



## **CITY OF FORT BRAGG**

416 N. FRANKLIN, FORT BRAGG, CA 95437  
PHONE 707/961-2823 FAX 707/961-2802

---

### **COUNCIL COMMITTEE ITEM SUMMARY REPORT**

**MEETING DATE:** JANUARY 22, 2018  
**TO:** COMMUNITY DEVELOPMENT COMMITTEE  
**FROM:** MARIE JONES  
**AGENDA ITEM TITLE:** Receive Report and Make Recommendation to Staff  
Regarding Goals and Priorities for the Community  
Development Department in 2019 & 2020

---

#### **ISSUE:**

The City Council will soon hold a goal setting workshop for 2019-2020. Staff is seeking direction from the CDC regarding priorities and goals for the Community Development Department in the coming years. This information will be used as part of the City Council's goal setting workshop.

#### **SUMMARY:**

The Community Development Department serves the community by planning for Fort Bragg's future, guiding and regulating development, engaging in code enforcement and helping to plan and implement City projects. The Department's work spans a wide range of activities, including:

- **Long-Range Planning:** The Department engages the community and Council to prepare and implement long-range planning projects such as: the Mill Site Reuse Rezoning and LCP Amendment, the Fort Bragg Street Safety Plan, and other projects.
- **Housing:** CDC works with non-profit and for-profit developers to increase the supply of affordable, senior, permanently supportive, workforce and market rate housing.
- **Homeless Services:** CDC assists the City Council Homeless Ad Hoc Committee to work with Homeless Service organizations to improve the quality of services within the community and work to achieve compliance with the Marbut Report.
- **Current Planning:** The Department works with developers, business owners, and property owners to ensure that new development proposals comply with the City's planning and zoning regulations, through our permitting process. This includes completion of CEQA documents, consultation with agencies, public noticing, preparation of permit analysis reports and presentation to the Planning Commission. This work also includes considerable

time assisting prospective and existing home owners and business owners with questions over the counter.

- **Permitting:** CDD takes in, processes and approves all building permits, sign permits and Limited Term Permits.
- **Code Enforcement:** The Department investigates and initiates code compliance letters, these are followed with fees and follow up enforcement activities, which can include taking cases to Small Claims Court and Superior Court. Significant code enforcement efforts are currently focused on cleaning up illegal dumping and encampment sites.
- **Community and Economic Development:** The Department implements portions of the City's Economic Development Strategy (which is focused on jobs, tourism, arts and quality of life). CDD also continues to raise and manage grant funding for planning and capital projects.

## **2019 Priorities**

Key priorities were pulled from the 2018/18 budget, and supplemented by City Staff ideas for a good list of potential priorities for 2019/20.

1. Engage the City Council and implement the Council's vision for Community Development.
2. Complete the Mill Site Reuse Rezoning project (Local Coastal Amendment).
3. Work with non-profit and for-profit developers to develop new affordable, senior, permanently supportive, workforce and market rate housing. Continue to seek grant funding to support affordable housing projects to serve a variety of housing needs.
4. Provide exceptional customer service in the processing of all new development applications, planning permits, CEQA review, building permits and sign permits. Some of the larger development projects include: Danco affordable and market rate projects, Hare Creek Center, Avalon Hotel, Auto Zone, Mill Pond Remediation, and other projects.
5. Complete the 2019 Housing Element update, the Residential Street Safety Plan and other long range planning activities as directed.
6. Continue to engage in 75+ code enforcement cases per year, including proactive illegal dumping and encampment clean ups.
7. Complete Fort Bragg Coastal Trail 3.0 downtown access – property acquisition, acquire grant funding, complete design, undertake permitting & environmental review, bid project and construction management. Continue to engage in the restoration of the entire Coastal Trail.
8. Continue to assist in the implementation of the City's Economic Development Strategy.
9. Seek funding for other City Council priorities.

In 2017 and 2018 the Community Development Committee discussed a wide variety of issues at CDC meetings. This info is provided to give you a sense of what we have covered with the CDC.

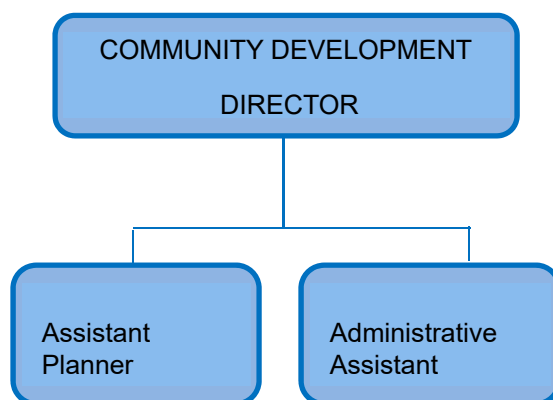
<b>Date</b>	<b>CDC Staff Report Topic</b>
4/25/2017	Receive Report and Provide Recommendation to City Council Regarding the 2017 Marketing & Promotions Action Plan
5/30/2017	Receive Report and Provide Recommendation to City Council Regarding Administration of Visit Fort Bragg and 2017/18 Fort Bragg Marketing & Promotions Action Plan
5/30/2017	Receive Report and Provide Recommendation to City Council Regarding Scope of Services for Branding Consultant.
5/30/2017	Receive Report and Provide Recommendation to City Council Regarding the 2017 Marketing & Promotions Action Plan
6/27/2017	Receive Oral Report from Gwen Matthews and/or Petra Schulte regarding establishing a healthy community designation with Blue Zones in Fort Bragg
6/27/2017	Receive Report and Provide Direction Regarding Visit Fort Bragg Project Manager RFP
6/27/2017	Receive Report and Discuss Options for Glass Beach Replenishment
8/28/2017	Receive Report and Provide Recommendation to City Council Regarding Request for Use of Housing Trust Funds and CDBG funding for Danco Affordable Housing Project
8/28/2017	Receive Report and Provide Recommendation to City Council Regarding Resolution for Clean-up of the GP Mill Pond
8/28/2017	Receive Report and Provide Recommendation to City Council Regarding Visit Fort Bragg Project Manager
9/26/2017	Receive Analysis of Residential and Commercial Vacancy in Fort Bragg and Provide Direction
9/26/2017	Receive Report and Provide Direction Regarding Fort Bragg's Beekeeping Policies

9/26/2017	Receive Update and Provide Direction Regarding Visit Fort Bragg Committee Membership
10/24/2017	Receive Report and Provide Direction Regarding Resolution Regarding Clean-up of the GP Mill Pond
11/28/2017	Receive Report and Provide Recommendation Regarding Brand Concept Delivery
1/9/2018	Receive Oral Report from Lia Wilson Regarding Mural/Public Art Project in Downtown Fort Bragg
1/9/2018	Receive Report from Bee City USA Subcommittee and Provide Direction to Staff Regarding the Appointment of Committee
2/13/2018	Receive Report and Provide a Recommendation to City Council Regarding the Property Assessed Clean Energy (PACE) Financing Programs in Fort Bragg
2/13/2018	Receive Report and Provide a Recommendation to Staff Regarding City Participation in a Local Little Free Library Project
2/13/2018	Receive Report and Provide Recommendation to City Council Regarding Logo Concept Delivery
3/27/2018	Receive Report and Provide Direction on the Marketing and Promotions Action Plan Management Structure
4/5/2018	Receive Report and Provide a Recommendation to Council on the Marketing and Promotions Action Plan Management
4/5/2018	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
6/12/2018	Provide Feedback on Draft Scope of Works for Programs within the Visit Fort Bragg Action Plan
6/12/2018	Receive Report and Consider Approval of Providing \$5,000 of Visit Fort Bragg Funding for the August 5, 2018 City Celebration
6/12/2018	Receive Report and Consider Contract Extension with the Mendocino Coast Chamber of Commerce for Social Media and Website Activities

6/26/2018	Receive Report and Provide Feedback on an Economic Development Strategy Update and Report
6/26/2018	Receive Visit Fort Bragg Committee Applications, Conduct Interviews and Select Newly Formed Visit Fort Bragg Committee Members
7/3/2018	Receive Visit Fort Bragg Committee Applications, Conduct Makeup Interviews and Select Newly Formed Visit Fort Bragg Committee Members
7/24/2018	Receive Report Regarding South Street Danco Project and Make a Recommendation to City Council Regarding a Proposal for a Mixed Income Project consisting of: 14 units of Market Rate (Workforce) Housing; 15 units of Permanent Supportive Housing; and 15 units of Affordable Senior Housing
7/24/2018	Receive Vacant Property Report, Consider Policy and Programmatic Options for Addressing Vacant Residential and Commercial Properties in Fort Bragg and Make a Recommendation to Council
9/4/2018	Receive Report Regarding the 2018/2019 Visit Fort Bragg Marketing Action Plan
9/4/2018	Receive Report and Make Recommendation to Council Regarding Possible Harbor Annexation
9/4/2018	Receive Report and Presentations from Two Finalists and Make Recommendation to City Council Regarding Promotional Program Services Including Website Design, Development and Deployment; Social Media Content and Creation; Design/Creative Services; Public Relations Services; and Marketing/Advertising Services
9/25/2018	Receive Report & Provide Direction to Staff Regarding Proposed Glass Beach Stairs Alignment & Construction Techniques
9/25/2018	Receive report and provide recommendation to City Council regarding potential amendment to LUDC and CLUDC to allow property owners in some zoning districts to subdivide a parcel into two small parcels in order to sell a second unit.
9/25/2018	Receive Report and Provide Recommendation to City Council Regarding the 2018/2019 Visit Fort Bragg Marketing Action Plan and Budget
9/25/2018	Receive Update from Visit Fort Bragg Project Manager on Visit Fort Bragg Activities

12/3/2018	Receive Report and Provide Direction on Funds Received from the Mendocino County Tourism Commission (Amount \$7,480.00)
12/3/2018	Update from Visit Fort Bragg Project Manager
1/22/2019	Receive Report and Make Recommendation to City Council Regarding Reuse of Noyo Headlands Park Large Dog Park as a BMX Pump Track

The Community Development Department is comprised of three full time staff, including: the Community Development Director, Assistant Planner and Administrative Assistant. The Special Projects Manager and Grants Assistant were recently relocated to the Department of Public Works.



#### **RECOMMENDATION:**

Provide direction to staff regarding 2019 goals and priorities for the Community Development Department. Staff recommends that the CDC engage in a brainstorming exercise to identify key priorities and then the committee prioritize the activities identified. The brainstorming and prioritizing activity will be more effective if it take into consideration existing budget constraints, current work activities and staff capacity. As part of this activity, you might end up identifying topics for future CDC meeting.

#### **ATTACHMENTS:**

None