



# City of Fort Bragg

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

## Meeting Agenda Community Development Committee

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Monday, October 6, 2025

4:00 PM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

### ROLL CALL

### COMMITTEE MEMBERS PLEASE TAKE NOTICE

*Committee Members 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.*

*When: Oct 6, 2025 04:00 PM Pacific Time (US and Canada)*

*Topic: Community Development Committee*

*Join from PC, Mac, iPad, or Android:*

*<https://us06web.zoom.us/j/85168909617>*

*Phone one-tap:*

*+16694449171,,85168909617# US*

*+17193594580,,85168909617# US*

*Join via audio:*

*+1 669 444 9171 US*

*+1 719 359 4580 US*

*Webinar ID: 851 6890 9617*

*International numbers available: <https://us06web.zoom.us/j/kGP8vHHWa>*

*To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address. Written public comments may be submitted to [cdd@fortbraggca.gov](mailto:cdd@fortbraggca.gov).*

### 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](#)

## **2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

## **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](#)

## **4. MATTERS FROM COMMITTEE / STAFF**

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

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

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

## **ADJOURNMENT**

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 October 3, 2025.

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Lisi Horstman  
Administrative Assistant

## **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 in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://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).*



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## Text File

**File Number: 25-410**

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**Agenda Date:** 10/6/2025

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Minutes

**Agenda Number:** 1A.

Approve Minutes from August 18, 2025, Community Development Committee Meeting





# City of Fort Bragg

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Phone: (707) 961-2823  
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## Meeting Minutes - Draft Community Development Committee

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Monday, August 18, 2025

4:00 PM Town Hall, 363 N. Main Street and via video conference

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### SPECIAL MEETING

#### MEETING CALLED TO ORDER

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

#### ROLL CALL

Staff Present: City Manager Isaac Whippy, Public Experience Liaison Adelaide LaTorre, Assistant Planner Sarah Peters, Code Enforcement/ Assistant Planner George Leinen, Administrative Assistant Lisi Horstman, Permit Technician Maria Flynn Present on Zoom: Consultant Marie Jones, City Attorney Baron Bettenhausen, Assistant Planner Valerie Stump

**Present:** 2 - Jason Godeke and Marcia Rafanan

#### 1. APPROVAL OF MINUTES

- 1A. Approve Minutes from June 2, 2025 Community Development Committee Meeting

Attachments: [CDC Minutes 6.2.2025](#)

Committee Members Rafanan and Goedeke approved minutes as presented

#### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Paul Clark, and Jacob Patterson

#### 3. CONDUCT OF BUSINESS

- 3A. Receive the Staff Report and Provide Direction on Comprehensive Strategies to Address Vacant Buildings and Lots in Commercial Zones, and Make Recommendation to the City Council

**Attachments:** [Staff Report](#)  
[Ordinance Vacancy Registry](#)  
[FAQs Vacant Registry](#)  
[VBLC Registration Form](#)  
[Survey Downtown Business](#)  
[Vacant Property Fee Breakdown](#)  
[Fort Bragg Zoning Map](#)  
[Public Comment](#)  
[PP Presentation](#)

City Manager Whippy presented the report

Public Comment: Paul Clark, Megan Caron, Jenny Shattuck, Kelley Corten, Anna Stockel, Jay McMartin-Rosenquist, and Andrew Jordan

City Manager Whippy continued presenting the report. Committee Members asked clarifying questions regarding the naming of maintenance fees, fines/citations, constitutionality of a vacancy tax, SB 789, 90-day vacancy timeline, notices of default, contact information on vacant buildings being inaccurate, quantity of vacant storefronts on N. Franklin, survey results regarding vacant buildings and vacant lots, and the legality of awarding loans or grants for storefront revitalization.

Public Comment: Jenny Shattuck and Andrew Jordan

Discussion: Committee Members discussed topics - the difference between "open hours" and occupancy, types of businesses, encouraging businesses that provide commerce and are tourist-serving and pedestrian-friendly, and excluding lots.

Committee Members provided direction to staff to: move forward with the modified policy option

**3B.** Receive Report, Discuss, and Consider Making a Recommendation to City Council on Adopting an Ordinance Establishing Entertainment Zones and Approval of Management Plan

**Attachments:** [Staff Report](#)  
[Ordinance Entertainment Zone](#)  
[EZ ManagementPlan](#)  
[RESO xxx-2025 EZ Management Plan](#)  
[FAQs](#)  
[Survey - Downtown](#)  
[ABC EZ Participation Requirements and Guidelines](#)  
[Public Comment](#)  
[Entertainment Zone](#)

City Manager Whippy presented the report. Committee Members asked clarifying questions regarding the logistics of the entertainment zones concerning each business, how the approval process would go, timing of events, and expansion of the zone.

Public Comment: Jenny Shattuck, Jay McMartin-Rosenquist, Andrew Jordan, and Anna Stockel

Discussion: Committee Members recommended that staff pair the EZ with Limited Term Permits and bring it to the City Council.

#### **4. MATTERS FROM COMMITTEE / STAFF**

Assistant Planner Sarah Peters provided the staff update for the Community Development Department, which included the following items:

Announcement of City Hall's new hours of operation.

An update on the Accela system, highlighting recent improvements and continued implementation progress.

A brief overview of the Binocular project, including its current status and next steps.

Introduction of Adelaide LaTorre as the new Public Experience Liaison, who will be supporting the City in enhancing community engagement and customer service.

##### **4A. Oral Update on Installation of Trees Downtown and Citywide**

Mayor Goedeke gave an update on trees in downtown Fort Bragg.

Public Comment: Jay McMartin-Rosenquist

#### **ADJOURNMENT**

**Vice Mayor Rafanan adjourned the meeting at 6:22 P.M.**



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## Text File

**File Number: 25-391**

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**Agenda Date:** 10/6/2025

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Staff Report

**Agenda Number:** 3A.

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



## Community Development Committee STAFF REPORT

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**TO:** Community Development Committee      **DATE:** Oct 6, 2025

**DEPARTMENT:** Administration/Community Development

**PREPARED BY:** Marie Jones Consulting

**PRESENTER:** Marie Jones, Consultant

**AGENDA TITLE:** Receive a Report and Provide Direction Regarding Proposed Zoning Changes to Limited Term Permits and to Allow Small Startups in Zones where they are Currently not Permitted.

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### BACKGROUND

During the June 8 , 2025 City Council meeting, City Council directed staff to bring two of the economic development initiatives discussed at that meeting to the Community Development Committee (CDC) for further vetting, discussion and revisions. This staff report explores these two proposed regulatory changes.

- 1) Allow Small Startups (less than 500 SF) in zoning districts where they are not currently allowed.
- 2) Revise the Limited Term Permit Process.

### Policy Consideration 1: Improve Conditions and Accessibility of Vacant Commercial Properties to Support Small Business Growth

As the City works to attract and retain small businesses and startups, a persistent challenge remains: while many commercial properties sit vacant, entrepreneurs often struggle to find affordable, well-maintained, and appropriately managed spaces. High rents, absentee property owners, and poor property conditions have created a mismatch between available inventory and business needs. Addressing these barriers is essential to unlocking underutilized spaces, supporting economic development, and revitalizing the downtown core.

#### *Tensions for consideration:*

- Vacancy, which results from high rents coupled with poor property management and poorly maintained buildings, is unlikely to be affected by a change in zoning regulations. The vacancy tax may help address these properties.

- Introducing potentially incompatible uses into the same area can lead to conflicts between property owners and/or business operators.

*Policy Option 2. Allow Small Startups (less than 500 SF) in more locations.*

This policy option would break with the norm in zoning law by allowing small startups of less than 500 SF the opportunity to open business in more zoning districts than currently allowed. This might help fill empty buildings. It could also allow existing tenants or property owners to provide a small office or workspace to a startup in an already occupied space. The idea is that businesses with small footprints are unlikely to have a deleterious effect on other businesses in a zoning district, even if they are not currently allowed in that zone. To implement this policy, it is wise to start small, with the following recommendations (Attachment 2): ?

- Allow startups of any use that is already listed in one commercial zone to open in any of the commercial zones as a startup.
- Allow startups of any use that is already listed in the industrial zone to open up in either the light or heavy industrial zone.
- Limit this zoning flexibility to not more than two 500 SF startups per parcel, to limit the total impact to 1,000 SF.
- Do not allow chains or franchises to use this startup zoning flexibility.
- Allow the startup to open without a Use Permit to reduce barriers to opening a business. ?
- Consider allowing a one-time increase in SF to 1,000 SF for the startup with a Use Permit. But keep the total limit of 1,000 SF for startup use as a maximum for each parcel.

**Policy Consideration 3: Improve the Limited Term Permit Process to Reduce Administrative Burden and Support Community Events**

As part of the City's broader effort to streamline permitting and encourage community-led activities, staff is evaluating the Limited Term Permit (LTP) process, which has presented challenges due to high administrative demands and frequent delays in application submissions by event organizers. Some events have been cancelled because applicants did not submit their LTP on time and/or failed to obtain the required insurance, placing strain on both coordinating agencies and non-profit partners.

*Issues/tensions for consideration:*

- The coordinated multi-department review often identifies safety/operational/public health issues that should be addressed in the event location/operations. This review thereby reduces risks associated with events and other activities.
- Most event operators need to get an encroachment permit even if they do not get a Limited Term Permit. The encroachment permit includes insurance

requirements to protect the City against claims for liabilities associated with an event. The lack of insurance coverage results in event delay or cancellation.

*Policy Option 3. Revise the Limited Term Permit Process.*

Most community events require Limited Term Permits, and Community Development Department (CDD) staff process between 30 and 50 Limited Term Permits per year. Limited Term Permits allow short term activities in zoning districts where they are not typically permitted. Depending on the scale and type of event a Limited Term Permit involves multiple departments (Community Development, Public Works, Police Department, Fire Department, Caltrans and Mendocino County's Building Department & Environmental Health). Activities that are currently reviewed/approved through the Limited Term Permit process include parades, fairs, carnivals, first Fridays, farmers market, concerts, festivals, beer gardens, construction yards, temporary structures, etc. The Limited Term Permit process also allows the City to require insurance where events will occur on City property or on the City right-of-way. The purpose of the Limited Term Permit is to: 1) identify specific issues for the event or activity and address them through special conditions and coordination with other departments; and 2) obtain an insurance endorsement to protect the City.

- The Technical Advisory Committee met on September 30, 2025 to discuss their recommendations regarding this proposed policy change. That recommendation will be a verbal report due to time constraints to publish the CDC agenda.

*Potential Proposed Process for Consideration:*

- Potentially make some temporary activities permitted by right. Include indoor (possibly outdoor) events of less than 100 people and/or 2,000 SF or less as a permissible activity in the Central Business District, so long as the activity conforms with specific standards (complies with the noise ordinance, does not include construction of temporary facilities, does not include serving alcohol, etc.). This would reduce the permitting process for some types of special events and focus event activities in the downtown (attachment 2 and 5).
- Simplify the Limited Term Permit process for smaller events. Create two types of Limited Term Permits, one for more complex events and activities and a simpler process with a checklist and an over-the-counter approval process for simple events. Simple events would not require traffic control or street closure, include amplified sound, require an Alcohol and Beverage Control license, and/or serve food. Instead, these events would be required to obtain an encroachment permit which also includes the requirement to provide proof of insurance (attachment 5).
- Establish a 3 or 5-year Limited Term Permit. Many events are largely recurring without significant changes over the years. These events are "dialed in". The City could approve a five-year Limited Term Permit for events with a long-

standing history (3+ years) with no significant issues. Some longer-term events might have to obtain an annual encroachment permit to keep insurance information up to date. Five-year Limited Term Permits should only be approval for commercial zones.

#### **FISCAL IMPACT/FUNDING SOURCE**

The estimated \$12,000 in costs associated with these regulatory changes would be borne by the General Plan Maintenance Fund. These funds would be used to publish hearing notices and for staff and consultant time.

Implementing these regulatory changes might reduce the workload of Community Development Department staff. If it does, it would free up staff time to engage in other activities such as: code enforcement, special project management, economic development, community outreach, community events, and/or other activities as defined by the City Manager/City Council.

#### **ENVIRONMENTAL ANALYSIS:**

To proceed with these zoning amendments, the City will complete a CEQA analysis as part of the zoning amendment. At this time, the environmental impacts of the suggested changes would be minor as they relate primarily to businesses that have limited environmental impacts.

#### **STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY**

As noted this effort would align with the economic development priorities of the City's Strategic Plan. A General Plan consistency analysis would be prepared for the amendments when they are brought forward to Planning Commission and City Council for consideration.

#### **ALTERNATIVES:**

City Council can choose to undertake the following alternative actions:

1. Retain existing regulations.
2. Other direction.

#### **ATTACHMENTS:**

1. Fort Bragg Strategic Plan - Economic Development Section
2. Suggested Amendments to Use Permit to allow small startups in zones where they otherwise are not permissible
3. Suggested Amendment adding new use regulations for small events, which could be allowed by right in the ILUDC
4. Checklist of requirements for small exempt events.

#### **NOTIFICATION:**

The following "Notify Me" lists:

- Cannabis Legislation



- Economic Development Planning
- Fort Bragg Downtown Businesses
- Tourism and Marketing

**18.71.030 - Limited Term Permit**

**A. Purpose.** This Section establishes procedures and standards for the granting of Limited Term Permits for short-term activities. Compliance with applicable standards ensures that the establishment, maintenance or operation of the short-term activity would not be detrimental to the public health, safety, and welfare of persons residing or working in the neighborhood of the proposed activity.

**B. Minor short-term activities.** A Limited Term Permit allows short-term activities that might not meet the normal development or use standards of the applicable zoning district, but may otherwise be acceptable because of their temporary nature.

**C. Limited Term Permit required.** Short-term activities shall not be established, operated, or conducted in any manner without the approval and maintenance of a valid Limited Term Permit.

**D. Review authority.** Limited Term Permits may be reviewed and approved or disapproved administratively by the Director, in compliance with this Section.

**E. Exempt short-term activities.** The following short-term activities are allowed without the necessity of obtaining a Limited Term Permit. Short-term activities that do not fall within the following categories shall comply with Subsection (F) of this Section (Allowed short-term activities):

- 1. Construction yards - On site.** On-site contractors' construction yards for an approved construction project. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the Building Permit authorizing the construction project, whichever first occurs.
- 2. Emergency facilities.** Emergency public health and safety needs/land use activities, as determined by the City Manager.
- 3. Events on sites approved for public assembly.** An event on the site of, or within, a golf course, religious facility, school, theater, meeting hall, or other similar facility designed and approved by the City for public assembly.
- 4. Fund-raising car washes.**
  - a. Car washes on property within a commercial, industrial, or institutional zoning district, limited to a maximum of 2 days per month for each sponsoring organization.
  - b. Sponsorship shall be limited to educational, fraternal, religious, or service organizations directly engaged in civic or charitable efforts, or to tax exempt organizations in compliance with 501(c) of the Federal Revenue and Taxation Code.
- 5. Garage sales.** Garage sales, not to exceed 3 per year and 2 consecutive days.
- 6. Public property or public right-of-way.** Construction and maintenance activities conducted on public property that are authorized by an encroachment permit.
- 7. Sidewalk sales.** Sidewalk sales conducted in the Central Business District.
- 8. Small events.** Events of less than 30 people located in a City Park that don't require or include any of the following: street closures or traffic diversions, preparation of food for sale, construction of any structures (including tents), and/or the sale of alcohol or cannabis.

**F. Allowed short-term activities.** A Limited Term Permit may authorize the following short-term activities within the specified time limits, but in no event for more than 12 months. Other short-term

activities that do not fall within the categories defined below shall instead comply with the planning permit requirements and development standards that otherwise apply to the property.

- 1. Construction yards - Off site.** Off-site contractors' construction yards, for an approved construction project. The construction yard shall be removed immediately upon completion of the construction project, or the expiration of the Building Permit authorizing the construction project, whichever first occurs.
- 2. Events.** Art and craft exhibits, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, food events, open-air or drive-in theaters, outdoor entertainment/sporting events, religious revivals, rummage sales, second hand sales, swap meets, and other special events within a 12-month period for up to: (a) 7 consecutive days, (b) 4 2-day weekends, (c) 1-day event per week, or other similar event timing as determined by the Director. Events are allowed only on non-residentially zoned properties. These activities shall be referred to the Technical Advisory Committee (TAC) for a recommendation prior to action on the Limited Term Permit. **The TAC review process can include, but is not limited to, the following:**
  - a. An encroachment permit and/or proof of insurance coverage is required from the Department of Public Works for events which occur on public property or within the public right of way (streets, sidewalks, trails).
  - b. Caltrans will require an Encroachment Permit through the Caltrans Permits Office for projects that are within the Caltrans right of way, or that could impact the flow of traffic on Highway 1.
  - c. A permit from County Environmental Health may be required if food is prepared at the event.
  - d. An inspection by the Fire Marshal is required for all large tents and pavilions or activities that pose a risk of fire.
  - e. An inspection by the Building Department is required for all temporary structures.
  - f. Police Department review is required for all projects which require traffic re-routing or control.
  - g. Events which propose to sale/serve alcohol must obtain a permit from the ABC.
  - h. All events shall comply with the City's Noise Ordinance.
- 3. Location filming.** The temporary use of a specific site for the location filming of commercials, movies, videos, etc., for the time specified by the Director, but not to exceed 12 months. This activity shall be referred to the Technical Advisory Committee (TAC) for a recommendation prior to action on the Limited Term Permit.
- ~~**4. Model homes.** A model home or model home complex may be authorized before the completion of subdivision improvements in compliance with the following standards:~~
  - ~~a. The sales office and any off-street parking shall be converted back to residential use and/or removed before the issuance of the Final Occupancy Permit or within 14 days from the sale of the last parcel in the subdivision, whichever first occurs.~~
  - ~~b. The model home complex shall be used to sell only units within the subdivision within which the complex is located.~~
  - ~~c. Model home permits will be finalized and the model homes will be allowed to be open to the public only after all subdivision improvements are completed and accepted by the City.~~
  - ~~d. Model home sign permits will be issued only after all subdivision improvements are completed and accepted by the City.~~

~~e.—The review authority may require other conditions of approval deemed necessary to protect the public health, safety, and general welfare of persons residing or working in the neighborhood.~~

**5. Seasonal sales lots.** Seasonal sales activities (e.g., Halloween, Thanksgiving, Christmas, etc.) including temporary residence/security trailers, on nonresidentially zoned properties, for up to 30 days. These activities shall be referred to the Technical Advisory Committee (TAC) for a recommendation prior to action on the Limited Term Permit.

**~~6.—Temporary occupancy during construction.~~**

~~a.—Major development projects.~~ Temporary structures and property may be used during the construction phase of an approved major development project (e.g., residential projects with 5 or more dwelling units or any commercial or industrial project). The structures or property may be used as a temporary residence, offices or for the storage of equipment and/or tools, provided the temporary structures are located within the City.

~~b.—Minor development projects.~~ An existing dwelling unit or a temporary structure and property may be used during the construction phase of an approved minor development project (e.g., residential projects with 4 or fewer dwelling units). The structure or property may be used as a temporary residence, an office, or for the storage of equipment and/or tools.

~~c.—Appropriate conditions.~~ The permit shall contain reasonable and necessary conditions regarding the following matters:

~~i)—Provisions for adequate ingress and egress.~~

~~ii)—Provisions for the work to be performed on site.~~

~~iii)—Provisions for the storage of asphalt, concrete, and dirt at designated sites within the subject property; provided the applicant furnishes a schedule, acceptable to the Director, for the periodic disposal or recycling of these materials.~~

~~iv)—Provisions designed to minimize potential conflicts between the work to be performed on site and the ordinary business and uses conducted within the City.~~

~~d.—Length of permit.~~ The permit may be approved for up to 12 months following the issuance of the companion Building Permit, or upon completion of the subject development project, whichever first occurs.

~~e.—Extension of permit.~~ The permit may be extended by the Director if a written request for extension is submitted at least 14 days before expiration of the permit and reasonable reasons are provided by the applicant to justify the requested extension (e.g., the delay was caused by reasons beyond the control of the applicant). The permit may be extended for up to an additional 12 months.

~~f.—Condition of site following completion.~~ All temporary structures and related improvements shall be completely removed from the subject site following expiration of the Limited Term Permit or within 30 days of completion of the development project, whichever first occurs.

**7. Temporary real estate sales offices.** A temporary real estate sales office may be established within the area of an approved subdivision, solely for the first sale of homes. An application for a temporary real estate office may be approved for a maximum of 12 months from the date of approval.

**8. Temporary structures.** A temporary classroom, office, **work trailer**, or similar structure, including a manufactured or mobile unit, may be approved for a maximum of 12 months from the date of approval, as an accessory use, **during a construction project**, or as the first phase of a development project.

~~**9. Temporary work trailers.** A trailer or mobile home may be used as a temporary work site for employees of a business; provided, that:~~

~~a. The use is authorized by a Building Permit for the trailer or mobile home, and the Building Permit for the permanent structure;~~

~~b. The use is appropriate because:~~

~~i) The trailer or mobile home will be in place during construction or remodeling of a permanent commercial or manufacturing structure for a maximum of 12 months, or upon expiration of the Building Permit for the permanent structure, whichever first occurs; or~~

~~ii) The applicant has demonstrated that the temporary work site is a short-term necessity for a maximum of 12 months, while a permanent work site is being obtained; and~~

~~c. The trailer or mobile home is removed before final building inspection or the issuance of a certificate of occupancy for the permanent structure.~~

**10. Similar temporary activities.** A temporary activity that the Director determines is similar to the other activities listed in this Subsection, and compatible with the applicable zoning district and surrounding land uses.

**G. Development standards.** The Director shall establish the following standards based on the type of short-term activity, using the requirements of the applicable zoning district, and Articles 3 and 4 for guidance:

1. Access, floor areas, heights, landscaping, off-street parking, setbacks, signs, utilities, and other structure and property development improvements and features;
2. Measures for removal of the activity and site restoration, to ensure that no changes to the site would limit the range of possible future land uses otherwise allowed by this Development Code; and
3. Limitation on the duration of an approved “temporary structure,” to a maximum of 12 months, so that it shall not become a permanent or long-term structure.

**H. Application filing and processing.** An application for a Limited Term Permit shall be filed and processed in compliance with Chapter 18.70 (Permit Application Filing and Processing). The application shall be accompanied by detailed and fully dimensioned plans, architectural drawings and sketches, and data/materials identified in the Department handout for Limited Term Permits, and any applicable fees.

**I. Project review, notice, and hearing.**

1. **Director’s review.** Each application shall be reviewed by the Director **or designee** to ensure that the proposal complies with all applicable requirements of this Development Code.

**2. No public notice or hearing required.** No public notice or hearing is required before the Director's decision on a Limited Term Permit.

**J. Findings and decision.** A Limited Term Permit shall be approved by the Director only after the Director first finds that the requested short-term activity complies with applicable standards in this Section.

**K. Post approval procedures.** The procedures and requirements in Chapter 18.76 (Permit Implementation, Time Limits, and Extensions), and those related to appeals and revocation in Article 9 (Inland Land Use and Development Code Administration), shall apply following a decision on a Limited Term Permit application.

**1. Condition of the site following short-term activity.** Each site occupied by a short-term activity shall be cleaned of debris, litter, or other evidence of the temporary activity on completion or removal of the activity, and shall thereafter be used in compliance with the provisions of this Development Code. Performance security may be required before initiation of the activity to ensure cleanup after the activity is finished.

**2. Performance security for temporary structures.** Before issuance of a Limited Term Permit the applicant shall provide performance security in a form and amount acceptable to the Director to guarantee removal of all temporary structures within 30 days following the expiration of the Limited Term Permit.

(Ord. 930, § 2, passed 06-12-2017)



## Community Development Committee

### Memo

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**TO:** Community Development Committee      **DATE:** October 6, 2025

**DEPARTMENT:** Community Development

**PREPARED BY:** Marie Jones Consulting

**PRESENTER:** Marie Jones, Consultant

**Re: Technical Advisory Committee feedback regarding Proposed Zoning Changes to Limited Term Permits**

The Technical Advisory Committee (TAC) met on September 30, 2025 to discuss the proposed changes to Limited Term Permit (LTP) regulations. The TAC made the following observations and recommendations to the Community Development Committee:

1. The TAC opposes granting Limited Term Permits for more than 1 year for the following reasons:
  - a. Events often change and the LTP process provides an opportunity for Staff to include additional conditions for events that change with time.
  - b. There are relatively few events (4 of 49 events) that are sufficiently well organized that TAC would feel comfortable granting a three-year LTP permit. However, even granting these few organizations a 3-year LTP may create resentment by other event organizers who might push for a longer-term permit, even though it would not be warranted.
  - c. The same events are often run by different people from year to year. The LTP process informs new event organizers of their responsibilities and the required special conditions for their event. This makes all events run more smoothly, safely, and it reduces event-related issues for City departments.
  - d. Limited Term Permits are required each year to communicate the timing and location, and makeup of the event so that all City staff are aware of the event and fulfill any individual required roles.
2. The TAC supported the idea of offering an "over the counter" LTP in limited cases that would include:
  - a. Criteria for an "over the counter" LTP
  - b. A checklist of standard and special conditions for simple events that will be reviewed by Community Development Department (CDD) staff with the applicant at the counter.

3. The TAC did not support the idea of approving small events in the CBD without an LTP. Instead, TAC supported the idea of implementing existing policies that exempt small events of less than 30 people from LTPs in the City parks (birthdays, picnics, small weddings). The City Council did consider establishing an event process specifically for the Coastal Trail in 2017; however, that Council direction was not implemented.

The TAC also generated the following ideas to make the current TAC process more efficient.

1. Institute an “expedited event” fee for event organizers who don’t complete all their event-related paperwork at least 30 days in advance of the event. This would cover the extra City time required to process an LTP quickly and would motivate event organizers to get their event applications submitted on time. The late application fee should be set at a reasonable amount that encourages applicants to get their application on time. Staff recommends an expedited permit fee of \$50.
2. CDD staff could send out a reminder (email or call) to all ongoing events three months before the event date (of the previous year), so that event organizers are reminded of the need to apply for the LTP. The CDD staff can also let people know of the need to pay an expediting fee if they don’t get their permits submitted six weeks in advance of the event.
3. Clarify that informal private events of less than 30 people in a City Park do not require an LTP per Administrative Regulation S-4.
4. A member of the Administration department should be part of TAC so that all insurance requirements are effectively implemented.
5. The Police Department and Public Works are especially impacted by large events and parades. Currently, the City Council has not developed a policy regarding if these City staff costs should be reimbursed by the event organizer. The TAC recommends that the City Council establish criteria for when event-related staff time (much of which is overtime to set up, break down, and police the event) is charged to an event organizer or paid for by the City’s General Fund. City staff are concerned that, without a policy, the City is informally setting a precedent that may become problematic later. Some potential ideas to address this concern include:
  - a. For-profit events should cover all City staff time (e.g., Carnival).
  - b. For non-profit events, the City Council could set a cap on General Fund-supported staff time of \$500/event, and the City could charge each event for any staff time over and above \$500. (Paul Bunyan Days, Land Trust Marathon, etc.)
  - c. Political marches. The City Council should set a policy for political marches. Will the City provide general fund-supported staff time for all political marches or not?
6. CDD will establish an “events calendar” which it will share with all members of the TAC so that everyone can look ahead to see what events are anticipated.





# City of Fort Bragg

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## Text File

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**Agenda Date:** 10/6/2025

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**In Control:** Community Development Committee

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**Agenda Number:** 4A.

Oral Update on Installation of Trees Downtown and Citywide

# Tree Planting Report/Update



Fort Bragg Dog Park Tree Planting



## CA Native Tree Varieties



Red Cedar



Catalina Ironwood



## CA Native Tree/Shrub Varieties



Wax Myrtle



Toyon



Large, hardy street trees for an urban, built environment.



London Plane



Fruitless Mulberry





North Coast Native Trees: Bishop Pine and Redwood.  
*Redwood Elementary School Field.*



**Catalina Ironwood**

*Lyonothamnus floribundus*

"Asplenifolia"

Fast Growing Evergreen

**Tulip Tree**

*Liriodendron tulipifera* Deciduous (not suited for planting under power/cable/phone lines)



Street Tree Program: In 2005, they launched a community-wide street tree program; by the end of 2010 they had planted over 550 trees in sidewalks, front yards and public parks.

## Next Steps

City Council Presentation, Budget Request?

Street Trees in Empty Tree Holes, Replacing failing street trees, CBD, elsewhere.

High-Impact Sites for overall City Canopy

Volunteer Network (Keep Eureka Beautiful as one model)

City Support:

Purchasing 15-gallon trees: legal limitations outside public right-of-way?

Enlarging sidewalk cuts

Other tree support infrastructure (gators, stakes, waterhog)





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Discussion on Fireworks Drone Show