



# 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

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Tuesday, January 11, 2022

3:00 PM

Via Video Conference

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### Special Meeting

#### MEETING CALLED TO ORDER

#### ROLL CALL

#### PLEASE TAKE NOTICE

*Due to state and county health orders and to minimize the spread of COVID-19, Committee Members and staff will be participating in this meeting via video conference. The Governor's executive Orders N-25-20, N-29-20, and N-15-21 suspend certain requirements of the Brown Act and allow the meeting to be held virtually.*

*The meeting will be live-streamed on the City's website at <https://city.fortbragg.com/> and on Channel 3. Public Comment regarding matters on the agenda may be made by joining the Zoom video conference and using the Raise Hand feature when the Chair calls for public comment. Any written public comments received after agenda publication will be forwarded to the Committee Members as soon as possible after receipt and will be available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, California, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except those written comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be submitted to Sarah Peters, [speters@fortbragg.com](mailto:speters@fortbragg.com).*

#### ZOOM WEBINAR INVITATION

*You are invited to a Zoom webinar.*

*When: Jan 11, 2022 03:00 PM Pacific Time (US and Canada)*

*Topic: Community Development Committee Meeting*

*Please click the link below to join the webinar:*

*<https://us06web.zoom.us/j/83658751756>*

*Or One tap mobile :*

*US: +17207072699,,83658751756# or +12532158782,,83658751756#*

*Or Telephone:*

*Dial(for higher quality, dial a number based on your current location):*

*US: +1 720 707 2699 or +1 253 215 8782*

*Webinar ID: 836 5875 1756*

*International numbers available: <https://us06web.zoom.us/u/kduhuNmGE1>*

**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.**

#### **1. APPROVAL OF MINUTES**

- 1A. [22-007](#)** Minutes of the July 27, 2021 Community Development Committee Meeting

Attachments: [July 27, 2021 Community Development Committee Meeting Minutes](#)

## **2. PUBLIC COMMENTS ON NON-AGENDA ITEMS**

### **3. CONDUCT OF BUSINESS**

- 3A. [22-009](#) Regular Oral Update Regarding Implementation of Central Business District Economic Development Strategy

Attachments: [January 2022](#)

- 3B. [22-011](#) Update on Community Development 2021 Workload Measure Performance

Attachments: [2021 CDD Performance & Workload Measures](#)

- 3C. [22-013](#) Grants Update

## **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 January 10, 2022.

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### **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:**

*It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.*

*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).*



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## Text File

File Number: 22-007

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**Agenda Date:** 1/11/2022

**Version:** 1

**Status:** Minutes to be Approved

**In Control:** Community Development Committee

**File Type:** Minutes

**Agenda Number:** 1A.

Minutes of the July 27, 2021 Community Development Committee Meeting



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## Meeting Minutes Community Development Committee

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Tuesday, July 27, 2021

3:00 PM

Town Hall, 363 N. Main Street

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### MEETING CALLED TO ORDER

Chair Norvell called the meeting to order at 3:00 P.M.

### ROLL CALL

**Present:** 2 - Bernie Norvell and Jessica Morsell-Haye

### 1. APPROVAL OF MINUTES

A motion was made by Committee Member Norvell, seconded by Committee Member Morsell-Haye, that these minutes be approved. The motion carried by the following vote:

**Aye:** 2 - Committee Member Norvell and Committee Member Morsell-Haye

1A [21-384](#) Approve Minutes of June 22, 2021

### 2. PUBLIC COMMENTS ON NON-AGENDA ITEMS

Public Comment was received from Dave Figueredo.

### 3. CONDUCT OF BUSINESS

3A [21-374](#) Receive Report and Provide Direction to Staff on State Parks RRT Grant

Associate Planner Heather Gurewitz presented the prepared report to the committee.

#### Discussion:

Committee Member Morsell-Haye asked if there will be an opportunity in the multipurpose space at the former pool building to accommodate dance classes. Associate Planner Gurewitz affirmed that as a possibility and there was discussion about one of the walls having mirrors. Both members expressed support for the idea of rehabilitating City Hall East, and thanked Associate Planner Gurewitz for her outreach to the community. Committee Member Morsell-Haye said she would like to continue keeping our radar up for funding to do the full project. She reiterated Mendocino Coast Parks and Recreation District Administrator Moneque Wooden's viewpoint that the indoor gyms are needed and it might be worth waiting until we can really do them right. Committee Member Norvell said he thinks the comments made about historical considerations are important to pay attention to as well. Associate Planner Gurewitz said that she ran this by the Historic Society who stated that the main architectural feature that is architecturally significant is the ceiling and trussing and to try to preserve as much of that as possible. Committee Member Morsell-Haye raised the issue of

incorporating natural light features in the gym as part of the project and Associate Planner Gurewitz addressed the possibilities for this.

Public Comment was received by:

\*Jacob Patterson

#### **4. MATTERS FROM COMMITTEE / STAFF**

Assistant Planner Stump gave an update on current economic development strategies in the CBD, in particular, the code enforcement strategy for downtown. The merchant and property owner address listing has been compiled, so property assessments can be started. She said they are targeting the month of August for completion of property assessments and mailings.

Committee Member Morsell-Haye had no questions on the code enforcement update, but asked if staff are any closer to finding a solution to moving forward on renovations to the Public Restrooms. Assistant Planner Stump stated that the City is currently trying to identify a staff member to take on that project.

#### **ADJOURNMENT**

Chair Norvell adjourned the meeting at 3:43 P.M.



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## Text File

File Number: 22-009

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**Agenda Date:** 1/11/2022

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Report

**Agenda Number:** 3A.

Regular Oral Update Regarding Implementation of Central Business District Economic Development Strategy

City Council held two special meetings to consider the topic of economic development - March 1 and March 16, 2021. Over the course of these meetings, several potential investments were discussed regarding how the City might best invest resources to support the Central Business District (CBD). The Community Development Committee reviewed these economic development tools, and assigned them to various Council Committees for further consideration.

A regular implementation update will be provided to the Community Development Committee.

Economic Development Tool	Committee	Staff	Meeting Date	Notes
Create Public Gathering Space	CDC	Heather/Kevin		Rural Recreation and Tourism (RRT) Program grant submitted for City Hall East.
Improve Public Restrooms at Town Hall	PW&F	Alfredo	Pending	Remove interior hallway? Outdoor Lighting?
Increased Pedestrian Dedications	CDC	Not identified	HOLD	Parklets? Street Closure? Wait to see how effective bollards are in creating additional pedestrian recreation.
Create Historical Walking Tour	VFB	Sarah	In process	This effort has stalled. Follow-up discussion at upcoming VFB meeting.
Create Mural Walk	VFB	Sarah	In process	Lia Wilson and Alleyway Art Project has taken the lead. Follow-up discussion at upcoming VFB meeting.
Public Art	CDC	Not identified	HOLD	Develop program to encourage installation of art (empty storefronts?)
Improve Business Directory & Directional Signage	VFB	Sarah	In process	A-frames were created to encourage folks to explore the 300 block of Franklin St and 200/300 block of Redwood Ave. Item will be brought to VFB committee at upcoming meeting
Install Trees, Planters and Landscaping	PW&F	Kevin	HOLD	Collaborate with Bee City to create public program for tree dedications, planting for planters and landscaping.
Install Bollards to Block Vehicular Traffic for Special Events	PW&F	Chantell	In process	In design. Project also includes refurbishing light poles and crosswalks.
Reconsider Allowable Land Uses	CDC	Sarah	HOLD	Evaluate current land use tables and permitting requirements.
Employ Code Enforcement Actions	CDC	Valerie	In process	Property compliance forms mailed to every property/business in CBD and follow-up code enforcement action occurring.
Establish Regular Walking Patrol	PS	Bernie	In process	Establish a regular, physical walking presence of uniformed officers - building positive public relations, while deterring nuisances.
Temporary Waiver of Water/Sewer Capacity Fees	F&A	Tabatha	12/28/21	Council adopted Resolution 4495-2021 to temporarily defer water/waste water fees for restaurants, cafes, and coffee shops. Waivers to be handled by CDD/PW. Business outreach by Sarah through West Business Center.
Coordinate Downtown Business Conversation Regarding a Business Improvement District (BID)	CDC	Sarah	In process	Downtown property/business owner meeting held on September 11 <sup>th</sup> and was a great success. Decided to schedule as a regular quarterly meeting. Next meeting March 11, 2022 from 9am-11am in Town Hall.

Standing Update at monthly CDC meeting – January 2022





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**Agenda Date:** 1/11/2022

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Report

**Agenda Number:** 3B.

Update on Community Development 2021 Workload Measure Performance

## COMMUNITY DEVELOPMENT DEPARTMENT

### PERFORMANCE / WORKLOAD MEASURES

BY CALENDAR YEAR

INDICATORS	2019	2020	2021	Percent Change
Development Permits (Coastal Development Permits, Use Permits, Design Review, Subdivisions, Limited Term Permits, etc.)	70	33	63	+ 90%
CEQA Documents (Environmental Impact Reports, MNDs, Negative Declarations)	2 MNDs	2 MNDs	1 MND	-50%
Building Permits	71	76	146	+92%
Code Enforcement Cases	77	50	131	+162%
Ordinance Amendments	2	2	4	+100%
Draft Work/On-Going Tasks			2	-
Grants	1	3	3	0%
Business Licenses-New Awarded	111	93	92	-1%
Sign Permits	9	8	20	+150%
No. Planning Commission Staff Reports	14	9	21	+133%
No. Community Development Committee Staff Reports	3	3	10	+233%



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## Text File

File Number: 22-013

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**Agenda Date:** 1/11/2022

**Version:** 1

**Status:** Business

**In Control:** Community Development Committee

**File Type:** Report

**Agenda Number:** 3C.

Grants Update