



**CITY OF FORT BRAGG**

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**COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** April 20, 2016  
**TO:** Public Works & Facilities Committee  
**FROM:** Linda Ruffing, City Manager  
**AGENDA ITEM TITLE:** **RECEIVE REPORT AND DISCUSS DRAFT GUIDELINES  
REGARDING NEIGHBORHOOD NOTIFICATIONS**

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**ISSUE:**

Earlier this year, the City removed a grove of towering eucalyptus trees on City right-of-way at the north end of Harrison Street. Some neighbors on the block were aware of the pending work, but others were not. The work was noisy and went on for days, and the removal of the trees was a substantial change to the aesthetics of the neighborhood. At just about the same time, the City removed the plastic "speed cushions" on Cedar Street. The cushions were installed as part of a traffic-calming project and they have been the subject of numerous complaints by drivers who need to bring their vehicles to a near stop to traverse them. After the bumps were removed, some of the neighbors on Cedar Street complained about their removal.

In retrospect, City staff has realized that early notification of residents and property owners in these two neighborhoods would have provided an opportunity for dialogue and neighborhood input and might have altered the scope of the projects or avoided some of the complaints.

The Public Works & Facilities Committee is asked to review draft guidelines regarding neighborhood notifications for City projects and activities.

**SUMMARY:**

Staff proposes the following fairly simple and straight-forward guidelines as a starting point for discussions regarding neighborhood notifications:

**1. Projects Requiring Early Notification**

- Conceptual planning and design for projects that will change streetscape (traffic calming, multi-use trails, installation of traffic controls, etc.) on City streets and alleys.
- Planning stage for projects that involve major changes to City parks and facilities.
- Major tree removal on City rights of way.

- Changes to on-street (or on-alley) parking restrictions.

**Notification Process:** Invite residents and property owners to a Council Committee meeting and/or a single-topic community meeting. Send notices by mail at least one to two weeks prior to meeting. If noticing is not practical because of size of area of project affects, notice may be given by press releases, public service announcements, notice in newspaper, social media, and City website.

## **2. Projects Requiring Notification Prior to Construction or Implementation**

- Projects that result in temporary closure or restricted access of a street or alley during construction (street resurfacing, alley rehab, drainage improvements, sidewalks)

**Notification Process:** Notice mailed to residents and property owners or distribution of door-hangers with contact information.

## **3. Projects Not Requiring Notification**

- Projects of limited duration that may involve traffic controls, but do not block access and circulation during construction (pothole repairs, minor street or utility repair, flushing water lines, etc.)

**Notification Process:** No notification is needed.

### **RECOMMENDATION:**

Staff recommends that the Committee review the guidelines as drafted, obtain public input, and provide direction to staff regarding revisions or refinements.

### **ATTACHMENTS:**

None.