



City of Fort Bragg

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Meeting Minutes Community Development Committee

Tuesday, June 28, 2016

3:00 PM

City Hall Conference Room, 416 N. Franklin Street

MEETING CALLED TO ORDER

Committee Member Deitz called the meeting to order at 3:00 PM.

ROLL CALL

Present: 2 - Scott Deitz and Michael Cimolino

1. APPROVAL OF MINUTES

1A. [16-246](#) Approve Minutes of May 17, 2016

A motion was made by Committee Member Deitz, seconded by Committee Member Cimolino, that the Committee Minutes be approved for Council review.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [16-272](#) Receive Report and Provide Recommendation to Community Development Committee Regarding an Update to the Inland Land Use and Development Code to make it more Business Friendly

Associate Planner Perkins handed out an addendum entitled Summary of Public Participation at the Inland Land Use and Development Code (ILUDC) Update Workshops (added to Agenda after packet created). Perkins described the workshop as a positive productive experience. Community Director Jones intends to craft an ILUDC update matrix for City Council input. Director Jones indicated her intention to pursue and update to the Coastal Land Use and Development Code (LUDC) at the same time as the ILUDC to prevent the two documents from becoming more divergent and to facilitate a better understanding for residents regarding requirements and variations between land uses. Jones cited some examples of existing discrepancies between the two codes and explained how this update further warrants the Local Coastal Program (LCP) amendment process to streamline the two land use codes. Jones asked the Committee Members to go through the summary list and provide feedback on each line item.

Discussion:

1. Vacation Rentals:

- Committee and staff discussed the ten vacation rental permit limit with some uncertainty as to whether the limit was per land use for a total of twenty permits or

ten total

- Committee Member Deitz asked if the City was ready to take applications and Jones responded that the code needs to be published before we can allow vacation rentals
- Cimolino asked for clarification about the implications of this code update affecting undeveloped property like Mill site and Jones answered this particular code update would only affect the Central Business District (CBD)
- Vacation rentals will be strictly limited to the CBD, unless re-addressed by Council
- Jones recommended considering Highway visitor Commercial for inclusion in this update
- Committee reiterated the intention to establish permit limits and slowly monitor the impacts on rental housing stock and demand from property owners
- The current regulation requires home rentals within the City to be in excess of thirty days
- Waiting lists, transferability, and per owner maximums are criteria that should be explicit in this code update

2. Home Sharing:

- Parking is a primary concern
- Parking impacts could be limited by capping the number of permits offered similar to the vacation rentals or by establishing standards requiring onsite parking in order for a property to be permitted for home sharing
- This would require a Minor Use Permit (MUP) which would be approved administratively after serving notice to property owners in a 300' radius which can be elevated to Planning Commission if contested
- Committee Members recommended limiting each property to one bedroom for sharing and/or one vehicle
- The negative effects on towns with large numbers of vacation rentals

3. Residences in Commercial Districts:

- Down-zoned properties can go right back to commercial use
- The six month requirement was deemed as an appropriate time frame as it provides relief to property owners where none currently exists but does not unintentionally incentivize owners to convert businesses to residences
- The goal is always highest and best use
- The excess of vacant businesses and lack of housing shows the need for an adjustment in supply
- Staff will (with the assistance of the interns) do an inventory of the business stock to present to council a potential impact analysis

4. Commercial Uses in Industrial Districts:

- This update would allow brewing as an activity in the Commercial district and/or add a model of brewery/tap room to the land use tables
- Commercial uses could increase values of property and make industrial uses less desirable to owners

- The Overtime Brewery was a very favored project and this update would benefit both of our existing operations by permitting necessary expansions of facilities
- The Mill Site will offer more industrially zoned properties, which will potentially be occupied by a brewery
- Committee Member Deitz inquired about demand for more breweries in recent years, Jones pointed out the current trend for Beer tourism
- Committee Member Deitz inquired if we would also allow for Light Industrial activities to be permitted in commercial districts with use permits and Jones explained that noise is the biggest concern though some light industrial uses fit well in commercial districts
- Committee members would like to see Light Industrial uses allowed in Commercial districts

5. Second Residential Units:

- Considered removing or changing the 6000sf parcel and 36ft street width requirements where off-street parking is available
- The City needs more rental housing so incentivizing 2nd units should be a priority
- There are lots of illegal units in town, 1/3 of parcels have 2nd units they may/may not be legal
- Providing owners the ability to legally add 2nd units benefits the City by providing good, legal, safe buildings, meets housing needs of residents, and the City recoups fees for water and sewer connections

6. Signage:

- Remove word permanent from code verbiage from the 20% window coverage regulation
- Window signage does not currently count toward the site signage maximums
- Businesses frequently recoup there signage needs by cluttering the windows
- Cimolino explained this request was brought about because of concerns about alcohol and tobacco signage
- Perkins asked how this might affect bars/taverns
- The City has flagrant sign code violators and increased code enforcement would be necessary if this update goes into effect
- Committee Member Deitz asked how many complaints for signs are submitted annually and Jones stated there are one to two per year
- Committee Members want to ensure this update has limited impact on small businesses who need the advertising space
- Staff clarified this cannot be limited to certain businesses
- Committee recommended striking the word permanent from the code and leaving code enforcement to being complaint driven

Miscellaneous:

- Council member Cimolino favors a mountain bike cleaning station but expressed hesitancies about potential transference of invasive species, the need for an interceptor, municipal water, permitting, and actual use of this type facility

- Taxing commercial properties that remain vacant for long periods of time
- Staff and Committee discussed the potential causes of the vacancies; disrepair, location, high rent, Amazon effects on small businesses, and costs of sprinklers (current ordinance requirements) being a disincentive to perform regular maintenance on buildings
- Deitz spoke in opposition of the sprinkler ordinance and the unintended consequence being empty store fronts
- Jones will compile the number of sprinklers installed with information from Public Works
- Add business sharing as a table line item in the development code to support co-businesses
- Sidewalks throughout town in need of repair could be another side effect of the sprinkler ordinance
- Specialty schools like woodworking is another use that should be evaluated for compatibility for various zoning districts

Committee Member Cimolino inquired about the process of changing the code. Director Jones explained the code can be changed anytime with staff time. The City tries to do updates once every two years or as warranted by City Council and residents. Up-zoning is rarely objected to but down-zoning can cause frustration for residents and should be considered carefully when making changes to the code.

3B. [16-275](#) Receive Oral Update from Committee Member Deitz and Discuss the Fort Bragg Business Density Packet

Lia Wilson presented a power point entitled “A Lovely Little Downtown” (added to Agenda after packet created). Wilson explained this idea came about after recent concerns were raised by local business owners regarding the current state of downtown Fort Bragg. The Goals of Wilsons plan included 90% occupancy, increased foot traffic, increased income for small businesses, and establishing a brand identity for the City. Several slides prompted discussion during the presentation so key points of the presentation and discussion are as follows:

- Potential incentives and disincentives to fill vacant spaces
- Using the 2nd unit model to package information about starting a business in Downtown
- Designing a one page zoning district summary table to display in vacant windows
- Revitalizing window staging program and “Pop-Up Shops”
- Many Downtown properties are in violation of Municipal Code and open Code Enforcement cases
- Ideas to make entrepreneurs more savvy; asking the right questions, outlining timeline and cost expectations early on, pursuing business ventures in the right order (permitting, licensing, zoning location)
- Public Works should summarize departmental information with brochures
- Facilitate communication between City departments to improve customer service experience

- Differences between cost and startup of a retail venture versus a restaurant
 - Diversifying the City; Parklets, Murals, Art Park, Sculptures, Archway
 - Changing Coastal Trail Phase II entrance to Redwood Ave instead of Alder St
- Staff and Committee Members recommended Wilson present her slides at both Visit Fort Bragg and Downtown Watch meetings.

3C. [16-276](#) Receive Oral Update from Staff on Departmental Activities

No report given due to time constraints.

MATTERS FROM COMMITTEE / STAFF

None.

ADJOURNMENT

Committee Member Deitz adjourned the meeting at 5:15 PM.