.	7/25/2025 11:27 AM
37	Buildings clean and sidewalks maintained.	7/25/2025 11:18 AM
38	Art exhibitions, temporary displays, vintage	7/25/2025 8:05 AM
39	Business! Short of that something that keeps vitality in the dt area, something interesting, unusual, fun and unrxpected	7/25/2025 7:57 AM
40	Should be discussed in committee	7/25/2025 7:54 AM
41	Unique retail shops that can only be found in Fort Bragg	7/25/2025 7:39 AM
42	Activity for youth, affordable working artist studios, maker space, community-oriented activity, a decent sandwich shop, a pavilion on the lot at franklin/redwood. Echo park film center (before they got priced out) used to run a micro cinema and filmmaking enterprise in Echo Park which was really pretty cool. I know it was LA but I think these sorts of places can find homes in smaller centers Echo Park Film Center now works with Larry Spring Museum and Art Explorers and considers Fort Bragg a part of their West Coast network. I think looking for these kinds of partnerships in the city would be very good for us and puts us on the map as a beautiful coast town that has some interesting to offer.	7/25/2025 6:44 AM
43	Artisan workshop and marketplace	7/25/2025 6:19 AM
44	Businesses, restaurants.. rarely are there properties available in rentable condition. Landlords want \$1800 for a property with rats and mold all downtown properties that are vacated. Need to be inspected for safety and rent ability. Red tag them if they're not and apply tax if they're unwilling to comply to standards. All of the businesses that occupy storefront, but are actually open to the public need to be open. If you want a business license, you need to prove that you are open to the public on a regular basis.	7/25/2025 12:45 AM
45	At one time the Chamber of Commerce would help match non-profits with vacant store fronts and the NP would put a display in the windows. My understanding is that was done when the COC received some funds from the City since they are the local Visitor CenterNo spe	7/24/2025 7:48 PM
46	An adult art center similar to the one in Mendocino.	7/24/2025 6:38 PM
47	Simplify and streamline laws and processes. City staff should be friendly, efficient, and approachable. Let's foster a more human-centered approach in city government, where the focus is on helping citizens rather than creating obstacles. The city's power should be used to support and serve the community, not to intimidate or hinder.	7/24/2025 6:03 PM
48	What is the vision for the center of downtown Fort Bragg? Is it a retail center; can traffic be restricted so the area is a walking area with parks and places to rest?	7/24/2025 4:31 PM
49	Local artists could display art in vacant windows or non profits could advertise their events for that month	7/24/2025 4:29 PM
50	Local History photos, maybe a movable Muriel , cling window banner, something to reflect Fort Braggs history, logging, fishing etc.	7/24/2025 4:25 PM
51	Retail is what drives the bulk of our tourism.	7/24/2025 4:21 PM
52	Clothing, food establishments, services	7/24/2025 4:15 PM
53	small scale micro industries, like	7/24/2025 4:12 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

artisans, or specialty food production such as cheese manufacturing (would go well with the bread bakery) or other small food producers

Q8 Do you have any creative ideas or success stories from other towns you'd like Fort Bragg to consider?

Answered: 33 Skipped: 28

#	RESPONSES	DATE
1	?	8/13/2025 8:33 AM
2	How about a tea/ coffee shop with adoptable animals where patrons could interact with them? In a divided section. It has been done on the Bay Area! Activities for children and seniors. Or ask the community for ideas	8/11/2025 4:34 PM
3	Perhaps grant money could be put towards hiring a local individual to work with the people who are getting a temporary window to ensure the display is well constructed and designed.	8/11/2025 4:24 PM
4	No	8/11/2025 4:16 PM
5	Night markets on the street in Spring and Fall. Christmas Market on street like in Germany.	8/8/2025 3:44 PM
6	A no cost or inexpensive area for all ages to gather. Bars are currently the only place open in the evenings, and there is no space for young people at night in the downtown area	8/6/2025 12:48 PM
7	Even doing the basics like emptying trash cans regulatly and more of them. Also more benches and landscaping.	8/4/2025 11:25 AM
8	Look at Ashland Oregon	8/3/2025 12:05 PM
9	In fact I do, I'd be happy to meet with City Management and pitch said concepts.	7/28/2025 4:32 PM
10	Upper Lake in the older section of town, has put up signs on many of the older buildings stating what business were there before. Give's people some idea of local history and importance of building.	7/27/2025 2:35 PM
11	I believe the city of Santa Cruz has a active way to address vacent buildings and lots	7/27/2025 10:45 AM
12	While visiting Scotland, the town of Paisley (former industrial town) utilized vacant storefronts as art installations. Cincinnati has an entire block that has window graphics made to look as though you were peering into illustrated landscapes of thriving businesses.	7/27/2025 8:52 AM
13	Cloverdale is a good example of a small town that has improved its looks and viability in recent years.	7/26/2025 8:21 PM
14	A plaque on every building in the downtown area measuring about 10"x10" with a QR Code displayed on it that anyone passing by can get the history of that building with pictures and information.	7/26/2025 10:23 AM
15	Main Street program totally reformed a dilapidated part of Eureka a few years back. Vision, buy-in a and guts needed	7/25/2025 3:54 PM
16	Healdsburg's town square should serve as a seed for how we could reimagine our downtown. Additionally, Ashland hosts multiple events in its downtown area every weekend.	7/25/2025 3:01 PM
17	I have this idea that is rooted the whimsy of winning the lottery. I'd establish a non-profit that identifies residential and commercial properties in need of a facelift. Agreements would be made with the owners of the properties that the cost of the work would be repaid (interest-free) when the property is sold.	7/25/2025 1:39 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

Local folks in the trades would the get to work (roofers, painters, etc.) repairing properties all over town revitalizing our community. I envision that dollars earned from labor would be reinvested in our community and it would continue to thrive. Our town would look nicer, feel more welcoming, and be more vibrant. Another branch of this tree would also work toward making significant and sustainable increases the housing supply.

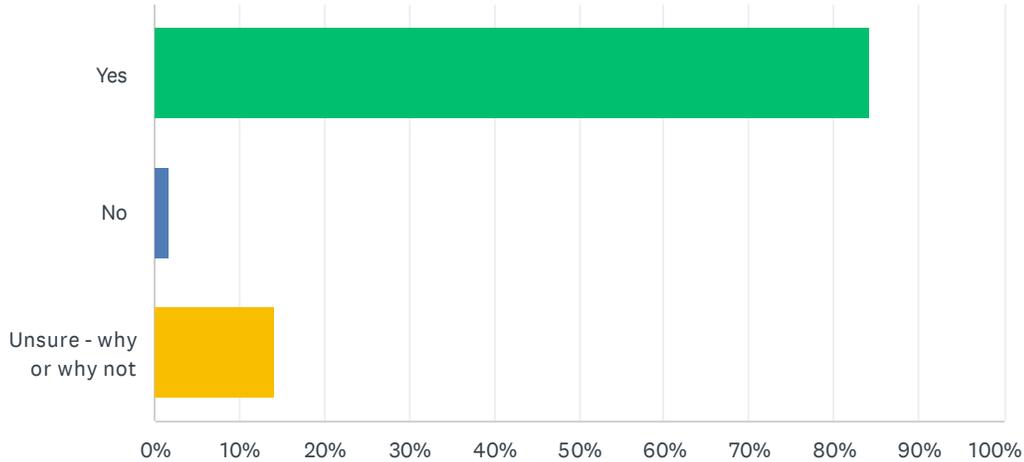
18	Creative ideas? This is a business operation and property owners cannot change their use designation without impacting their IRS standing. This is a poor question. The conditions of these buildings are awful and business owners have to pay a high rent and insane utility bill for old buildings that suck up electricity or heat. We are a seasonal tourist economy and foot traffic does not pay the bills	7/25/2025 1:03 PM
19	Pop up gallery grants are happening in downtown San Francisco for artists to have residencies. Offering a 6-month residency for an artist in a location but requiring they have regular hours and open retail as part of it.	7/25/2025 11:42 AM
20	Cloverdale	7/25/2025 11:39 AM
21	Ukiah and Willits have both done a lot to beautify their business districts and fill their vacant shop fronts. Unfortunately the economy has not been friendly to small business and small town growth throughout the country; it is a daunting task to tackle vacant storefronts when there is very little locally-based investment opportunity and plenty of businesses already failing post-pandemic.	7/25/2025 11:27 AM
22	Cloverdale has a lot of artwork on the streets, flowers, benches	7/25/2025 8:05 AM
23	Maybe have local small biz and/or makers set up displays in store fronts quarterly to promote their work or products. Maybe do demos too? Or maybe attract a big name artist to conceive a project that brings national Attention to the town? Think BIG	7/25/2025 7:57 AM
24	Yes, please contact me.	7/25/2025 7:54 AM
25	I used to think Braddock under Fetterman was a good example but I'm not sure where the town is now. I think there are probably good rust belt examples. Gibsons in BC reminded me of Fort Bragg until it got so expensive that no one can live there outside of retired lawyers. It was once a working town (fishery, there is a working mill nearby too). Funds were put into joining a coastal alliance that includes an arts council, museum and regional gallery. There is a great year around market there (kind of a cross between our market and the noyo center), music festivals etc. Fort Bragg could do a Fringe theatre festival in vacant storefronts. Currently the Larry Spring Museum is attempting to get funding for a large art show on the Mill Site (tbd of course). A regional biennale idea could be cool but you would have to have the right person heading it up so that it didn't just become a mainstream tourist attraction.	7/25/2025 6:44 AM
26	Petaluma had a similar crisis in the 1990s where there were empty storefronts owned by the same slumlords. They were able to change things and turn it into a vibrant downtown. Fort Braggs commercial district is so tiny that even a few vagrant landlords have a huge impact on its overall health. All of the bakeries and other storefronts that are never open need to be forced to be open if they want to have a business license.	7/25/2025 12:45 AM
27	No specific ones. I watch Bay Area news and understand some cities there are doing a vacant bldg tax and using those funds to help beautify the areas where there are most prominent	7/24/2025 7:48 PM
28	An adult art center similar to the one in Mendocino. It would have classes and weekly group meetings as well as workshops taught by locals and traveling artists.	7/24/2025 6:38 PM
29	Your city planner should have photos of similar size towns who have renovated their downtown center successfully. Let me see examples that have worked.	7/24/2025 4:31 PM
30	See above	7/24/2025 4:29 PM
31	Not at the moment	7/24/2025 4:25 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

32	I enjoy the atmosphere of outdoor dining in Saucelito and Healdsburg	7/24/2025 4:22 PM
33	co-ops could allow multiple artisans/shop keepers to better afford rent and other costs of business	7/24/2025 4:12 PM

Q9 Do you feel this issue should be a priority for the City Council in the next 12–18 months?

Answered: 57 Skipped: 4



ANSWER CHOICES	RESPONSES
Yes	84.21% 48
No	1.75% 1
Unsure - why or why not	14.04% 8
Total Respondents: 57	

#	UNSURE - WHY OR WHY NOT	DATE
1	This comes up every few years. Different things have been tried. Until the owner sells the vacant building so they can be improved to draw new tenants not sure what the City can do to make it stick.	8/8/2025 3:44 PM
2	Good luck!	7/26/2025 8:11 AM
3	I think the Noyo Headlands is a big priority right now.	7/25/2025 11:53 AM
4	Downtown storefronts should be a priority after homelessness, drug use, and vandalism/graffiti.	7/25/2025 7:39 AM
5	I'd like to say yes but I also think housing and job creation outside of the service industry is hugely important.	7/25/2025 6:44 AM
6	The current City Manager seems to be a loose cannon and not being directed by the council. Funding a festival should not be paid for from the City funds. It was busy but any quality concert/festival would have done that at no charge to the City. Meanwhile there are still plenty of streets and alleys in disrepair	7/24/2025 7:48 PM
7	I would like the city to address the parking, and potholes, especially in the alleys	7/24/2025 4:25 PM
8	no sure how urgent it is	7/24/2025 4:22 PM

Q10 Thank you for participating! Your input helps shape a more vibrant and welcoming Fort Bragg. If you would like to be involved in future planning discussions or receive updates, please leave your contact information:

Answered: 23 Skipped: 38

#	RESPONSES	DATE
1	(760)-616-4282 highboltage3@gmail.com	8/13/2025 8:33 AM
2	Greg Balsler Triangle tattoo 707-964-8814	8/11/2025 4:26 PM
3	aliciagmendo@gmail.com, 916-217-2987	8/6/2025 12:48 PM
4	ftblady@yahoo.com However I live outside of city boundries - off Gibney	8/5/2025 9:30 AM
5	Esther Liner 707-484-5015 estherlinerwriter@gmail.com	7/28/2025 4:32 PM
6	Joe Seta joe@thanksgivingcoffee.com 707-813-7682	7/28/2025 1:15 PM
7	yes pippi@pippisocks.com	7/27/2025 10:45 AM
8	Scott Miller tiki999@gmail.com Thank you	7/26/2025 12:09 PM
9	Susan Juntz sskunk@mcn.org	7/26/2025 10:23 AM
10	Sarena Breed sbreed707@gmail.com	7/25/2025 5:48 PM
11	Vance and Sandy Cooke imaginationspng.com and vance_cooke@yahoo.com	7/25/2025 3:01 PM
12	I think it has been way too long in addressing this. The city has done these surveys before and nothing gets done. Friends of mine call Fort Bragg trashy. Some critics argue that these tax deductions that landlords enjoy indirectly incentivize landlords to hold properties vacant rather than lower rents or rent to riskier tenants, because they still enjoy tax benefits. We do not have a vibrant tourist economy to pay for any decent business unless it is food. The regulatory system is an added burden if creative ideas are tried. If I wanted to serve coffee and sell it I have to pay thousands of dollars for permits- a three section sink and plumbing - other health codes just to serve coffee? any upgrades a business does- the landlord gets the benefit!	7/25/2025 1:03 PM
13	morning@goodmorning.graphics	7/25/2025 11:18 AM
14	I would love to be involved. Thank you for the survey. Sabine at Littlecup. 223 E. Redwood	7/25/2025 8:05 AM
15	Digital@mcn.org	7/25/2025 7:57 AM
16	Loren Hammer 450 North Franklin St. Fort Bragg hamview@earthlink.net	7/25/2025 7:54 AM
17	I would love to be a part of re-visioning the town with this caveat: I'm Canadian and am only there part-time because of legal reasons. My attempt for a 3-yr visa was recently declined. Soooo... but if there is anything on zoom, here is my email: director@laryspringmuseum.org. I love Fort Bragg and feel like there is so much potential there to make is an interesting place for those who live there first - and by doing that, we will attract more tourism. Community first! Right now the town's positioning feels coastal generic without much emphasis on quality of life for those who live there. But also know that I know that is changing, so thank you!!	7/25/2025 6:44 AM
18	Megan caron 707.364.9828	7/25/2025 12:45 AM
19	Jeremy@cadmiumdev.com	7/24/2025 6:38 PM

City of Fort Bragg Vacant Storefronts & Buildings Community Survey

20	imaginationspng@gmail.com	7/24/2025 4:52 PM
21	Jeremiah Murphy jmurphy@jkmcpa.com	7/24/2025 4:31 PM
22	Laura Fox 7079623113	7/24/2025 4:29 PM
23	mendolitho@mcn.org	7/24/2025 4:25 PM

Vacant Building & Lot Commercial (VBLC) Program – Frequently Asked Questions

1. What is the VBLC Program?

The Vacant Building & Lot Commercial (VBLC) Program is a City of Fort Bragg initiative designed to keep commercial areas vibrant, safe, and well-maintained. It requires owners of vacant, abandoned, or underutilized commercial buildings and lots to register with the City, maintain their property to code, and take proactive steps to prevent blight, vandalism, and safety hazards.

2. Why is the City implementing this program?

Vacant and inactive properties can hurt Fort Bragg's appearance, reduce pedestrian traffic, deter new investment, and create public safety concerns. The VBLC Program helps:

- Encourage timely reuse or temporary activation of vacant spaces.
- Hold property owners accountable for maintenance and safety.
- Allow the City to track, monitor, and address chronic vacancies.
- Support downtown revitalization and business attraction efforts.

3. Which properties are covered?

The program applies to all commercial buildings, commercial units, and lots within Fort Bragg's commercial zoning districts that meet any of the following conditions:

- Vacant or unused for 90 consecutive days or longer,
- Subject to foreclosure (Notice of Default or Trustee's Sale recorded),
- Exhibit nuisance or blight conditions, or
- Are underutilized—meaning not open to the public at least 20 hours per week on a regular schedule (appointment-only operations do not qualify as open).

4. What about mixed-use buildings?

If a property includes ground-floor commercial space with residential units above:

- Only the vacant or underutilized commercial portion is subject to the program.
- Residential units remain exempt unless also vacant or abandoned under other housing regulations.
- The intent is to ensure active, welcoming street-level storefronts in the Central Business District.

5. What are “inactive” or “dark” storefronts?

Some businesses in the downtown core have active business licenses but are closed to the public for extended periods. These “**dark**” or **inactive storefronts** diminish downtown vibrancy, reduce pedestrian activity, and give the appearance of vacancy even when technically occupied. Section 6.30.90 requires such businesses to maintain at least **20 open hours per week** or pursue an approved temporary activation.

6. What must I do if my property qualifies?

Registered owners must:

- Pay the **annual registration fee (\$100)** per building, unit, or lot.
- Post required signage with:
 - “No Trespassing” notice per City standards;
 - Local contact information for the owner or property manager (24-hour phone number or email);
 - Optional status signage (“Under Maintenance” or “Available for Lease”).
- Keep the property secure, clean, and free of graffiti (abated within 72 hours).
- Conduct **monthly inspections** and submit reports to the City.
- Maintain insurance coverage and comply with nuisance and building codes.
- Pay the **monthly monitoring fee (\$150)** while the property remains vacant or inactive.

7. What is the purpose of the monitoring fee?

The \$150 monthly monitoring fee covers City costs for inspections, documentation, enforcement, and administration. It also funds services provided by 4Leaf, Inc., which assists with property inspections and compliance tracking while the City’s Code Enforcement Officer position remains vacant.

8. Who manages enforcement and billing?

The **Community Development Department** administers the VBLC Program and coordinates enforcement in partnership with **4Leaf** and **Finance staff**, who manage billing, renewals, and special assessments for unpaid fees.

9. Are there any fee waivers or relief options?

Yes. The ordinance allows several relief mechanisms:

- **Automatic Relief** – Monitoring fees are temporarily waived for properties with active building permits, ongoing construction, or approved temporary activation.
- **Active Marketing Incentive** – Properties that are code-compliant and **actively**

marketed for sale or lease may receive a temporary monitoring fee waiver during the verified marketing period.

- **Hardship Waiver** – The City Manager may grant a waiver for verified financial hardship and good cause. Owners must still register their property to maintain current contact and compliance information.

10. What is a Temporary Activation?

Temporary Activations (Section 6.30.50) allow owners to use otherwise vacant spaces for **short-term, seasonal, or special-purpose uses**—such as pop-up shops, art installations, nonprofit programming, or vendor markets—for up to **three months** (with possible extension). These activations:

- Keep the area lively and visually appealing.
- Reduce nuisance activity and vandalism.
- Serve as a marketing opportunity for the property.
- Support local artists, entrepreneurs, and small businesses.

A low-fee, streamlined permit process will be administered by the Community Development Director.

11. What happens if I don't register my property?

Failure to register or maintain compliance is a **public nuisance** under Fort Bragg Municipal Code Section 6.30 and may result in:

- Administrative citations and fines.
- Recovery of enforcement costs through liens or special assessments (Gov. Code §38773.5).
- Misdemeanor prosecution or civil action, if warranted.

12. When does the program take effect?

The ordinance takes effect **30 days after adoption**, with registration and outreach beginning in **early 2026**. Initial compliance notices will provide a 30-day correction period before registration is required.

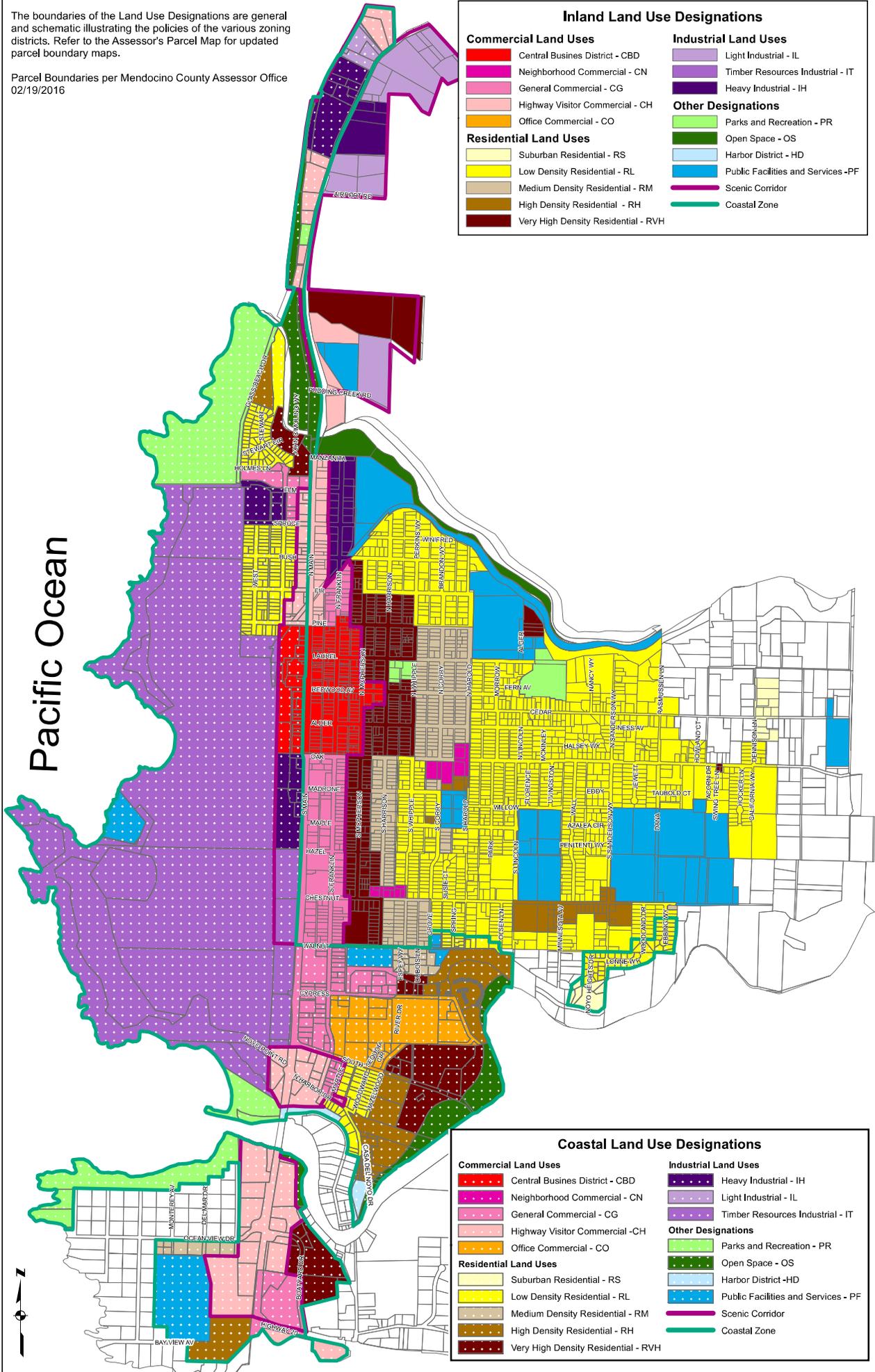
The boundaries of the Land Use Designations are general and schematic illustrating the policies of the various zoning districts. Refer to the Assessor's Parcel Map for updated parcel boundary maps.

Parcel Boundaries per Mendocino County Assessor Office 02/19/2016

Pacific Ocean

Inland Land Use Designations

Commercial Land Uses	Industrial Land Uses
Central Business District - CBD	Light Industrial - IL
Neighborhood Commercial - CN	Timber Resources Industrial - IT
General Commercial - CG	Heavy Industrial - IH
Highway Visitor Commercial - CH	
Office Commercial - CO	Other Designations
Residential Land Uses	Parks and Recreation - PR
Suburban Residential - RS	Open Space - OS
Low Density Residential - RL	Harbor District - HD
Medium Density Residential - RM	Public Facilities and Services - PF
High Density Residential - RH	Scenic Corridor
Very High Density Residential - RVH	Coastal Zone



Coastal Land Use Designations

Commercial Land Uses	Industrial Land Uses
Central Business District - CBD	Heavy Industrial - IH
Neighborhood Commercial - CN	Light Industrial - IL
General Commercial - CG	Timber Resources Industrial - IT
Highway Visitor Commercial -CH	
Office Commercial - CO	Other Designations
Residential Land Uses	Parks and Recreation - PR
Suburban Residential - RS	Open Space - OS
Low Density Residential - RL	Harbor District -HD
Medium Density Residential - RM	Public Facilities and Services - PF
High Density Residential - RH	Scenic Corridor
Very High Density Residential - RVH	Coastal Zone





CITY OF FORT BRAGG

Incorporated August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437
Phone: (707) 961-2827 Fax: (707) 961-2802
www.FortBragg.com

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Fort Bragg City Council will conduct a public hearing at a regularly scheduled meeting on **Monday, November 10, 2025, at 6:00 PM** or as soon thereafter as the matter may be heard, at Town Hall, 363 North Main Street, Fort Bragg, California. The public hearing will be live-streamed on the City's website at city.fortbragg.com and on Channel 3. The public hearing will concern the following item:

Consideration and possible adoption of an ordinance to establish a registration and maintenance program for vacant and abandoned properties located in Commercial Zones within the City of Fort Bragg. This ordinance is intended to address blight, promote economic vitality, and ensure proper maintenance of vacant commercial buildings and storefronts

Public Comment regarding this Public Hearing may be made in any of the following ways: (1) Emailed to cityclerk@fortbraggca.gov (2) Written comments delivered to City Hall, 416 N. Franklin Street before 2:00 PM on the day of the meeting; or (3) Verbal comments made during the meeting, either in person at Town Hall or virtually using Zoom if a Zoom link is provided at the time of agenda publication. Comments received via email will be provided to the City Council and reflected in the packet. Comments will not be read verbally at the meeting. All comments received after 2:00 PM on the day of the meeting will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, exempt comments are those in an unrecognized file type or too large to upload to City Agenda software.

Staff reports and other documents that will be considered by City Council will be made available for review on the City's website: <https://cityfortbragg.legistar.com/Calendar.aspx>, at least 72 hours prior to the City Council meeting, and are also available for review and/or copying during normal office hours at Fort Bragg City Hall, 416 N. Franklin Street. To obtain more information, please contact the City Clerk, via email at cityclerk@fortbraggca.gov. At the conclusion of the public hearing, the City Council will consider a decision on the above matter.

DATED: October 27, 2025

Diana Paoli, City Clerk

PUBLISHED/POSTED:
October 30, 2025

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 notice to be posted in the City Hall Notice case on or before October 30, 2025.

Diana Paoli, City Clerk



CIUDAD DE FORT BRAGG

Incorporado August 5, 1889

416 N. Franklin Street, Fort Bragg, CA 95437

Teléfono: (707) 961-2827 Fax: (707) 961-2802

www.FortBragg.com

AVISO DE AUDIENCIA PÚBLICA

SE NOTIFICA que el Ayuntamiento de Fort Bragg celebrará una audiencia pública en su reunión ordinaria el **lunes 10 de noviembre de 2025 a las 18:00 h** o tan pronto como se trate el asunto, en el Ayuntamiento, 363 North Main Street, Fort Bragg, California. La audiencia pública se transmitirá en directo por el sitio web de la Ciudad, city.fortbragg.com, y por el Canal 3. La audiencia pública tratará el siguiente tema:

Consideración y posible adopción de una ordenanza para establecer un programa de registro y mantenimiento de propiedades vacías y abandonadas ubicadas en zonas comerciales de la ciudad de Fort Bragg. Esta ordenanza tiene como objetivo abordar el deterioro, promover la vitalidad económica y garantizar el mantenimiento adecuado de los edificios comerciales y locales comerciales vacíos.

Los comentarios públicos sobre esta Audiencia Pública se pueden hacer de cualquiera de las siguientes maneras: (1) Enviar por correo electrónico a cityclerk@fortbraggca.gov (2) Los comentarios escritos se entregan al Ayuntamiento, 416 N. Franklin Street antes de las 2:00 p. m. del día de la reunión; o (3) Los comentarios verbales se hacen durante la reunión, ya sea en persona en el Ayuntamiento o virtualmente usando Zoom si se proporciona un enlace de Zoom en el momento de la publicación de la agenda. Los comentarios recibidos por correo electrónico se proporcionarán al Ayuntamiento y se reflejarán en el paquete. Los comentarios no se leerán verbalmente en la reunión. Todos los comentarios recibidos después de las 2:00 p. m. del día de la reunión se convertirán en una parte permanente del paquete de la agenda el día después de la reunión o lo antes posible; los comentarios exentos son aquellos en un tipo de archivo no reconocido o demasiado grande para cargarlo al software City Agenda.

Los informes del personal y demás documentos que el Ayuntamiento considerará estarán disponibles para su revisión en el sitio web de la Ciudad: <https://cityfortbragg.legistar.com/Calendar.aspx>, al menos 72 horas antes de la reunión del Ayuntamiento, y también están disponibles para su revisión o copia durante el horario de oficina habitual en el Ayuntamiento de Fort Bragg, 416 N. Franklin Street. Para obtener más información, comuníquese con el Secretario Municipal por correo electrónico a cityclerk@fortbraggca.gov. Al finalizar la audiencia pública, el Ayuntamiento considerará una decisión sobre el asunto mencionado.

FECHA: 27 de octubre de 2025

Diana Paoli, Secretaria Municipal

PUBLICADO/PUBLICADO:
30 de octubre de 2025

ESTADO DE CALIFORNIA)
) artículos.
CONDADO DE MENDOCINO)

Declaro, bajo pena de perjurio, que soy empleado de la Ciudad de Fort Bragg y que hice que este aviso se publicara en la caja de Avisos del Ayuntamiento el 30 de octubre de 2025 o antes.

Diana Paoli, Secretaria Municipal

DOWNTOWN REVITALIZATION 2024-25

VACANT BUILDINGS/LOTS REGISTRY & STRATEGIES

CITY COUNCIL MEETING 11/10

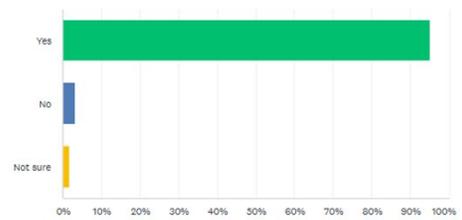


SUMMER SURVEY RESULTS:



Section 1: Community Perception Do you believe vacant storefronts and commercial buildings are a concern in Fort Bragg?

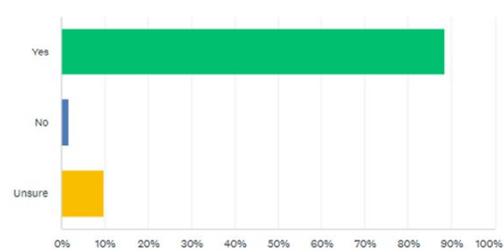
Answered: 61 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	95.08%	58
No	3.28%	2
Not sure	1.64%	1

Section 2: City Action & Policy Do you think the City should take a more active role in addressing vacant storefronts?

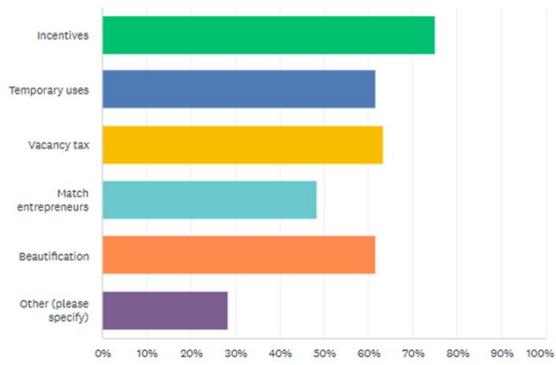
Answered: 61 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	88.52%	54
No	1.64%	1
Unsure	9.84%	6
TOTAL		61

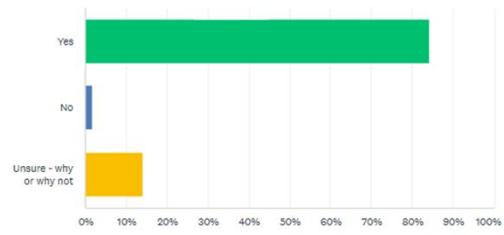
What types of actions would you support the City taking? (Select all that apply)

Answered: 60 Skipped: 1



Do you feel this issue should be a priority for the City Council in the next 12-18 months?

Answered: 57 Skipped: 4



ANSWER CHOICES	RESPONSES	
Yes	84.21%	48
No	1.75%	1

STRATEGIES TO ADDRESS COMMERCIAL VACANT BUILDINGS/LOTS

1. COMMERCIAL VACANT BUILDINGS/LOTS REGISTRY

2. STOREFRONT ACTIVATION INCENTIVE PROGRAM

3. VACANCY TAX (Long-Term Policy Tool)

4. ENFORCE EXISTING BLIGHT AND AESTHETIC STANDARDS

5. TEMPORARY USE AUTHORIZATION & FLEXIBILITY

1.COMMERCIAL VACANT BUILDINGS/LOTS

PURPOSE OF THE VBCL

Establish a Vacant Commercial Building & Lot Program to address long-term vacancies, improve maintenance, and strengthen downtown vibrancy.

- Keep commercial areas vibrant, safe, and attractive
- Address blight, vandalism, and public safety risks
- Encourage reuse of vacant properties
- Support business attraction and revitalization

1.COMMERCIAL VACANT BUILDINGS/LOTS (CVBL)

APPLICABILITY

- It is within the Commercial Zone in Fort Bragg AND
- Vacant or Abandoned for (90 consecutive days) AND
- Properties with clear signs of neglect AND
(disconnected utilities, overgrown vegetation, graffiti, uncollected mail, junk visible from the storefront, broken windows)
- Vacant lots are also included if they have no active use or exhibit similar signs of neglect.

EXCEPTION FOR IMMEDIATE HAZARD

- Shorter timeframe- not to exceed 10 days of notice

1.COMMERCIAL VACANT BUILDINGS/LOTS

Vacant & Inactive Commercial Properties – CVBL Program

Vacant Commercial Buildings

\$100 annual registration fee

\$150/month monitoring fee (per building)

Vacant Commercial Lot Fee (not considered at this time)

1.COMMERCIAL VACANT BUILDINGS/LOTS (CVBL)

MAINTENANCE REQUIREMENTS

Exterior

- Landscaping maintained, weeds removed, sidewalks clean.
- Trash/debris removed promptly; graffiti abated.
- Structural integrity preserved (paint, roof, gutters, windows, stairs, etc.)

Interior

- Secure from unauthorized entry and weather damage.
- Garbage removed; pests controlled.
- Smoke and carbon monoxide detectors installed.
- Compliant with all City and building codes.

1.COMMERCIAL VACANT BUILDINGS/LOTS (CVBL)

SIGNAGE REQUIREMENTS

- “No Trespassing” Sign — Must meet City standards and comply with California Penal Code § 602 for enforcement purposes.
- Contact Information — Must list the property owner’s or authorized local agent’s name
- Property Status Signage — Must clearly state the property’s status, such as: • “UNDER MAINTENANCE — NOT AVAILABLE FOR SALE, LEASE, OR RENT,” or • “AVAILABLE — FOR SALE/LEASE/RENT” (if the property is actively being marketed).

Not requiring property owners to advertise availability unless they are actively marketing the property.



1.COMMERCIAL VACANT BUILDINGS/LOTS (CVBL)

OWNERS OUTSIDE MENDOCINO COUNTY

- Must hire a local agent/service provider for inspections, maintenance, and reporting,
- Contract evidence must be submitted to the City,
- Owner/agent must be available 24/7 and respond within 2 hours to complaints, and
- Owner remains responsible for compliance.

1.COMMERCIAL VACANT BUILDINGS/LOTS (CVBL)

REQUIREMENT

The program emphasizes education, but for properties that remain non-compliant

- Registration with the City
- Annual Registration fees: \$100 (buildings)
Monthly Monitoring fees: \$150 (if applicable)
- Post Visible signage with owner/manager contact information (no trespassing, contact information, status)
- Monthly inspections and reporting
- Secure property from trespassers
- Ongoing Maintenance of Buildings and grounds

How Fort Bragg's Proposed Registry Compared to Other Cities

City	Mandatory Registration?	Vacancy Threshold	Registration Fee	Notes
Willits	Yes	90 days	\$100 first year; \$200 second year; \$1,000 third year; \$2,000 fourth and beyond	Escalating fee structure to discourage prolonged vacancy; enforced through Code Enforcement.
Ukiah	Yes	Broad (abandoned or distressed)	\$150 flat fee for property registration; \$500 annual monitoring	Applies to both commercial and residential properties; includes ongoing inspection, maintenance, and contact posting requirements.
Clearlake	Yes	30 days; registration required within 10 days	Initial: \$100 + \$12.50/month until renewal; Renewal: \$250 + \$200/month monitoring	Requires monthly inspections, signage, and upkeep; part of a broader property maintenance enforcement program.
Fortuna	Yes	60 days	\$150 annual registration	Applies to both residential and commercial properties; includes inspection and maintenance obligations; annual renewal required.
Healdsburg	Yes	90 days	\$250 annual registration	Commercial-only focus; registration includes maintenance standards and code compliance verification; monitored by Planning Department.
Fort Bragg (Proposed)	Yes	90 days	\$100 annual registration + \$150 monthly monitoring (set by resolution)	Applies to vacant and underutilized commercial properties; includes monthly inspections, signage, hardship waivers, and temporary activation provisions.

Enforcement

- The Ordinance authorizes administrative citations and fines, costs recovery and liens under Govt Code 38773.5
- The City has partnered with 4Leaf to assist CDD Staff to administer the program.

HARDSHIP WAIVER

Owners may request relief if:

- Property is in full compliance as of the ordinance's effective date,
- Waivers for verified hardship (monitoring fees only).
- Active marketing or construction may qualify for temporary relief.
- Violations are corrected within the compliance period,
- No violations for 12 months



Timeline

Milestone	Target Date	Action
Program Materials Finalized	By January, 2026	Finalize application packets, inspection forms, and program guidelines.
Staff Training	By Dec-January 2026	Train Community Development staff in coordination with 4Leaf on program requirements, forms, and tracking procedures.
Public Outreach Launch	Dec-February 2026	Announce program via press release, City website, social media, and direct mail to commercial property owners.
Initial Compliance Inspections	March 2026	Begin inspections to identify non-compliant properties in commercial zones.
Notices of Violation Issued	As inspections identify non-compliance	Provide a 30-day compliance period to correct violations before the registration requirement applies.
First Mandatory Registrations	March-April 2026	Registration begins for properties not brought into compliance or with recorded Notices of Default.
Ongoing Program Monitoring	June 2026 and ongoing	Monthly reporting and inspections per program requirements.

COMPLEMENTARY STRATEGIES – VACANT BUILDINGS

1. PRO-ACTIVE CODE ENFORCEMENT FOCUS: CBD
-Enforce Nuisance standards
2. Temporary-Use Flexibility
3. Targeted Incentives:
4. Vacancy Tax – Long-term Policy Tool

2. STOREFRONT ACTIVATION INCENTIVE PROGRAM

Examples of Temporary Activation Uses

- **Art installations or student projects** – rotating exhibits in vacant storefronts that showcase local talent, improve street appeal, and deter vandalism.
- **Pop-up events or retail** – short-term leases for seasonal businesses, specialty markets, or product launches.
- **Nonprofit incubators** – temporary space for local nonprofits to provide services or host workshops.
- **Rotating vendor marketplaces** – indoor micro-retail spaces for multiple vendors sharing a location.
- **Community information centers** – providing updates on City projects, local events, and small business resources.
- **Short-term cultural uses** – such as live performances, reading rooms, or art workshops in unused commercial spaces.

3. VACANCY TAX

- Evaluate whether a tax on long-term vacant properties could encourage property activation.
- Ensure vacant commercial properties contribute to the community if left idle.

Potential Features:

- Applicability: Commercial properties vacant beyond 6–12 months.
- Exemptions:
 - Properties under active renovation permits.
 - Properties actively marketed and code-compliant.
 - Non-rentable spaces due to zoning/building restrictions.
- Revenue Use: Dedicated to downtown revitalization, economic development, and public safety.

3. VACANCY TAX

Council Direction

? SHOULD STAFF PURSUE FURTHER RESEARCH AND RETURN WITH OPTIONS FOR A VACANCY TAX IN FORT BRAGG?

Next steps:

- Staff study to assess feasibility and structure.
- Review best practices from other California cities (e.g., San Francisco, Berkeley, Oakland).
- Return to Committee with recommendations and fiscal impacts.

4. ENFORCE EXISTING BLIGHT AND AESTHETIC STANDARDS

Background

- Fort Bragg already has Municipal Code provisions addressing property maintenance, blight, and aesthetic standards.
- Enforcement has **historically been complaint-driven** and limited by staffing.
- Aligning the Commercial Vacancy Registry Program with existing enforcement tools could strengthen accountability and improve downtown vitality.

Examples of Standards:

- Removal of graffiti, trash, and weeds.
- Boarding/securing broken windows and doors.
- Maintaining landscaping and exterior paint.
- Ensuring signage is not dilapidated or misleading.

4. ENFORCE EXISTING BLIGHT AND AESTHETIC STANDARDS

Council Direction

? Should staff increase enforcement of existing blight and aesthetic standards in our CBD by:

1. Integrating enforcement into the Vacancy Registry Program, or

Consistency

This proposed program directly supports multiple adopted City priorities, including:

- 2025–2028 Strategic Plan – Economic Development Goal: Revitalize the Central Business District by reducing vacancies and encouraging active use of commercial spaces.
- City Council Goal – Downtown Vitality: Improve the pedestrian experience, strengthen the business climate, and attract investment by addressing visible vacancies.
- Public Safety and Quality of Life Initiatives: Reduce vandalism, illegal dumping, and nuisance activity in vacant properties, thereby improving neighborhood appearance and safety.

General Plan LU-3, LU-4, CD-1.4, CD-2.2: Maintain downtown vitality.



QUESTIONS?

From: [Jacob Patterson](#)
To: [City Clerk](#)
Cc: [Whippy, Isaac](#)
Subject: Public Comment -- 11/10/25 CC Mtg., Item No. 7C, Vacancy Ordinance
Date: Monday, November 10, 2025 12:54:36 PM
Attachments: [Att 1 - ORD Vacancy - Revision.pdf](#)

City Council & Staff,

There are a couple of typos and formatting errors in the proposed ordinance. I have taken the liberty of correcting them and am submitting the corrected version as a public comment. I recommend that you introduce the ordinance tonight "as amended" and use the corrected version (along with any other changes you might want to make) rather than the version in the agenda materials. Nothing substantive was changed.

Best,

--Jacob

**AN ORDINANCE AMENDING TITLE 6 HEALTH AND
SANITATION TO ADD CHAPTER 6.30 “VACANT
BUILDINGS AND LOTS” TO THE FORT BRAGG**

**MUNICIPAL CODE, ESTABLISHING A VACANT
COMMERCIAL BUILDING PROGRAM AND
PROVIDING FOR THE REGISTRATION,**

**MAINTENANCE, AND MONITORING OF VACANT OR
ABANDONED COMMERCIAL BUILDINGS**

ORDINANCE NO. XXXX-2025

WHEREAS, Downtown Fort Bragg is the heart of our community and a key driver of the local economy; and

WHEREAS, an increasing number of commercial spaces in the Central Business District (CBD) and throughout the City have sat vacant or underused, sometimes for many years; and

WHEREAS, long-term vacancies affect the pedestrian experience, reduce business for neighboring stores, reduce tax revenue, deter investment, and give the impression of economic stagnation/decline; and

WHEREAS, unmaintained properties can also create public safety concerns, attract vandalism or illegal dumping, and place additional demands on City resources; and

WHEREAS, other California cities have addressed these challenges through measures like vacancy registries, vacant property taxes, temporary activation programs, and small business incentives; and

WHEREAS, these tools aim to keep downtown areas vibrant, encourage the reuse of empty spaces, and reduce blight; and

WHEREAS, the project is exempt from CEQA, per the provisions of Sections 15061(b) (3) the commonsense exemption; and

Section 1. Legislative Findings. The City Council finds and declares:

1. Downtown Fort Bragg and other commercial areas are vital to the community’s economic, social, and cultural health.
2. Vacant or abandoned commercial buildings and lots, when unmaintained, constitute a public nuisance and create conditions that attract vandalism, illegal

dumping, criminal trespassing, and other immediate public safety and health hazards. The presence of unmaintained vacant commercial buildings and lots in the Central Business District directly undermines coastal aesthetics and the City's efforts to promote a world-class tourist and visitor experience.

NOW, THEREFORE, the City Council ordains as follows:

Section 2. Chapter 6.30 “Vacant Buildings and Lots” is hereby added to Title 6 “Health and Sanitation” of the Fort Bragg Municipal Code as follows:

- 6.30 VACANT BUILDINGS AND LOTS
- 6.30.10 Purpose
- 6.30.20 Definitions
- 6.30.30 Vacant Commercial Building and Lot Registration Requirements
- 6.30.40 Maintenance and Monitoring Requirements
- 6.30.50 Temporary Activation
- 6.30.60 Enforcement
- 6.30.70 Hardship Waivers
- 6.30.80 Administrative Regulations and Delegation

CHAPTER 6. 30 VACANT BUILDINGS AND LOTS

6.30.10 PURPOSE

The purpose of establishing a Vacant Commercial Building & Lot Program is to: encourage timely re-occupancy of commercial properties; require active maintenance of vacant properties; support business attraction and downtown vitality; and recover costs for monitoring and enforcement.

6.30.20 DEFINITIONS

For this chapter 6.30, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

OWNER . an “Owner“ shall mean any person, entity, partnership, corporation, trust, or their legal representative holding record title to real property, and shall include any Beneficiary, Trustee, mortgagee, or other party with a legal or equitable interest in the property that has initiated foreclosure proceedings or acquired the property through foreclosure.

VACANT OR ABANDONED. A building, commercial unit within a building, or lot shall be defined as Vacant or Abandoned if it (1) is unoccupied and unsecured; or (2) unoccupied and secured by boarding or other similar means; or (3) is unoccupied and is subject to a nuisance condition set forth in Fort Bragg Municipal Code Section 6.12.040;

or (4) is unoccupied and has multiple code violations; or (5) has been unoccupied for over 90 consecutive days. Notwithstanding the foregoing a building shall not be considered Vacant or Abandoned if any of the following apply:

- (1) There is a valid building permit for repair, rehabilitation, or construction of a building on the parcel and the owner completes the repair, rehabilitation, or construction within one year from the date the initial permit was issued.
- (2) The building, or relevant commercial unit therein, complies with all codes, is ready for occupancy, and is actively being offered for sale, lease, or rent.
- (3) The building, or relevant commercial unit therein, complies with all codes and is undergoing a probate process that does not exceed two years from the date of the decedent's death. Upon expiration of the two-year period, the building shall become subject to the requirements of this Chapter.
- (4) For the duration of a temporary activation pursuant to Section 6.30.40. Upon cessation, termination, or closure of the temporary activation a building shall become subject to the requirements of this Chapter.

6.30.30 VACANT COMMERCIAL BUILDING AND LOT REGISTRATION REQUIREMENTS

- A. **Notice of Violation:** Whenever an Enforcement Officer, as defined in Section 6.12.015 of this Municipal Code, has probable cause to believe, based upon inspection, complaint, or report, that a building, or relevant commercial unit therein, or a lot located within the Central Business District and other Commercial zones within the City is Vacant or Abandoned and has not been registered as required by this Chapter or otherwise finds that a provision of this Chapter has been violated, the Enforcement Officer shall notify the Owner(s) in writing of the violation. The notice of violation, shall be served on the Owner(s) as determined by the current equalized assessment roll or the supplemental roll or title report obtained by the City. The Owner(s) shall be provided 30 days to correct violations.
- B. **Mandatory Registration:** It is mandatory for all Owners of Vacant or Abandoned buildings, commercial units within buildings, or lots located in the Commercial zones of the City of Fort Bragg to register the building, unit, or lot in the City's Vacant Commercial Building and Lot Program, within 30 days after it has become Vacant or Abandoned.

Exception for Immediate Hazard:

If City staff determines that a Vacant or Abandoned building presents an imminent threat to public health, safety, or welfare—including, but not limited to, evidence of transient intrusion, illegal occupancy, or other hazardous conditions—the Community Development Director (“Director”) or their designee may require registration and compliance within a shorter timeframe, not to exceed ten days from the date of notice.

- C. **Registration Fee:** The Owner shall pay an annual registration fee, which shall be due when the Owner submits the registration form to the City and every anniversary thereafter each year the building or lot remains Vacant or Abandoned. If the Owner rents the building to a tenant who occupies the premises in a manner that complies with all provisions of state and local law prior to the registration payment deadline, the building shall be removed from the City's registry. The fee shall be established by separate Resolution of the City Council.
- D. **Required Registration Information:** The Owner of a Vacant or Abandoned building, unit, or lot is required to provide the following information to the City:
1. Owner(s) details and contact information.
 2. The name, mailing address, and 24-hour contact information of designated local agents or responsible parties who will maintain the building or lot, if the Owner resides outside Mendocino County. The Owner shall also provide proof of the required on-site posting displaying the agent's name and contact information in a location clearly visible from the public right-of-way.
 3. Description of property condition.
 4. Methods by which the Owner has secured the building or lot against unauthorized entry.
 5. A statement of the Owner's intended use and plans for the building or lot, including details of any active marketing for sale or lease, such as the listing broker or agent, listing date, asking price or rent, and copies of current listing agreements or advertisements, if the Owner seeks an Active Marketing Waiver.
Statement of fire and liability insurance coverage of the building or lot,
Such other information as the City may require.
 6. Lender/Trustee Name, street address, and 24-hour contact information for the current Beneficiary, Trustee, or loan servicing company, if a Notice of Default has been recorded against the property.
 7. Such other information as the City may require.

6.30.40. MAINTENANCE AND MONITORING REQUIREMENTS

- A. **Obligations:** Upon Registration in the Vacant Commercial Building and Lot Program, Owners are obligated to do all the following:
1. Post signage that is no less than 18" x 24", with text legible from 45 feet, listing the owner's authorized local agent and 24-hour contact phone number. The signage must contain the clear headers: "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL".
 2. Maintain the building or lot including interior, grounds, and landscaping in compliance with City Nuisance and Building Codes and all applicable state or local law and regulations.
 3. Remove trash and debris as necessary to maintain the property free of nuisance, and completely remove or obscure all graffiti, tagging, or similar markings within 72 hours of discovery or notification by the City.

4. Conduct monthly inspections and submit monthly reports to the City in a format approved by the Director.
5. Keep any structures on the property free and secure from unauthorized persons. If protective boarding is necessary, it shall comply with the following minimum standard: exterior-grade plywood of minimum 3/4-inch thickness, secured with non-removable hardware (e.g., carriage bolts), and painted with exterior-grade paint that matches the exterior color of the building.
6. Maintain storefront windows in good repair; if ground-floor retail, keep interiors visibly clean from the street (e.g., free from items stored on the premises).
7. Maintain current fire and liability insurance coverage as required by the City of Fort Bragg. The policies require advance, written notice to the Community Development Director in the event of cancellation or reduction of coverage.
8. Pay to City a monitoring fee which shall be due on the first of every month the building or lot remains registered as Vacant or Abandoned in the Vacant Commercial Building and Lot Program and is not subject to Temporary Activation pursuant to Section 6.30.50. The fee shall be established by separate Resolution of the City Council.

6.30.50. TEMPORARY ACTIVATION

- A. **Purpose.** The primary purpose of Temporary Activation is to enhance the appearance, safety, and pedestrian activity of the Central Business District by utilizing otherwise Vacant or Abandoned storefronts or spaces for short-term, seasonal, or special-purpose uses. Temporary Activations are intended to deter nuisance activities such as graffiti, vandalism, and unauthorized entry while contributing positively to downtown vibrancy and community aesthetics.
- B. **Authorization.** Temporary Activations shall be subject to review and approval by the Community Development Director or their designee. The Director is authorized to implement a streamlined, low-fee permit or administrative approval process for temporary activities that enhance aesthetics, promote community engagement, or otherwise benefit the public, consistent with the intent of this Chapter.
- C. **Duration and Eligibility.** Owners may temporarily activate a Vacant or Abandoned building, storefront, or lot for short-term, seasonal, or special-purpose tenants for a period not to exceed three months per activation, unless an extension is approved by the Director.
- D. **Permit and Registration Requirements.**
1. Applicants may be required to obtain a Limited Term Permit, Encroachment Permit, or other applicable City authorization, depending on the nature of the activity.
 2. All short-term, seasonal, or special-purpose tenants must register with the City prior to commencing operations to determine the necessary permits and fees.
 3. The Property Owner shall remain fully responsible for:

- a) The initial registration of the Vacant or Abandoned property;
- b) Payment of the Annual Registration Fee; and
- c) Compliance with all maintenance standards set forth in Section 6.30.40.

E. **Conditions of Approval.** The Director may impose reasonable conditions to ensure the temporary activation remains compatible with surrounding uses, maintains public safety, and advances the goals of this Chapter.

F. **Reversion to Vacant Status.** Upon cessation, termination, or expiration of the Temporary Activation, the property shall automatically revert to Vacant or Abandoned status and become subject to all registration and monitoring requirements of this Chapter.

6.30.60. ENFORCEMENT

- A. **Remedies.** Owner(s) that fail to register, fail to maintain their building or lot, or violate any provision of this Chapter shall be guilty of a public nuisance and may be subject to any combination of the following remedies:
1. **Administrative Penalties and Fines:** Imposition of administrative penalties and fines established by Resolution, including late fees for failure to register, pursuant to the City's administrative citation procedure.
 2. **Cost Recovery and Liens:** The City may recover all costs incurred for inspection, abatement, enforcement, and administrative activities associated with violations of this Chapter. Such costs shall be a personal obligation of the Owner(s) and may be collected through any lawful means, including but not limited to:
 - a) placement as a special assessment and lien against the property pursuant to Government Code §38773.5; and
 - b) recovery through civil action or small claims court.
 3. **Criminal Penalties:** Violations of this Chapter may be prosecuted as either an infraction or a misdemeanor, at the discretion of the City Attorney, consistent with Fort Bragg Municipal Code Chapter 1.12 and applicable State law.
 4. **Equitable Relief:** Pursuit of civil or equitable remedies, including injunctions to compel compliance.
- B. **Joint and Several Liability.** All duties, responsibilities, and liabilities established under this Chapter shall be joint and several among all persons or entities meeting the definition of "Owner" under Section 6.30.20. This includes, but is not limited to, record title holders, beneficiaries, trustees, mortgagees, and other parties with legal or equitable interests in the property. The City may pursue enforcement, cost recovery, or civil action against any or all responsible parties to compel compliance or recover outstanding fees and costs

6.30.70. HARDSHIP WAIVERS

A hardship waiver of fees and charges required by this chapter, including the annual registration fee and monthly monitoring fee may be granted by the City Manager upon a

showing of good cause and financial inability to pay. All Hardship Waivers are subject to a verification process and any adopted criteria for determining eligibility for this waiver. The City Manager shall have sole discretion for approving or denying all hardship waiver requests. The final determination of a hardship waiver request will be provided to the requester in writing and mailed to the address identified on the request.

A hardship waiver shall apply only to the cumulative monitoring fees, which represent the financial obligation for an owner claiming financial inability to pay. Properties approved for a hardship waiver shall still be required to register under this chapter to provide the City with upto-date contact information and marketing details and to perform all other obligations set forth in Section 6.30.40. This Hardship Waiver is distinct from the waivers available for properties engaged in active marketing, construction, or activation pursuant to Section 6.30.20 and Section 6.30.50.

6.30.80 ADMINISTRATIVE REGULATIONS AND DELEGATION

The City Manager is authorized to adopt rules and regulations and to develop all related forms and/or other materials and take other steps as needed to implement this Chapter, and make such interpretations of this Chapter as necessary to achieve the purposes of this Chapter. The City Manager may delegate any authority within their discretion as deemed reasonably necessary.

Section 3. 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 4. 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 foregoing Ordinance was introduced by Councilmember _____ at a regular meeting of the City Council of the City of Fort Bragg held on November 10, 2025 and adopted at a regular meeting of the City of Fort Bragg held on _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

**ABSTAIN:
RECUSED:**

**Jason Godeke
Mayor ATTEST:**

**Diana Paoli
City Clerk**

PUBLISH: DATE, 2025 and _____ (by summary).