



City of Fort Bragg

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

Meeting Agenda Community Development Committee

Tuesday, April 23, 2024

4:00 PM

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

MEETING CALLED TO ORDER

ROLL CALL

COMMITTEE MEMBERS PLEASE TAKE NOTICE

Committee Members 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: Apr 23, 2024 04:00 PM Pacific Time (US and Canada)

Topic: Community Development Committee

Please click the link below to join the webinar: <https://us06web.zoom.us/j/82706431077>

Or One tap mobile :

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Webinar ID: 827 0643 1077

International numbers available: <https://us06web.zoom.us/j/82706431077>

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. Written public comments may be submitted to cdd@fortbragg.com.

1. APPROVAL OF MINUTES

- 1A. [24-712](#) Approve the Minutes of the January 30, 2024 Community Development Committee Meeting

Attachments: [01302024 CDC Minutes](#)

- 1B. [24-721](#) Approve the Minutes of the March 26, 2024 Community Development Committee Meeting

Attachments: [03262024 CDC Minutes](#)

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

3. CONDUCT OF BUSINESS

- 3A. [24-695](#) Receive Oral Update on Central Business District Revitalization Report

Attachments: [04232024 CBD Revitalization Plan Update](#)

- 3B. [24-706](#) Memo to the Community Development Committee Requesting Direction on a Comprehensive Local Coastal Plan Amendment to the City's CLUDC to Incorporate Changes Made to the ILUDC since 2009.

Attachments: [Memo to the CDC: Master CLUDC Amendment 04232024](#)

4. MATTERS FROM COMMITTEE / STAFF

ADJOURNMENT

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, April 19, 2024.

Maria Flynn, Administrative Assistant
Community Development Department

NOTICE TO THE PUBLIC

DISTRIBUTION OF ADDITIONAL INFORMATION FOLLOWING AGENDA PACKET DISTRIBUTION:

- *Materials related to an item on this Agenda submitted to the Council/District/Agency after distribution of the agenda packet are available for public inspection in the lobby of City Hall at 416 N. Franklin Street during normal business hours.*
- *Such documents are also available on the City of Fort Bragg's website at <http://city.fortbragg.com> subject to staff's ability to post the documents before the meeting*

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

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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

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Text File

File Number: 24-712

Agenda Date: 4/23/2024

Version: 1

Status: Consent Agenda

In Control: Community Development Committee

File Type: Committee Minutes

Agenda Number: 1A.

Approve the Minutes of the January 30, 2024 Community Development Committee Meeting



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Meeting Minutes Community Development Committee

Tuesday, January 30, 2024

4:00 PM

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

Special Meeting

MEETING CALLED TO ORDER

Chair Godeke called the meeting to order at 4:01 p.m.

ROLL CALL

Staff Present: Community Development Director Cherry, Assistant Planner Peters,
Administrative Assistant Flynn

Present: 2 - Jason Godeke and Bernie Norvell

1. APPROVAL OF MINUTES

- 1A. [23-468](#) Approve the Minutes of the October 24, 2023 Community Development Committee Meeting

A motion was made by Committee Member Norvell, seconded by Committee Member Godeke that the Minutes of the October 24, 2023 Community Development Committee be approved for Council review. The motion carried by the following vote:

Aye: 2 - Godeke and Norvell

- 1B. [23-464](#) Approve the Minutes of the November 28, 2023 Community Development Committee Meeting

A motion was made by Committee Member Norvell, seconded by Committee Member Godeke that the Minutes of the November 28, 2023 Community Development Committee be approved for Council review. The motion carried by the following vote:

Aye: 2 - Godeke and Norvell

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

None.

3. CONDUCT OF BUSINESS

- 3A. [23-471](#) Receive Oral Update on Central Business District Revitalization Report

Assistant Planner Peters presented.

Public Comment: None

Discussion: Chair Godeke elaborated on the Art and Recycling Beautification Project noting that there are over fifty receptacles that will display art created by local middle and high school students.

- 3B.** [24-556](#) Discussion About an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

Chair Godeke gave an update: Conservation Works selected two Climate Action Fellows and secured office space and will be working on securing sites, doing research, sourcing trees, and gathering volunteers.

Public Comment: None

Discussion: None

- 3C.** [23-523](#) Receive report and provide direction regarding the 2024 Community Development Committee Meeting Schedule

Community Development Director Cherry discussed the 2024 Community Development Committee meeting schedule and February 27, 2024 Special Meeting which will be a Housing Workshop.

Public Comment: None.

Discussion: None.

4. MATTERS FROM COMMITTEE / STAFF

Mayor Norvell requested a to have a discussion about installing exercise equipment on the Coastal Trail.

ADJOURNMENT

Chair Godeke adjourned the meeting at 4:16 p.m.



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Text File

File Number: 24-721

Agenda Date: 4/23/2024

Version: 1

Status: Consent Agenda

In Control: Community Development Committee

File Type: Committee Minutes

Agenda Number: 1B.

Approve the Minutes of the March 26, 2024 Community Development Committee Meeting



City of Fort Bragg

416 N Franklin Street
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Phone: (707) 961-2823
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Meeting Minutes Community Development Committee

Tuesday, March 26, 2024

4:00 PM

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

MEETING CALLED TO ORDER

Chair Godeke called the meeting to order at 4:00 p.m.

ROLL CALL

Staff Present: Assistant Planner Peters, Code Enforcement Officer Stump, Administrative Assistant Flynn, Consultant Jones.

Present: 2 - Jason Godeke and Bernie Norvell

1. APPROVAL OF MINUTES

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Ron White

3. CONDUCT OF BUSINESS

3A. [24-629](#) Receive Oral Update on Central Business District Revitalization Report

Assistant Planner Peters presented the report.

Public Comment: Shelley Green

Discussion: None.

3B. [24-669](#) Discussion about an Assessment of City Trees and Potential Resources and Strategies to Increase Tree Quantities

Chair Godeke gave an update: an Advisory Committee has been established, preliminary site assessments have been made, research on overall tree canopy in the City, with focus on locations between East Oak and East Chestnut streets and South Sanderson and South Main streets. Chair Godeke is working with the City's Public Works Department to offer tools, labor, and irrigation to assist with implementation.

Public Comment: Shelley Green

Discussion: None

3C. [24-639](#) Discussion on Mobile Vending Vehicles and Direction Regarding Ordinance Amendments to Fort Bragg Municipal Code, Chapter 10.20.150

Assistant Chair Peters presented the memo.

Public Comment: Susan Winding, Jacob Patterson, Shelley Green.

Discussion: The Committee discussed their preference for placing mobile vending vehicles in a

centralized spot, specifically behind the Tall Guy Brewery and on vacant lots. They discussed modeling it after other jurisdictions where the street is closed to through vehicle traffic and only open to pedestrian traffic and mobile vending vehicles.

3E. [24-670](#) Receive Report and Provide Direction on Proposed Code Enforcement Cost Recovery Fees and Vacant Property Registration

Code Enforcement Officer Stump presented the report regarding Cost Recovery Fees.

Public Comment: Paul Clark, Jenny Shattuck

Discussion: Mayor Norvell clarified the history of the CDBG grant that funded Code Enforcement and Officer Stump clarified the process for handling nuisance calls. Committee members directed staff to bring the item to City Council for discussion.

Code Enforcement Officer Stump presented the report on Vacant Property Registration and committee members requested clarification on what qualifies as a vacant building.

Public Comment: Paul Clark, Garrett Dinyard, Jenny Shattuck

Discussion: Committee members discussed the difference between vacant properties that are maintained and vacant buildings that are posing a nuisance. Committee members directed staff to return to the Community Development Committee with an updated report which provides clearer definitions, a process for exemptions, registration of vacant commercial properties, timelines of inspections, defined thresholds that would trigger a property to require registration, a narrowed scope of properties to which the registration would apply.

4. MATTERS FROM COMMITTEE / STAFF

Mayor Norvell directed Staff to bring forward the discussion of installing exercise equipment on the Coastal Trail.

ADJOURNMENT

Chair Godeke adjourned the meeting at 5:30 p.m.



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Text File

File Number: 24-695

Agenda Date: 4/23/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3A.

Receive Oral Update on Central Business District Revitalization Report

Central Business District Revitalization Toolkit – April 2024 Update

Economic Development Tool	Committee	Staff	Status	Updates
Coordinate Ongoing Downtown Business Conversations	CDC	Cristal	On-going	The most recent meeting was held on Saturday, February 3rd from 9-11 am. These ongoing conversations with the downtown merchants have been effective. Attendees are in support of First Fridays and other events, and like the addition of musicians to the events. They proposed holding scavenger hunts downtown to draw more people into shops. Next meeting to be determined.
Walking Tours	VFB	Sarah M. Cristal	Complete	Mural Walking Tour available on VFB website and fortbraggalleywayart.org
Improve Town Hall Restrooms	PW&F	Alfredo	In Design	Project in design phase. Building plans anticipated this fall.
Increased Pedestrian Dedications	CDC	Not identified	HOLD	
Public Art	CDC	Kevin	On-going	Application art installation in Caltrans ROW (Main St.) will be submitted by 1 May 2024. Art for the project is in production by FBUSD and is expected to be received by 15 May 2024. Receptacles to be modified have been identified, as have locations and manufacturers for new receptacles. Selection of art and purchase of new receptacles and doors for existing receptacles will occur once all art has been obtained from FBUSD.
Improve Business Directory & Directional Signage	VFB	Cristal	HOLD	
Parking in Central Business District	CDC	Sarah P.	In process	Public Hearing scheduled for April 22 City Council meeting to receive strategy and consider code amendments.
Install Bollards to Block Vehicular Traffic for Special Events	PW&F	Chantell	Complete	
Reconsider Allowable Land Uses	CDC	CDD Director	HOLD	
Employ Code Enforcement Actions	CDC	Chief Cervenka	On-going	Successfully addressing quality-of-life and safety issues throughout the City. Complaint based and self-initiated. The majority of cases have been resolved through courtesy notification. A few cases require more extensive work, but those are the exception. Code Enforcement has adopted a robust education component as well.
Establish regular Walking Patrol to build positive public relations while deterring nuisances	PS	Chief Cervenka	On-going	Patrols occurring regularly.
Temporary Waiver of Water/Sewer Capacity Fees	F&A	Tabatha Sarah	Complete	
Create Public Gathering Space	CDC	Not identified	In process	Improvements to two gathering spaces are in the works: Bainbridge Park and the area just South of Town Hall. Currently no plans for additional spaces.
Install Trees, Planters and Landscaping Downtown & Citywide	PW&F	Vice Mayor	In process	Update from Vice Mayor to follow.



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Text File

File Number: 24-706

Agenda Date: 4/23/2024

Version: 1

Status: Business

In Control: Community Development Committee

File Type: Staff Report

Agenda Number: 3B.

Memo to the Community Development Committee Requesting Direction on a Comprehensive Local Coastal Plan Amendment to the City's CLUDC to Incorporate Changes Made to the ILUDC since 2009.



CITY OF FORT BRAGG
Incorporated August 5, 1889
416 N. Franklin Street, Fort Bragg, CA 95437
Phone: (707) 961-2823

MEMORANDUM

DATE: April 23, 2024
TO: Community Development Committee
FROM: Marie Jones, Marie Jones Consulting
SUBJECT: **Comprehensive Local Coastal Plan Amendment to the City's CLUDC to incorporate changes made to the ILUDC over the past 15 years.**

BACKGROUND:

The City's Local Coastal Plan (LCP) was certified in 2008, however since that time the City has made many changes to the Inland Land Use and Development Code (ILUDC) which have not been migrated over to the Coastal Land Use and Development Code (CLUDC). Initially it was hoped that all these amendments would be made at the same time as the Mill Site rezoning amendment. However, the Mill Site LCP amendment has been delayed. Therefore, it may make sense for the City to proceed with the other relevant amendments so that two codes are more congruent and so that City Council's policy direction has been implemented consistently throughout the City.

OVERVIEW:

The City has undertaken the following amendments to the ILUDC, which have not been implemented in the CLUDC.

ILUDC CODE SECTIONS THAT HAVE BEEN AMENDED
Chapter 2 – Use tables were updated to more current use types and Use Permit requirements were revised for many uses.
Chapter 3 – Parking requirements were relaxed for many land uses and a maximum and minimum range for parking was established.
Chapter 4 – New regulations were prepared or modified for the following

Standards for specific Land Uses.
<ul style="list-style-type: none"> • Animal Keeping – Allows chickens and bees, placed further limitations on farm animals, reduced the minimum parcel size for animal keeping • Cannabis – Allows cannabis (retain, manufacturing, etc). in various zoning districts and established regulations for operations. • Childcare facilities – Changes made for conformance with State law • Live/Work Units – Revised ordinance to allow live/work in more zoning districts and changed the regulations to allow for more flexible live/work spaces. • Vacation Rentals – Allows short term rentals in the Central Business District • Formula Business – Regulates Formula Businesses in Fort Bragg • Telecom – Update to telecom regulations for conformance with FCC requirements.
Chapter 7 – Design Review – Changed the thresholds for the different levels of Design Review.
Chapter 10 – Definitions – Established a number of new definitions.

There may be other section of the code that have been amended. An exhaustive analysis was not completed for this staff report.

As policy direction has already been provided on these amendments, the update of all these ordinances should be relatively simple but will take some time. Marie Jones Consulting can prepare documents comparing the current code and the proposed updates, and bring those forward in resolution form to the Planning Commission. To streamline the process, the City should have one resolution per Chapter of the CLUDC, and one staff report for the entire process. This will reduce costs and make it clear to both the Planning Commission and City Council that this is just a code update based on prior policy direction and not an opportunity to discuss and/or reconsider these sections of the code anew.

Additionally, the telecommunications section of the code is no longer consistent with FCC guidelines. This would provide an opportunity to update that section of the code in both the ILUDC and the CLUDC.

RECOMMENDATION:

Direct Marie Jones Consulting to proceed with preparation of a master LCP amendment for the outstanding zoning amendments which have already been made to the ILUDC.

ATTACHMENTS:

None

NOTIFICATIONS:

Relevant “Notify Me” lists.