



City of Fort Bragg

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

Meeting Agenda - Final-revised Planning Commission

Wednesday, January 28, 2026

6:00 PM

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

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLANNING COMMISSIONERS PLEASE TAKE NOTICE

Planning Commissioners 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: Jan 28, 2026 06:00 PM Pacific Time (US and Canada)

Topic: Planning Commission Meeting

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/87193897496>

Phone one-tap:

+16694449171,,87193897496# US

+17207072699,,87193897496# US (Denver)

Join via audio:

+1 669 444 9171 US

Webinar ID: 871 9389 7496

International numbers available: <https://us06web.zoom.us/j/kXq9toCix>

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.

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

MANNER OF ADDRESSING THE COMMISSION: All remarks and questions shall be addressed to the Planning Commission; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Chair or Acting Chair. 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 Chair or Acting Chair 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 Chair or Acting Chair, may speak on any topic that may be a proper subject for discussion before the Planning Commission for such period of time as the Chair or Acting Chair 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 Commissioners' response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Commissioners as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be emailed to CDD@fortbraggca.gov.

2. STAFF COMMENTS

3. MATTERS FROM COMMISSIONERS

4. CONSENT CALENDAR

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

- 4A. [26-33](#)** Approve the Minutes of the November 12, 2025, Planning Commission Meeting

Attachments: [November 12 Planning Commission Minutes](#)

5. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

6. PUBLIC HEARINGS

7. CONDUCT OF BUSINESS

7A. [25-529](#) Perform Business Operations Established in Bylaws for 2026 Planning Year**Attachments:** [PC Annual Business Operations Memo 2026](#)[Att 1.- 2026 PC Meeting Schedule](#)[Att 2.- PC Resolution XX-2026 Meeting Schedule](#)[Att 3.- Planning Commission Hearings 2025](#)[Att 4.- PC Bylaws 2026](#)[Att 5.- PC Resolution XX-2026 Bylaws 2026](#)[Summary Report of Work Presentation](#)**7B. [26-35](#)** Adopt Resolution of the Fort Bragg Planning Commission Making a Determination of General Plan Conformity for the Proposed Vacation of a Portion of an Alley; CEQA Exemption 15061(b)(3)**Attachments:** [20260128 Vacate Oak Alley Consistent w GP](#)[Att 1 - RESO Vacate Alley Consistent w/GP](#)[Att 2 - Exhibit B - APN Map](#)**ADJOURNMENT**

The adjournment time for all Planning Commission meetings is no later than 9:00 p.m. If the Commission is still in session at 9:00 p.m., the Commission may continue the meeting upon majority vote.

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 Friday, January 23, 2026.

 Maria Flynn
 Permit Technician, Community Development Department

NOTICE TO THE PUBLIC

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Development Department at 416 North Franklin Street, Fort Bragg, California, during normal business hours. Such documents are also available on the City's website at www.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
Fax: (707) 961-2802

Text File

File Number: 26-33

Agenda Date: 1/28/2026

Version: 1

Status: Passed

In Control: Planning Commission

File Type: Minutes

Agenda Number: 4A.

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



City of Fort Bragg

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

Meeting Minutes - Draft Planning Commission

Wednesday, November 12, 2025

6:00 PM

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

MEETING CALLED TO ORDER

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

ROLL CALL

Present 5 - Commissioner Jary Stavely, Chair David Jensen, Commissioner Katie Turner,
Vice Chair Richard Neils, and Commissioner Ryan Bushnell

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

None.

2. STAFF COMMENTS

None.

3. MATTERS FROM COMMISSIONERS

Commissioner Bushnell thanked service members. Chair Jensen and Vice Chair Neils updated the community about the Oneka project November 14, 9:30-11:30.

4. CONSENT CALENDAR

4A. [25-479](#) Approve Minutes of the October 22, 2025 Planning Commission Meeting

Attachments: [10222025 Planning Commission Minutes](#)

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

Aye: 5 - Commissioner Stavely, Chair Jensen, Commissioner Turner, Vice Chair Neils and Commissioner Bushnell

5. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

Commissioner Neils met with the applicant and walk through of the location for the Minor Use Permit.

6. PUBLIC HEARINGS

Chair Jensen reopened the meeting at 6:07 PM

6A. [25-464](#) Receive a Report, Conduct Public Hearing, and Consider Appeal of

Administrative Decision on Minor Use Permit 1-25 (MUP 1-25), Special Conditions 5, 11 and 12

Attachments: [Staff Report](#)

[Att 1 - MUP 1-25 Appeal Resolution](#)

[Att 2 - MUP 1-25 Exhibit A](#)

[Att. 3 - MUP 1-25 Resolution](#)

[Public Comment](#)

Associate Planner Sarah Peters presented the staff report. Commissioner Stavley and Vice Chair Neils asked clarifying questions. Associate Planner Sarah Peters, Attorney Lisa Kranitz and Consultant Marie Jones answered. Commissioner Neils provided a verbal report of the conditions of the site.

Applicant Sabine Bruner updated the Commissioners.

Public Comment: Jacob Patterson, Monica, Marinea Michaela (SP) Jeremy Logan, Jay Rosenquist

Attorney Lisa Kranitz provided clarification.

Discussion: Commissioners discussed and asked clarifying questions to Associate Planner Sarah Peters, Attorney Lisa Kranitz, and Consultant Marie Jones.

Applicant Sabine Bruner clarified.

A motion was made by Commissioner Stavely, seconded by Commissioner Turner, that the Planning Resolution be adopted as amended. The motion carried by the following vote:

Aye: 3 - Commissioner Stavely, Commissioner Turner and Commissioner Bushnell

No: 1 - Chair Jensen

Recuse: 1 - Vice Chair Neils

Enactment No: RES PC26-2025

6B. [25-480](#)

Receive a Report, Hold a Public Hearing, and Consider Adopting a Resolution Approving Coastal Development Permit 7-25 (CDP 7-25) and Design Review 5-25 (DR 5-25) to Install Scenic Viewer Binoculars in Two Locations in Noyo Headlands Park Along the Fort Bragg Coastal Trail; Categorical Exemptions §15303(e), §15311, and §15061(b)(3)

Attachments: [CDP 7-25, DR 5-25 Staff Report](#)

[Att. 1 - CDP 7-25, DR 5-25 Approval Resolution 11122025](#)

[Att. 2 - Community Wide Binocular Survey](#)

[Att. 3 - City Council Staff Report 08252025](#)

[Att. 4 - Pinnacle Scopes Models, Parts and Installation](#)

[Att. 5 - Color Options](#)

Chair Jensen opened the public hearing at 7:17 PM

Associate Planner Sarah Peters gave a report. Commissioners Stavley, Neils, and Turner asked clarifying questions. Blue Zone representative Lucy and Associate Planner Sarah Peters answered. Commissioner Bushnell expressed appreciation.

Public Comment: None.

Discussion: None.

Chair Jensen closed the public hearing at 7:39 PM

A motion was made by Commissioner Turner, seconded by Commissioner Stavely, that the Planning Resolution be adopted. The motion carried by the following vote:

Aye: 5 - Commissioner Stavely, Chair Jensen, Commissioner Turner, Vice Chair Neils and Commissioner Bushnell

Enactment No: RES PC27-2025

7. CONDUCT OF BUSINESS

ADJOURNMENT

This was adjourned at 7:42 PM



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Text File

File Number: 25-529

Agenda Date: 1/28/2026

Version: 1

Status: Passed

In Control: Planning Commission

File Type: Planning Staff Report

Agenda Number: 7A.

Perform Business Operations Established in Bylaws for 2026 Planning Year



**CITY OF FORT BRAGG
COMMUNITY DEVELOPMENT DEPARTMENT**

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE 707/961-2827 FAX 707/961-2802

MEMORANDUM

DATE: JANUARY 28, 2026
TO: FORT BRAGG PLANNING COMMISSION
FROM: COMMUNITY DEVELOPMENT DEPARTMENT
SUBJECT: ANNUAL BUSINESS OPERATIONS FOR 2026 PLANNING YEAR

- I. **SELECT A CHAIR AND VICE CHAIR:** The Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050).

ACTION:

- **Select Chair and Vice Chair**

- II. **ADOPT A WORK SCHEDULE:** Commission meetings are currently held on the second and fourth Wednesday of each month at 6:00 p.m. At the beginning of each year, the Commission may adopt a specific meeting schedule that provides alternate meeting dates to avoid conflict with recognized City holidays. There will be no fourth Wednesday meetings in November and December. The meeting schedule shall be posted for public review at City Hall and on the City's website. (Ord. 740, §1, 1992) (Fort Bragg Municipal Code§ 2.20.060, 2.20.090 and 2.20.100).

ACTION:

- **Review Attachment 1 – PC Meeting Schedule 2026**
- **Confirm meeting dates to be maintained as published**

- III. **REVIEW SUMMARY REPORT OF WORK FOR THE 2025 CALENDAR YEAR:** After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the City Council and may be used for reporting to County, State or Federal agencies. (Ord. 740§1, 1992) (Fort Bragg Municipal Code §2.20.010).

The five-member Planning Commission is appointed by the City Council, to review land use and development permits (use permits, coastal permits, design review permits, subdivisions, etc.) for consistency with the goals and policies of the Fort

Bragg General Plan, the Land Use and Development Code, and the Fort Bragg Municipal Code.

The Planning Commission provides recommendations to the City Council on General Plan amendments and rezoning requests and provides direction to the Community Development Department regarding the development of new planning policies and the interpretation of all City planning policies and codes.

In 2025, the Fort Bragg Planning Commission held 15 meetings – 11 regular meetings and 4 special meetings. At these meetings there were 23 public hearings (7 public hearings were continued to dates certain), 25 staff reports given and 19 planning resolutions adopted. The Planning Commission made decisions or recommendations on 11 planning permits and 14 ordinance amendments. The table below identifies the work of the staff of the Community Development Department as well as the work of the Planning Commission.

INDICATORS	2023	2024	2025	% Change
Development Permits (Coastal Development Permits, Use Permits, Design Review, Limited Term Permits, Subdivisions, etc.)	117	111	91	-18%
CEQA Documents (EIRs, MNDs, NDs)	1	1	1	0%
Building Permits	172	145	134	-8%
Code Enforcement Cases	176	no data	99	n/a
Legislative Activity	7	12	14	17%
Draft Work/On-Going Tasks	1	4	8	100%
Business Licenses-New Awarded	146	96	124	29%
No. Planning Commission Staff Reports	10	24	25	4%
No. Planning Resolutions (new)	10	26	19	-27%
No. CDC Staff Reports	13	15	8	-47%
Requests for Proposals	x	x	x	0%
Address Listings	9	18	19	6%

Table 1 Performance/Workload Measures by Calendar Year

ACTION:

- **Review Attachment 3 – Report of 2025 Planning Permit Hearings**
- **Recommend Staff submit progress report to City Council**

- IV. **REVIEW COMMUNITY DEVELOPMENT DEPARTMENT CHANGES:** There were multiple departmental changes in 2025. The Acting Community Development Director position was held for the first half of the year by Public Works Director, John Smith, and for the second half of the year by City Manager, Isaac Whippy; Code Enforcement Officer and Assistant Planner George Leinen retired; Valerie Stump was hired back as Assistant Planner, and Sarah Peters was promoted to Associate Planner. Lisi Horstman was hired as Administrative Assistant and Maria Flynn moved to part-time Planning Technician. Marie Jones Consulting continued to provide training and consultation services to staff and members of the public. The City entered into a

contract with 4Leaf to provide the public with an alternative option for review of their building and planning permits. At this time, seven applicants have opted to utilize 4Leaf services for the building code review portion of their building permits. The City has also contracted with 4Leaf to assist with Code Enforcement cases.

Staff also spent significant time configuring and testing the new permit portal, Accela, which is set to launch in the new year. Accela will provide data tracking for staff and a customer facing interface for a streamlined application process for the public.

- V. **REVIEW PLANNING COMMISSION BYLAWS:** Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides in part that the Planning Commission shall have the power, by resolution, to adopt rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. The last update to the Planning Commission Bylaws was in 2025. In order to ensure that the Bylaws are consistent with the operating procedures and practices, they should be reviewed annually.

ACTION:

- **Review Attachment 4 – Bylaws Draft**
- **Provide direction to staff for Bylaws Amendments**



CITY OF FORT BRAGG

416 N. FRANKLIN, FORT BRAGG, CA 95437
PHONE (707)961-2823

MEMORANDUM

DATE: January 28, 2026
TO: Planning Commissioners
FROM: Community Development Department
SUBJECT: 2026 Schedule for Regular Planning Commission Meetings

2026 Regular Meeting Schedule

	Second Wednesday	Fourth Wednesday
January	1/14/2026	1/28/2026
February	2/11/2026	2/25/2026
March	3/11/2026	3/25/2026
April	4/8/2026	4/22/2026
May	5/13/2026	5/27/2026
June	6/10/2026	6/24/2026
July	7/8/2026	7/22/2026
August	8/12/2026	8/26/2026
September	9/9/2026	9/23/2026
October	10/14/2026	10/28/2026
November	11/11/2026**	11-25-2026*
December	12/9/2026	12-23-2026*

*Planning Commission meetings will not be scheduled for November 25 nor December 23.

**Planning Commission will be cancelled on November 11 in honor of Veteran's Day.

RESOLUTION NO. PC XX-2026

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF FORT BRAGG ESTABLISHING A 2026 PLANNING COMMISSION MEETING SCHEDULE

WHEREAS, Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides that the Planning Commission shall meet at least once a month at the time and place as it may fix by resolution; and

WHEREAS, on January 28, 2026, the Planning Commission adopted bylaw amendments; and

WHEREAS, the 2026 adopted bylaws state the meeting place of the Planning Commission for the transaction of business is fixed and established at Town Hall, situated on the southwest corner of North Main Street and Laurel Streets, and commonly known as 363 North Main Street, Fort Bragg, California, or virtually if resolved by the body in accordance with AB361; and

WHEREAS, the Secretary of the Interior has found that specified classes of projects, for example adopting a meeting schedule, to not have a significant effect on the environment, and are declared to be exempt from the requirement for the preparation of environmental documents; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Fort Bragg does hereby finds that the 2026 Planning Commission Meeting Schedule is consistent with Chapter 2.20 of the Fort Bragg Municipal Code, the goals and policies of the City of Fort Bragg Inland General Plan and the Fort Bragg Coastal General Plan, and is consistent with current practice of the Planning Commission; and

FURTHER RESOLVE that the Planning Commission intends to regularly meet on the second and fourth Wednesday of each month including January 14, 2026, January 28, 2026, February 11, 2026, February 25, 2026, March 11, 2026, March 25, 2026, April 8, 2026, April 22, 2026, May 13, 2026, May 27, 2026, June 10, 2026, June 24, 2026, July 8, 2026, July 22, 2026, August 12, 2026, August 26, 2026, September 9, 2026, September 23, 2026, October 14, 2026, October 28, 2026, December 19, 2026; and

FURTHER RESOLVE that Planning Commission meetings will not be scheduled on November 11, 2026, November 25, 2026 nor December 23, 2026, as these dates are holidays; and

The above and foregoing Resolution was introduced by _____, seconded by _____, and passed and adopted at a special meeting of the Planning Commission of the City of Fort Bragg held on the 28th day of January 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Chair

ATTEST:

Lisi Horstman, Administrative Assistant
Community Development Department

Hearing Date	Permit No.	Address	Project Summary	Applicant	Application Date	Application Complete	Effective Date
1/29/2025	LCP 1-25, ILUDC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
1/29/2025	LCP 2-25, ILUDC 2-25	n/a	LCP 2-25, ILUDC 2-25 ADU Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 4/23/2025
1/29/2025	LCP 3-23, 4-23, 5-23, 6-23	n/a	CLUDC Zoning Amendment Clean Up LCP 3-23, 4-23, 5-23, 6-23	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 3/24/25
2/12/2025*	LCP 1-25, ILUDC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
2/26/2025*	LCP 1-25, ILUDC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
3/12/2025	CDP 8-24, DR 11-24, UP 9-24, SP 20-24	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
4/16/2025	DIV 1-24	104 N. Dana St.	Minor Subdivision	Linda Jo Stern and Shannon Underhill	12/23/2024	2/19/2025	4/26/2025
4/30/2025	CDP 1-25, DR 1-25, UP 1-25, SP 2-25	860 Hazelwood	49 Unit Senior Housing	AMG & Associates, LLC	1/7/2025	11/26/2024	5/29/2025
5/14/2025	CDP 4-25	281 Jere Melo	Oneka Desalination Buoy Pilot Project	Fort Bragg Municipal Improvement District No. 1	n/a	n/a	5/28/2025
5/14/2025	LCP 4-25, ILUDC 4-25	n/a	LCP 4-25, ILUDC 4-25 Ordinance Updates- Urban Lot Split/SB-9	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 8/14/2025
5/14/2025	LCP 5-25, ILUDC 5-25	n/a	LCP 5-25, ILUDC 5-25 Ordinance Updates- Emergency Shelters	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 8/14/2025
5/28/2025*	CDP 4-25	n/a	Oneka Desalination Buoy Pilot Project	Fort Bragg Municipal Improvement District No. 1	n/a	n/a	5/28/2025
5/28/2025	LCP 3-25, ILUDC 3-25	n/a	LCP 3-25, ILUDC 3-25 Pro-Housing Design Review	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 9/10/2025
5/28/2025	CDP 10-24	321 W. Bush St.	Prefab Residence	Janice Dunn and Jonathan Lee	11/18/2024	3/20/2025	6/25/2025
6/11/2025	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/18/2025*	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/25/2025*	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/25/2025	CDP 3-25	190 Riverview Dr.	CDP 3-25 Culvert	City of Fort Bragg	2/26/2025	n/a	n/a
7/9/2025*	CDP 3-25	190 Riverview Dr.	CDP 3-25 Culvert	City of Fort Bragg	2/26/2025	n/a	7/15/2025
10/8/2025	UP 4-25, DR 7-25, SP 5-25	421 N. Whipple St.	Friends of the Fort Bragg Library- Library Annex	Janice Marcell	8/15/2025	9/4/2025	10/18/2025
10/22/2025	MUP 1-25	221/223 E. Redwood	Appeal of Administrative Decision on MUP 1-25	Sabine Brunner	4/17/2025	6/16/2025	11/22/2025
11/12/2025*	MUP 1-25	221/223 E. Redwood	Appeal of Administrative Decision on MUP 1-25	Sabine Brunner	4/17/2025	6/16/2025	11/22/2025
11/12/2025	CDP 7-25, DR 525	n/a	Install Scenic Viewer Binoculars in Two Locations in Noyo Headlands Park Along the Fort Bragg Coastal Trail	City of Fort Bragg	9/26/2025	9/26/2025	11/22/2025

Exhibit A
FORT BRAGG PLANNING
COMMISSION BYLAWS
01/28/2026

I. PURPOSE

The purpose of the bylaws of the Fort Bragg Planning Commission is to establish its rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. (Fort Bragg Municipal Code §2.20.090 and 2.20.100)

II. MEETINGS

- A. The Commission shall hold its regular meetings on the second and fourth Wednesday of each month at 6:00 p.m. At the first meeting of the year, the Commission may adopt a specific meeting schedule that provides alternate meeting dates to avoid conflict with recognized City holidays. The Commission shall not schedule meetings on the fourth Wednesday of November or December. The meeting schedule shall be posted for public review at City Hall and on the City's website. (Fort Bragg Municipal Code§ §2.20.060, 2.20.090 and 2.20.100)
- B. The meeting place of the Planning Commission for the transaction of business is fixed and established at the Town Hall, situated on the southwest corner of North Main and Laurel Streets, and commonly known as 363 North Main Street, Fort Bragg, California or virtually if resolved by the body in accordance with AB361. The meetings will be conducted in person, via webinar and televised on local TV as well as livestreamed on the City's website. (Fort Bragg Municipal Code §2.20.100)
- C. A special meeting of the Planning Commission may be called at any time by:
 - 1. The Chair; or,
 - 2. In the Chair's absence, by the Vice-Chair; or,
 - 3. By a majority of the members of the Planning Commission; or
 - 4. The City Manager, Community Development Director, or City Staff

Unless a special meeting is called by a majority vote of the members at a regular or special meeting, a written notice must be delivered, to each member of the Planning Commission at least twenty-four hours prior to the special meeting. The notice must specify the time and place of the special meeting and the business to be considered. The notice must be posted at City Hall in the kiosk and on the City's website. The only business that may be considered at a special meeting is the business shown on the notice. (Fort Bragg Municipal Code §2.20.100)

- D. All regular and special meetings shall be open to the public. (Fort Bragg Municipal Code §2.20.100)

E. The order of business of the Planning Commission shall be as follows:

1. Call to Order
 2. Pledge of Allegiance
 3. Roll Call
 4. Public Comments on (1) Non-Agenda Items & (2) Consent Calendar Items
 5. Matters from Staff
 6. Matters from Commissioners
 7. Consent Calendar
 8. Disclosure of Ex Parte Communications on Agenda Items
 9. Public Hearings
 10. Conduct of Business
 11. Adjournment
- (Fort Bragg Municipal Code §2.20.100)

F. The adjournment time for all Commission meetings shall be 9:00 p.m. If the Commission is still in session at 9:00 p.m., the Commission may continue the meeting upon majority vote. Further, if it appears that the meeting will adjourn, the Planning Commission shall vote upon which items are to be continued to a future meeting. If a public hearing is underway at adjournment, the Planning Commission may continue the meeting to a future date certain. (Fort Bragg Municipal Code §2.20.100)

III. OPERATIONS

- A. There shall be five (5) members of the Planning Commission appointed by the City Council. Each member of the City Council may submit the name of a resident of the City as a nominee for a seat on the Planning Commission. The City Council as a whole shall vote to appoint the nominee, the appointment requiring the affirmative vote of at least three (3) City Councilmembers. (Fort Bragg Municipal Code §2.20.020)
- B. Planning Commission members shall be seated for a potential term coinciding with that of the nominating City Councilmember, provided, however, that the commissioners serve at the will of the City Council. The City Council may remove any Planning Commissioner at any time through the affirmative vote of at least four (4) of the City Councilmembers. (Fort Bragg Municipal Code §2.20.020)
- C. A majority of appointed Planning Commissioners constitutes a quorum for the transaction of business. (Government Code §36810)
- D. At the first meeting of the year, the Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. If the Chair and Vice-Chair leave the Commission, and there are no officers, the Commission shall elect a Chair and Vice-Chair as the first order of business of the meeting. (Fort Bragg Municipal Code §2.20.050)

- E. At the first meeting of the year, the Commission may discuss and adopt a work schedule for the year as a guide for work on the General Plan of the City. (Fort Bragg Municipal Code §2.20.100)
- F. The Community Development Director or designee shall provide updates to the Commission of all major current planning projects and all long range planning activities at the request of the Chair.
- G. After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the City Council and may be used for reporting to County, State or Federal agencies. (Fort Bragg Municipal Code §2.20.010)
- H. To allow for efficient consideration of planning and zoning matters, Ad Hoc committees may be appointed to consider specific matters and report to the Commission. Ad Hoc committees will be appointed by the Chair, after consultation with the Commission as to the purpose and composition of the committee. Not more than two commissioners may be appointed to an Ad Hoc committee. (Fort Bragg Municipal Code §2.20.100)
 - 1. At the first meeting of each Ad Hoc committee, one member shall be elected as Chair. The Chair shall be responsible to direct the committee and to report to the Commission when the committee believes it has completed its task. The Chair shall ensure that proper notices are posted at City Hall for meetings of the Ad Hoc committee. The Chair shall account for member participation and attendance at meetings or other work related to the task, including records of action or progress. The Chair may report to the Commission periodically, about progress and/or about member attendance. Each member of an Ad Hoc committee is responsible to attend meetings of the committee. Committee meeting dates shall be set by a consensus of the committee.
 - 2. If one or more members of an Ad Hoc committee is/are absent from one (1) meeting that has been set by consensus, the Chair shall attempt to contact the member and determine his/her interest in serving on the committee. The Chair shall report to the Commission, requesting a replacement member, if the member is not willing to continue or if failure to attend meetings continues.
 - 3. Final Ad Hoc committee recommendations shall be presented to the Commission by the Chair in writing. When the committee report is received, the Commission may receive majority and minority opinions from committee members.
 - 4. If the Commission has a vacancy, all Ad Hoc committee activities shall cease until the Commission is fully seated with all five members, in order to avoid any Brown Act violations.
- I. The Chair shall decide all questions of order. (Fort Bragg Municipal Code §2.20.100)

- J. The Chair may make or second any motion before the Planning Commission and present and discuss any matter as a member of the Planning Commission. (Fort Bragg Municipal Code §2.20.100)
- K. In the event of a tie vote, the motion shall fail. (Fort Bragg Municipal Code §2.20.100)
- L. A motion to reconsider shall not be in order except on the same day or at the next session of the Commission after which the action being proposed for reconsideration took place. Such motion must be made by a member who voted with the majority on the question, except that a member who was necessarily absent may, at the next meeting at which he or she is present, have a right to move a reconsideration of the same. A motion to reconsider shall require a majority vote. Whenever a motion to reconsider fails, further reconsideration shall not be granted.
- M. No member of the Planning Commission shall be permitted to interrupt another during debate or discussion of any subject. (Fort Bragg Municipal Code §2.20.100)
- N.
 - 1. Every member of the Planning Commission present shall vote on every question or matter when put, except when disqualified from voting by operation of law, or unless the Planning Commission for special reasons entered in the minutes, excuses the member from voting on a particular matter then under consideration. Should a member abstain from voting, they shall state the reason for abstaining, and said reason shall be recorded in the minutes of said meeting. (Fort Bragg Municipal Code §2.20.100)
 - 2. Any member of the Planning Commission who votes in the minority, on any question or matter, may file a minority opinion. The minority opinion may be verbal at the time of the vote, or written and submitted for inclusion into the minutes of the question or matter. A minority opinion shall be shown as the personal comments of an individual member and not subject to change by a majority of the Commission. A written minority opinion must be submitted to the Planning Director between the vote on the question or matter and the beginning of the next regular meeting when the minutes on the question or matter are considered.
- O. When the Commission revises staff recommendations on an application and the applicant is not present or represented, the Commission shall defer a decision until the applicant can be present or represented, unless that applicant has submitted a formal written request for the Commission to consider their project application without the applicant's presence.
- P. Each member of the Planning Commission is responsible to attend Commission meetings. Section 2.20.080 of the Fort Bragg Municipal Code shall be enforced for each member. Section 2.20.080 reads as follows: In the event a member of the Commission does not attend meetings for a period of 60 days, unless excused for cause by the Chairperson of the Commission, the office of the member shall be deemed to be vacant and the term of the member ipso facto terminated. The Secretary of the Commission shall immediately notify the Mayor of the termination.

- Q. If the Planning Director determines that a substantial question of interpretation on a planning matter needs the review of the Planning Commission, the Planning Director shall introduce the matter at the next regular meeting. The matter may apply to City ordinances or to a current project. The Planning Director shall provide a written report to the Planning Commission including the following:
1. A statement of the substantial question for review.
 2. A reference to ordinances in the Municipal Code that apply to the substantial question.
 3. A reference to the portions of the General Plan that may apply.
 4. A reference to previous actions by the Commission or City Council that may apply.

After the Planning Commission has studied the substantial question, it shall adopt a finding to be used by the Planning Director for all future interpretations/applications of the planning regulation.

IV. PUBLIC HEARINGS

On any matter before the Planning Commission that requires a public hearing, the following procedure shall be followed:

- A. The Chair will announce the item from the agenda;
- B. The Chair will open the public hearing, stating the time:
 1. The Community Development Director and/or planner will present a staff report and answer questions of the Commissioners;
 2. If it is apparent that there is considerable public interest in the matter, the Chair may poll the audience for an indication of the number of persons who wish to address the Commission; and,
 3. The Chair may:
 - a) Request that testimony be combined through a spokesperson where possible; and,
 - b) Limit each person who has addressed the Commission to a single opportunity to clarify their testimony.
- C. The applicant shall be given an opportunity to present the matter and answer questions from staff or Commissioners, unless they waive that right by letter in advance of the meeting;
- D. Members of the public and/or public agencies will be given an opportunity to present their comments;
- E. For meetings held in person, speakers before the Planning Commission shall approach the public podium and give their comments. They may also provide their

name, address, and whether they live or work in the City prior to addressing the Commission;

- F. For meetings held virtually via webinar comments can be made in real-time while the item is open to public comment by the Planning Commission.
- G. Spoken public comments are restricted to three minutes each, unless the Chair provides a longer period for public comments. All written comments or emails received before or during the meeting that have not been published with the agenda packet will be forwarded to the Commissioners as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible.
- H. Questions from the public or Commissioners should be directed through the Chair, unless the Chair decides to manage questions in a different manner;
- I. When all comments have been presented to the Commission, any of the following options may be selected:
 - 1. Continue the public hearing until a future date certain if there are issues raised during the hearing that need further clarification or information for application review;
 - 2. Continue the public hearing to an unspecified date if there are issues raised during the hearing that need further clarification or information for application review; in this situation the public hearing shall be re-noticed.
 - 3. Leave the public hearing open while the Commission discusses action proposed to be taken, if the Chair wants to provide an opportunity for further input from the public or the applicant during the deliberation process; and,
 - 4. Close the public hearing, stating the time. The Commission shall then discuss the action to be taken. (Fort Bragg Municipal Code §2.20.100)
- J. For current planning approvals, at the close of the deliberations, a Planning Commissioner shall make a motion to:
 - 1. Adopt the resolution adopting the CEQA document for the review of the project if CEQA review was required; and, if seconded, the Commission will act on the CEQA resolution prior to consideration of the planning resolution; and
 - 2. Adopt the planning permit(s) resolution subject to all special and standard conditions; or
 - 3. Adopt the planning permit(s) resolution subject to all special and standard conditions as modified by the Commission. The Commissioner shall clearly state for the record any proposed modifications, additions or deletions to any special conditions prior to making a motion; or
 - 4. Provide direction to staff to prepare a resolution for denial of the permit. The Commission members indicating that they would vote for denial of the permit shall identify the reasons for denial of the application.

- K. After the motion is made by a Commissioner, it must be seconded by another Commissioner. If there is no second, the motion dies. The Chair will ask for a vote of the Commission only after a motion is made and seconded.
- L. After the Commission votes, the Community Development Director or Planning Staff shall describe the appeal process and timeline (to the City Council, and if relevant, to the Coastal Commission).
- M. For recommendations to City Council on legislative matters, the Planning Commission shall provide recommendations and suggested changes to any proposed ordinance. Recommendations may be made by minute order or by resolution depending on statute.

RESOLUTION NO. PC XX-2026

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF FORT BRAGG
AMENDING BYLAWS FOR THE FORT BRAGG PLANNING COMMISSION**

WHEREAS, Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides in part that the Planning Commission shall have the power, by resolution, to adopt rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties; and

WHEREAS, on January 28, 2026, the Planning Commission held a meeting to consider whether or not the existing bylaws are consistent with current practices and the Inland General Plan and Coastal General Plan; and

WHEREAS, the adoption of bylaws is not subject to or is exempt from compliance with CEQA pursuant to 15061(b)(3) because adoption of the amended bylaws is legislative in nature and it can be seen with certainty that there is no possibility that the adoption will have a significant effect on the environment; and

WHEREAS, based on all the evidence presented, the Planning Commission finds that the attached Fort Bragg Planning Commission Bylaws (2026):

1. Are consistent with the goals and policies of the City of Fort Bragg Inland General Plan and the Fort Bragg Coastal General Plan; and
2. Are consistent with current practice of the Planning Commission.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Fort Bragg does hereby find and determine the above facts and recitals are true and correct and are incorporated herein as findings. The Planning Commission further resolves, finds, and determines, pursuant to Section 2.20.100 of the Fort Bragg Municipal Code that the certain document entitled FORT BRAGG PLANNING COMMISSION BYLAWS (2026) as set forth more particularly in Exhibit "A" attached hereto and made a part thereof is adopted.

The above and foregoing Resolution was introduced by _____, seconded by _____, and passed and adopted at a regular meeting of the Planning Commission of the City of Fort Bragg held on the 28th day of January 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

Chair

ATTEST:

Lisi Horstman, Administrative Assistant
Community Development Department

Community Development Department

Summary Report of Work
2025 Calendar Year



Community Development Department

Vacant- CDD Director

Isaac Whippy- Acting CDD Director

Sarah Peters
Associate Planner

Valerie Stump
Assistant Planner

Lisi Horstman
Administrative Assistant

Maria Flynn
Planning Technician (part time)

Over the course of the year, Marie Jones Consulting, provided 849 hours of consulting services to department staff. The City contracted with 4Leaf to process 7 building and planning permits, and code enforcement cases.



Planning Commission Activities 2025

Held 15 Meetings

- 11 Regular Meetings
- 4 Special Meetings
- 23 Public Hearings
 - 7 Public Hearings continued
- 25 Staff Reports presented
- 19 Planning Resolutions adopted
 - 11 Planning Permits *(1 permit decision was Conduct of Business)*
 - 7 Ordinance Amendments (ILUDC & CLUDC)
 - 2 PC Business Operations (Bylaws, Meeting Schedule)



Planning Commission Public Hearings 2025

Hearing Date	Permit No.	Address	Project Summary	Applicant	Application Date	Application Complete	Effective Date
1/29/2025	LCP 1-25, ILDUC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
1/29/2025	LCP 2-25, ILUDC 2-25	n/a	LCP 2-25, ILUDC 2-25 ADU Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 4/23/2025
1/29/2025	LCP 3-23, 4-23, 5-23, 6-23	n/a	CLUDC Zoning Amendment Clean Up LCP 3-23, 4-23, 5-23, 6-23	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 3/24/25
2/12/2025*	LCP 1-25, ILDUC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
2/26/2025*	LCP 1-25, ILDUC 1-25	n/a	LCP 1-25, ILUDC 1-25 Pro Housing Parking Zoning Amendments	City of Fort Bragg	12/9/2024	n/a	LCP: TBD ILUDC: 5/14/25
3/12/2025	CDP 8-24, DR 11-24, UP 9-24, SP 20-24	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
4/16/2025	DIV 1-24	104 N. Dana St.	Minor Subdivision	Linda Jo Stern and Shannon Underhill	12/23/2024	2/19/2025	4/26/2025
4/30/2025	CDP 1-25, DR 1-25, UP 1-25, SP 2-25	860 Hazelwood	49 Unit Senior Housing	AMG & Associates, LLC	1/7/2025	11/26/2024	5/29/2025
5/14/2025	CDP 4-25	281 Jere Melo	Oneka Desalination Buoy Pilot Project	Fort Bragg Municipal Improvement District No. 1	n/a	n/a	5/28/2025
5/14/2025	LCP 4-25, ILUDC 4-25	n/a	LCP 4-25, ILUDC 4-25 Ordinance Updates- Urban Lot Split/SB-9	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 8/14/2025
5/14/2025	LCP 5-25, ILUDC 5-25	n/a	LCP 5-25, ILUDC 5-25 Ordinance Updates- Emergency Shelters	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 8/14/2025
5/28/2025*	CDP 4-25	n/a	Oneka Desalination Buoy Pilot Project	Fort Bragg Municipal Improvement District No. 1	n/a	n/a	5/28/2025
5/28/2025	LCP 3-25, ILUDC 3-25	n/a	LCP 3-25, ILUDC 3-25 Pro-Housing Design Review	City of Fort Bragg	n/a	n/a	LCP: TBD ILUDC: 9/10/2025
5/28/2025	CDP 10-24	321 W. Bush St.	Prefab Residence	Janice Dunn and Jonathan Lee	11/18/2024	3/20/2025	6/25/2025
6/11/2025	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/18/2025*	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/25/2025*	CDP 8-24/A, DR 11-24/A, UP 9-24/A, SP 20-24/A	1151 S. Main St.	CDP 8-24, DR 11-24, UP 9-24, SP 20-24 Fort Bragg Apartments	Akashdeep "Kosh" Grewal	9/18/2024	1/27/2025	n/a
6/25/2025	CDP 3-25	190 Riverview Dr.	CDP 3-25 Culvert	City of Fort Bragg	2/26/2025	n/a	n/a
7/9/2025*	CDP 3-25	190 Riverview Dr.	CDP 3-25 Culvert	City of Fort Bragg	2/26/2025	n/a	7/15/2025
10/8/2025	UP 4-25, DR 7-25, SP 5-25	421 N. Whipple St.	Friends of the Fort Bragg Library- Library Annex	Janice Marcell	8/15/2025	9/4/2025	10/18/2025
10/22/2025	MUP 1-25	221/223 E. Redwood	Appeal of Administrative Decision on MUP 1-25	Sabine Brunner	4/17/2025	6/16/2025	11/22/2025
11/12/2025*	MUP 1-25	221/223 E. Redwood	Appeal of Administrative Decision on MUP 1-25	Sabine Brunner	4/17/2025	6/16/2025	11/22/2025
11/12/2025	CDP 7-25, DR 525	n/a	Install Scenic Viewer Binoculars in Two Locations in Noyo Headlands Park Along the Fort Bragg Coastal Trail	City of Fort Bragg	9/26/2025	9/26/2025	11/22/2025



Performance/Workload Measures by Calendar Year 2025

INDICATORS	2023	2024	2025	Percent Change
Development Permits	117	111	91	-18%
CEQA Documents (Environmental Impact Reports, MNDs, Negative Declarations)	1 MND 1 ND	1 MND	1 MND	0%
Building Permits	172	145	134	-8%
Code Enforcement Cases	176	no data	99	n/a
Legislative Activity	7	12	14	17%
Draft Work/On-Going Tasks	1	4	8	100%
Business Licenses-New Awarded	146	96	124	29%
No. Planning Commission Staff Reports	10	24	25	4%
No. Planning Commission Resolutions	10	26	19	-27%
No. Community Development Committee Staff Reports	13	15	8	-47%
Address Listings	9	18	19	6%



Development Permits 2025

PERMIT TYPE	Total	Approved	Under Review	Withdrawn	Denied
Coastal Development Permits	8	5	2	1	0
Cannabis Business Permits	1	0	1	0	0
Certificate of Appropriateness	1	0	1	0	0
Subdivisions/Lot Line Adjustments	4	0	3	1	0
Design Review	9	7	1	1	0
Limited Term Permits	38	35	0	3	0
Minor Use Permits	3	2	0	1	0
Mobile Vending Unit/Sidewalk Vending	3	1	0	0	2
Use Permits	4	2	2	0	0
Sign Permits	20	14	3	1	1
Variances	0	0	0	0	0



Code Enforcement 2025

In 2025, George Leinen retired as Assistant Planner and Code Enforcement and the Department welcomed Valerie Stump back as Assistant Planner and Code Enforcement, and contracted with 4Leaf, Inc. to process some cases.

	Total	Notes
Complaints Received	75	
Currently Active Cases	31	(some cases still open from 2024)
Cases Closed	37	(some cases from previous years)
Unfounded/No Action Required	29	
Total Cases	99	



Draft Work/Ongoing Tasks (non-permit)

- Updated Fee Schedule
- Local Coastal Program Update
- Vacant Property Ordinance
- City Council Study Session on Code Enforcement
- Working with 4Leaf to draft new guiding documents for Code Enforcement to establish standard operating procedures and set priorities for CE case work
- 4th of July Drone Survey
- Story Poles
- Turning the Tides





City of Fort Bragg

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

Text File

File Number: 26-35

Agenda Date: 1/28/2026

Version: 1

Status: Passed

In Control: Planning Commission

File Type: Planning Staff Report

Agenda Number: 7B.

Adopt Resolution of the Fort Bragg Planning Commission Making a Determination of General Plan Conformity for the Proposed Vacation of a Portion of an Alley; CEQA Exemption 15061(b)
(3)

AGENCY:	Planning Commission
MEETING DATE:	January 28, 2026
PREPARED BY:	Alfredo Huerta
PRESENTED BY:	Alfredo Huerta

AGENDA ITEM SUMMARY REPORT

APPLICATION NO.: Road Vacation (RV) 1-26

OWNER/APPLICANT: City of Fort Bragg

PROJECT: Vacation of a Portion of the Alley on Oak Street

REQUEST: City of Fort Bragg intends to vacate the remaining portion of a 20-foot-wide alley still considered public right-of-way. Before the City Council can act on the request, a determination of General Plan conformity must be made by the Planning Commission.

LOCATION: The North 48 feet of the east half of the 20-foot alley on the south side of Oak Street between Main Street and Franklin Street; (APN 008-163-RW). The site is not in the Coastal Zone.

ASSESSOR'S PARCEL NO.: 008-163-RW

ZONING: General Commercial (CG)

ENVIRONMENTAL DETERMINATION: The project is Categorically Exempt per §15061(b)(3) of the California Code of Regulations.

SURROUNDING LAND USE:

North –	CBD: Oak Street and Old Coast Hotel
South –	CG: Lucy's Laundry Strip Mall
East –	CG: Apartments
West –	CG: Undeveloped Lot

PROJECT DESCRIPTION

The City has not utilized or maintained the 73-foot long dead-end alley on the south side of Oak Street between Franklin and Main Street in more than ten years. In fact, less than half of that alley is currently considered public right-of-way because of previous road vacations the

City completed. In 2013, the adjacent property owner at the south end of the alley requested the vacation of the southernmost 28 feet because he was seeking space for propane tanks and garbage dumpsters for his building (Lucy's Laundromat building). That vacation was processed successfully. And before that in 1990 the City had vacated the western half of the alley and it was deeded to the property owners to the west at the time.

Since most of the alley is now privately owned, the City intends to vacate the remaining portion that still considered public right-of-way. In order to complete this process of vacating the entire alley, the City would need to vacate the north 48' of the east half of the 20-foot alley. State Streets and Highways Code (S&H Code) requires municipalities to adhere to a specific process in order to vacate public streets and highways (includes alleys): Section 8313 S&H Code and Government Code 65402 specifically requires the Planning Agency (i.e., Planning Commission) to review the location, purpose, and extent of the vacation and report upon whether the proposed vacation is consistent with the General Plan prior to Council consideration of the vacation. The question before the Planning Commission is not a decision on the vacation itself, which will be taken up by the Council. The Planning Commission is tasked only to determine whether such a vacation conforms to the General Plan. Should the Planning Commission find the project consistent with the General Plan, Council will subsequently consider the vacation through a public hearing consistent with the requirement of Streets and Highways Code 8313.

The subject alleyway, located on the south side of the 100 block of East Oak, was deeded to the City by the lumber company as a part of the first deed to the City. The alleyway dead ends due to the presence of the Lucy's Laundry strip mall to the south and has not been utilized as a roadway or maintained by the City for many years. The dead end had been the subject of code enforcement activity in the past due to storage or abandonment of inoperable vehicles and discarded furniture. Since the vacation of the south end of the alley was processed in 2013, that has no longer been an issue. The property owners to the west are also in the process of obtaining building permits for construction of a restaurant and have expressed that maintaining their section of alley clean and orderly is a priority for the future restaurant. The subject area is not necessary for street or highway purposes.

CONSISTENCY WITH THE GENERAL PLAN

The following 2012 Inland General Plan Goals and Policies are applicable to the proposed vacation of right-of-way:

Goal PF-1 Ensure that new development is served by adequate public services and infrastructure.

The property to the west of the alley is currently undeveloped. In the 2013 vacation proceedings, it was suggested that vehicular access to this property should occur from the subject alley as this would prevent an additional driveway encroachment onto Oak Street or Main Street to serve future development. For this reason, only 25 feet of the alley was proposed for vacation, while the remaining 48 feet of the alley was retained by the City.

Planning entitlements have since been granted to the property owners to the west for a new restaurant which includes a new driveway on Oak Street. Installing this new driveway was inevitable as the new driveway provided a safer entrance/exit for customers and maximized the amount of spaces that would be available in the proposed parking area at the east end of their property.

Consistency with the General Plan can be determined by the Planning Commission for this disposition since vehicular access for the parcel to the west of the alley has been worked into their project plans and thus full vacation of the alleyway will not affect access to their property. Additionally, during the review of the proposed project, public works staff determined that the project can be served with potable water from the alley and wastewater collection from Oak Street, ensuring the new development will be served by adequate public services.

Policy PF-1.2 All new development proposals shall be reviewed and conditioned to ensure that adequate public services and infrastructure can be provided to the development without substantially reducing services provided to existing residents and businesses.

Utility infrastructure is currently present in the alley, including a utility pole and underground water/sewer lines. A utility easement will be reserved to assure continued provision of utilities to nearby uses. During the 2013 proceedings, PG&E requested a four-foot-wide utility easement along the east side of the subject alley to be reserved for their anchor facilities, and that should continue. A similar easement will be needed for underground City utilities. Public Works additionally will require that no construction or structures be placed over existing valves, manholes, cleanouts or water meter boxes.

In order to assure consistency with the General Plan, a reservation of utility easements during the vacation process will assure continued utility service for nearby development. The reservation will be recorded against the vacated right of way as part of the vacation process. Specifically, a reservation will be included in the Resolution of Vacation or Abandonment for the easterly four feet of the proposed area to be abandoned in substantially similar form to the following:

RESERVING therefrom pursuant to the provisions of Section 8340 of the Streets and Highways Code and for the benefit of Pacific Gas and Electric Company, the permanent easement and the right any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair, renew anchors, guy wires and cables, guy stubs, fixtures and appurtenances for the operation of electric and communication facilities, including access, and also the rights to trim and cut down trees and brush that may be a hazard to the facilities; said area shall be kept open and free of buildings, structures and wells of any kind.

In addition, a reservation will be inserted in the Resolution of Vacation or Abandonment for the property in substantial similar form as the following:

RESERVING therefrom pursuant to the provisions of Section 8340 of the Streets and Highways Code and for the benefit of the City of Fort Bragg, the permanent easement and the right any time and from time to time to construct, reconstruct, maintain, operate, replace, remove, repair infrastructure associated with provision of water and sewer utilities, including access, and also the rights to trim and cut down trees and brush that may be a hazard to the facilities. No construction or structures shall be placed over existing valves, manholes, cleanouts or water meter boxes.

RECOMMENDED PLANNING COMMISSION ACTION

1. Adopt a resolution providing a determination of General Plan Consistency at this Planning Commission meeting.

ALTERNATIVE ACTION

2. Do not Adopt a resolution providing a determination of General Plan Consistency at this Planning Commission meeting.

RECOMMENDATION

Staff recommends the Planning Commission adopt a resolution finding that the proposed vacation of right-of-way is consistent with the General Plan, based on the findings and subject to conditions recommended in the resolution.

ATTACHMENTS

1. Resolution
2. Site Location Map

RESOLUTION NO. PCXX-2026

RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION MAKING A DETERMINATION OF GENERAL PLAN CONFORMITY FOR THE PROPOSED VACATION OF A PORTION OF AN ALLEY

WHEREAS, the City proposes to vacate the northerly 48 feet of the east half of a 20-foot-wide alley located on the south side of Oak Street between Main Street and Franklin Street; and

WHEREAS, in order for City Council to act upon the request, a determination of General Plan consistency must be made by the Planning Commission pursuant to Government Code 65402; and

WHEREAS, Goal PF-1 of the General Plan requires the City ensure that new development is served by adequate public services and infrastructure; and

WHEREAS, Policy PF-2 of the General Plan requires that all new development proposals shall be reviewed and conditioned to ensure that adequate public services and infrastructure can be provided to the development without substantially reducing services provided to existing residents and businesses;

WHEREAS, it can be seen with certainty that the Planning Commission's determination will not have significant impact upon the environment. This decision will not result in any change in development and the Council will subsequently take up the discussion over the vacation itself.

NOW, THEREFORE, BE IT RESOLVED that the Recitals set forth above are true and correct and are incorporated herein as findings.

BE IT FURTHER RESOLVED that the Planning Commission of the City of Fort Bragg does hereby find that the proposed vacation conforms to and is consistent with General Plan.

The above and foregoing Resolution was introduced by _____, seconded by _____, and passed and adopted at a regular meeting of the Planning Commission of the City of Fort Bragg held on the 28th day of January, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

,
Chair

ATTEST:

Lisi Horstman
Administrative Assistant

Main Street

Exhibit A

