



City of Fort Bragg

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

Meeting Minutes Community Development Committee

Thursday, April 5, 2018

3:00 PM

Town Hall, 363 N. Main Street

Special Meeting

MEETING CALLED TO ORDER

Committee Member Norvell opened the meeting at 3:00 PM.

ROLL CALL

Staff Present: City Manager Tabitha Miller, Community Development Director Marie Jones, Administrative Services Director Scott Schneider, Special Projects Manager Scott Perkins, Assistant Planner Sarah McCormick, Community Development Department Administrative Assistant Joanna Gonzalez

Present: 2 - Dave Turner and Bernie Norvell

1. APPROVAL OF MINUTES

1A. [18-092](#) Approve Minutes of February 13, 2018

Attachments: [Minutes of February 13, 2018](#)

The February 13, 2018 Community Development Committee minutes were inadvertently omitted from the agenda packet. These minutes will be brought forward for approval at the next CDC meeting.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

3A. [18-107](#) Receive Vacant Property Survey Report, Consider Policy Options for Addressing Vacant Residential and Commercial Properties in Fort Bragg, and Make a Recommendation to City Council

Attachments: [20180405 Vacant Property Survey Report](#)

[Attachment 1 - Vacant Property Survey](#)

[Attachment 2 - 10112017 City Council Staff Report](#)

Assistant Planner McCormick presented the staff report, The Committee directed staff to obtain more information on what the City can do to help the owners of both commercial and residential vacant properties. In response staff will:

- . Create a program for homeowners to have trespassers be arrested.
- . Create a point of contact at City Hall for building permits, loan and funding opportunities.

- . Create a no fee registration process to provide staff with vacant property owner contact information.
- . Follow up with survey respondents, look into why property is vacant.
- . Provide vacant property ordinance samples.
- . Research the effect the \$75,000 sprinkler ordinance has on deterring owners from using property.
- . Prioritize economic development.
- . Implement targeted code enforcement.

Public Comment:

* Elizabeth Swanson emphasizes her interest, and a local need for rehabilitating residential homes for rentals.

This Staff Report was referred to staff.

3B. [18-108](#) Receive Report and Provide a Recommendation to Council on the Marketing and Promotions Action Plan Management Structure

Attachments: [04052018 Marketing and Promotions Organization](#)

[Att 1 - Marketing and Promotions Action Plan](#)

[Att 2 - Project Management RFP](#)

[Att 3 - Current VFB Protocols](#)

Special Projects Manager Perkins presented staff report to CDC committee, Staff advised the CDC that time would be saved by streamlining the process of making Visit Fort Bragg (VFB) Committee provisions recommended by Staff. The CDC gave suggestions, and recommended this matter be presented to the full Council for approval.

Public Comments:

*Jacob Patterson- Is concerned with the current structure, serial meetings and the Brown Act, he is concerned with the Committee making a premature decision prior the the next budgeting process.

*Katie Turner-Carr - Agrees that the current structure is time consuming and can see a benefit to restructuring the VFB Committee and suggests staggering terms for VFB Committee members.

*Rex Gresset- Spoke in opposition of VFB Committee and the marketing consultant The Color Mill.

*Kaitlyn Alexander- Expressed concern regarding the VFB Committee not being consulted prior to decisions being made.

*Robert Pinoli- States Color Mill is doing a good job.

This Staff Report was recommended for presentation before the Council. CDC recommends a change in the budget authority and a quarterly expenditure report.

4. MATTERS FROM COMMITTEE / STAFF

Community Development Director Jones announced the addition of Administrative Assistant Joanna Gonzalez to the Community Development Department. Administrative Services Director Schneider mentioned the possibility of a Coastal Trail Celebration on the City's birthday August 5, 2018.

ADJOURNMENT

Committee Member Norvell adjourned the meeting at 4:07 PM