



**CITY OF FORT BRAGG**  
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**MEMORANDUM**

**DATE:** October 24, 2023  
**TO:** Community Development Committee & City Manager Peggy Ducey  
**FROM:** Community Development Director Juliana Cherry  
**SUBJECT:** Limited Term Permits Review Process, Costs, and Application Fees

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**Background:** Link to [Inland Land Use and Development Code Section 18.71.030 Limited Term Permit](#). This section describes the permit purpose (see subsection A); short-term activities allowed or exempt from Limited Term Permits (LTPs) (see subsections E and F); application filing and processing (see subsections H, I, J, and K); and other criteria.

Following receipt of a Limited Term Permit (LTP) Event application, a Planner compares the request to adopted codes and requests comments from twelve members of a Technical Advisory Committee (TAC). TAC includes staff from Public Works and PW Corp Yard, Fire, Police, County Environmental Health, others and Community Development. A *draft* permit may be distributed. Permit findings and conditions are provided to the applicant. While no public notice or hearing is required, a typically adopted condition establishes that the Director's decision may be appealed within 10 calendar days; see Section 18.71.030.I.2.

**Costs:** On the whole, the combined application fees paid annually do not cover the City's cost to review and approve an average of 26 LTP applications annually (see attachment A). A Limited Term Permit application fee is \$165.

(1) Today LTP events using City property do not separately file an Encroachment Permit application or fee; rather this process is streamlined and encroachment permit review is incorporated into LTP application review. Therefore, additional encroachment fees are no longer captured even though City staff continues to prepare recommendations when use of City property is associated with a short-term event. Typical Encroachment Permit Fees are either Permit Review and Issuance Fee \$95; Sidewalk Closure Fee \$70; or Street Closure Fee \$160.

(2) Annually, the City sponsors several LTP applications. While there has not been direction from City Council to waive application fees, a previous Community Development Director discontinued staff's practice of waiving LTP application fees for non-profits. Research has confirmed that some local groups assumed to be registered are rather a "collective group" and not a "nonprofit."

During the first nine months of this year, Community Development Department staff have reviewed thirty LTP applications. For example, during September five LTP Event applications were processed; this represents roughly sixteen hours of CDD staff time and does not include technical advisory committee time.

**Recommendation:** Provide direction to amend [Subsection 18.71.030.F.2](#) that limits LTP Events to a 12-month period. Amendments could establish that the Director determine an appropriate term for a particular LTP Event application. For example, the Fort Bragg Water Fight on Stewart Street is an established annual event; the Director might find a three-year term for this event appropriate if specific conditions are adopted requiring the applicant to file updated insurance and unanticipated event changes.

**Attachment** – A. Recent 10-year History of Limited Term Permits

Attachment A

**Recent 10-year History of Limited Term Permits**

Ten Year Average: On average 25.9 permits are issued annually.

Ten Year Mode: Often 37 permits are issued each year.

Ten Year Median: 25.5 permits are typically issued each year.

<b>Calendar Year</b>	<b>Annual Count of LTPs Issued</b>
2022	37
2021	24
2020	17
2019	37
2018	28
2017	27
2016	19
2015	31
2014	20
2013	19