



**CITY OF FORT BRAGG  
COMMUNITY DEVELOPMENT DEPARTMENT**

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**MEMORANDUM**

**DATE: JANUARY 28, 2026**  
**TO: FORT BRAGG PLANNING COMMISSION**  
**FROM: COMMUNITY DEVELOPMENT DEPARTMENT**  
**SUBJECT: ANNUAL BUSINESS OPERATIONS FOR 2026 PLANNING YEAR**

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- I. **SELECT A CHAIR AND VICE CHAIR:** The Planning Commission shall select one of its members as Chair and one member as Vice-Chair of the Commission. In case of the absence of the Chair, the Vice-Chair shall act as the Chair. (Ord. 740 §1, 1992) (Fort Bragg Municipal Code §2.20.050).

**ACTION:**

- **Select Chair and Vice Chair**

- II. **ADOPT A WORK SCHEDULE:** Commission meetings are currently held on the second and fourth Wednesday of each month at 6:00 p.m. At the beginning of each year, the Commission may adopt a specific meeting schedule that provides alternate meeting dates to avoid conflict with recognized City holidays. There will be no fourth Wednesday meetings in November and December. The meeting schedule shall be posted for public review at City Hall and on the City's website. (Ord. 740, §1, 1992) (Fort Bragg Municipal Code § 2.20.060, 2.20.090 and 2.20.100).

**ACTION:**

- **Review Attachment 1 – PC Meeting Schedule 2026**
- **Confirm meeting dates to be maintained as published**

- III. **REVIEW SUMMARY REPORT OF WORK FOR THE 2025 CALENDAR YEAR:** After the close of the calendar year, the Commission may discuss and prepare a summary report of its work for the calendar year. The report may be submitted to the City Council and may be used for reporting to County, State or Federal agencies. (Ord. 740§1, 1992) (Fort Bragg Municipal Code §2.20.010).

The five-member Planning Commission is appointed by the City Council, to review land use and development permits (use permits, coastal permits, design review permits, subdivisions, etc.) for consistency with the goals and policies of the Fort

Bragg General Plan, the Land Use and Development Code, and the Fort Bragg Municipal Code.

The Planning Commission provides recommendations to the City Council on General Plan amendments and rezoning requests and provides direction to the Community Development Department regarding the development of new planning policies and the interpretation of all City planning policies and codes.

In 2025, the Fort Bragg Planning Commission held 15 meetings – 11 regular meetings and 4 special meetings. At these meetings there were 23 public hearings (7 public hearings were continued to dates certain), 25 staff reports given and 19 planning resolutions adopted. The Planning Commission made decisions or recommendations on 11 planning permits and 14 ordinance amendments. The table below identifies the work of the staff of the Community Development Department as well as the work of the Planning Commission.

| INDICATORS  | 2023 | 2024    | 2025 | % Change |
|---|------|---------|------|----------|
| Development Permits (Coastal Development Permits, Use Permits, Design Review, Limited Term Permits, Subdivisions, etc.) | 117  | 111     | 91   | -18%     |
| CEQA Documents (EIRs, MNDs, NDs)  | 1    | 1       | 1    | 0%       |
| Building Permits  | 172  | 145     | 134  | -8%      |
| Code Enforcement Cases  | 176  | no data | 99   | n/a      |
| Legislative Activity  | 7    | 12      | 14   | 17%      |
| Draft Work/On-Going Tasks   | 1    | 4       | 8    | 100%     |
| Business Licenses-New Awarded   | 146  | 96      | 124  | 29%      |
| No. Planning Commission Staff Reports   | 10   | 24      | 25   | 4%       |
| No. Planning Resolutions (new)  | 10   | 26      | 19   | -27%     |
| No. CDC Staff Reports   | 13   | 15      | 8    | -47%     |
| Requests for Proposals  | x    | x       | x    | 0%       |
| Address Listings  | 9    | 18      | 19   | 6%       |

*Table 1 Performance/Workload Measures by Calendar Year*

**ACTION:**

- **Review Attachment 3 – Report of 2025 Planning Permit Hearings**
- **Recommend Staff submit progress report to City Council**

IV. **REVIEW COMMUNITY DEVELOPMENT DEPARTMENT CHANGES:** There were multiple departmental changes in 2025. The Acting Community Development Director position was held for the first half of the year by Public Works Director, John Smith, and for the second half of the year by City Manager, Isaac Whippy; Code Enforcement Officer and Assistant Planner George Leinen retired; Valerie Stump was hired back as Assistant Planner, and Sarah Peters was promoted to Associate Planner. Lisi Horstman was hired as Administrative Assistant and Maria Flynn moved to part-time Planning Technician. Marie Jones Consulting continued to provide training and consultation services to staff and members of the public. The City entered into a contract with 4Leaf to provide the public with an alternative option for review of their

building and planning permits. At this time, seven applicants have opted to utilize 4Leaf services for the building code review portion of their building permits. The City has also contracted with 4Leaf to assist with Code Enforcement cases.

Staff also spent significant time configuring and testing the new permit portal, Accela, which is set to launch in the new year. Accela will provide data tracking for staff and a customer facing interface for a streamlined application process for the public.

- V. **REVIEW PLANNING COMMISSION BYLAWS:** Fort Bragg Municipal Code Chapter 2.20 — PLANNING COMMISSION, provides in part that the Planning Commission shall have the power, by resolution, to adopt rules of procedure governing its meetings, its operation, its conduct of public hearings and the performance of its duties. The last update to the Planning Commission Bylaws was in 2025. In order to ensure that the Bylaws are consistent with the operating procedures and practices, they should be reviewed annually.

**ACTION:**

- **Review Attachment 4 – Bylaws Draft**
- **Provide direction to staff for Bylaws Amendments**