II. Evaluation of Project Criteria

The review authority shall evaluate each application to ensure that the project:

1. Complies with the purpose and requirements of **CLUDC 17.71.050** and applicable portions of the Citywide Design Guidelines;
2. Provides architectural design, building massing and scale appropriate to and compatible with the site surroundings and community;
3. Provides attractive and desirable site layout and design, including building arrangement, exterior appearance and setbacks, drainage, fences and walls. grading, landscaping, lighting, signs, etc.;
4. Provides efficient and safe public access, circulation, and parking;
5. Provides appropriate open space and landscaping, including the use of water-efficient landscaping; and
6. Is consistent with the Coastal General Plan, any applicable specific plan, and the certified Local Coastal Program.

III. Process

The application is first reviewed by City staff for completeness and to determine whether the project is subject to review by the Planning Commission or Director. The application, along with all supporting documentation, will be routed to affected local, State. and Federal agencies for review and comment.

If the application is to be reviewed by the Planning Commission, a City planner will write a staff report, and a public hearing will be scheduled. Decisions of the Planning Commission are effective ten calendar days after the decision is rendered when no appeal has been filed with the City Council. A development permit is issued once the appeal period elapses.

If the application is subject to review by the Director, a Notice of Pending Decision is issued. An interested third party may request a public hearing. Design Rewview decisions by the Director may be appealed to the Planning Commission. A development permit is issued ten days after the decision if no appeal has been filed.

Notice to Applicants

Consult the Fort Bragg Citywide Design Guidelines when designing a project. This companion document to the Coastal Land Use & Development Code (CLUDC) complements CLUDC standards and provides good examples of appropriate design solutions and interpretations of the various regulations. The Citywide Design Guidelines are intended to promote a desired level of future development quality that will:

1. Clarify expectations for quality design;
2. Be a source for evaluation criteria for project review;
3. Provide a method to help ensure objectivity, consistency, and predictability in the design review process; and
4. Promote a clear identity and sense of place for the entire community of Fort Bragg

All developmental applications are subject to regulations set forth in City of Fort Bragg Coastal Land Use & Development Code (implementation plan) and the Coastal General Plan (land use plan) which together comprise the certified Local Coastal Program. Please be advised that, prior to submittal of a complete application and set of plans, staff comments and interpretations should be considered preliminary and subject to change pending full review of a complete application by all City, County, and State departments/agencies as necessary.

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2026

Design Review

for properties in the Coastal Zone

City of Fort Bragg

Community Development Department

Consult the Coastal Land Use Development Code (CLUDC) Chapter 17.71.050 and the Citywide Design Guidelines for further information about Design Review.

Purpose of Design Review

Design Review is intended to ensure that the design of proposed development and new land uses assists in maintaining and enhancing the small-town, coastal, historic, and rural character of the community.

When is Design Review Required?

All new structures, any relocation, exterior addition(s), changes to existing structures, and other physical improvements shall be subject to Design Review, whether or not a building permit is required. The following improvements always require Design Rreview by the Planning Commission:

- Structures located within 100' of a coastal bluff.
- Projects resulting in three or more residential units on a single parcel, including condominiums, townhouses, apartments, and other multi-family residential development projects.
- All nonresidential development projects, including: commercial, offices, and industrial structures; marinas and yacht harbors; and cultural, fraternal, quasi-public, religious, social, and similar structures for places of assembly.
- The aesthetic impact of grading or filling of land.

The following improvements shall require Design Review by the Commission only if in conjunction with a development project and by the Director if they are not in conjunction with a development project:

- Construction or rehabilitation/remodeling of a secondary dwelling unit or duplex
- Construction or rehabilitation/remodeling/ addition of a detached accessory structure or garage that exceeds 16' in height.
- Removal of natural ground cover, trees, or vegetation.
- Installation of a fence, wall, or retaining wall visible from a public right-of-way.
- Landscaping including vegetation, irrigation systems, and low-level lighting.
- Signs included with plans for any project listed above.
- Exterior lighting.

I. Submittal Requirements

A planning application and applicable fee shall be submitted for developmental projects requiring discretionary review bt the Planning Commission or Director. **Properties in the Coastal Zone must also comply with the Coastal Land Use & Development Code (CLUDC) Chapter 17.71.045 which may require a Coastal Development Permit.** One application may be used for multiple permits processed concurrently for a project. Applicants must submit **one** of each of the following scaled plans 11" x 17" with all dimensions shown. More complex projects will also be required to submit a set of 24" x 36" plans. Submittals can be made digitally.

Site Plan

A site plan containing the following information shall be submitted in order for the City Staff and Planning Commission to fully and accurately evaluate the proposal:

1. The lot or parcel involved, showing shape and dimensions.
2. Abutting street and name, indicating distance from property line.
3. North arrow and scale.
4. The location of proposed new or existing buildings, if any, and their uses and distances to property lines.
5. All driveways, approaches, barriers, parking and loading areas.
6. Location of utility lines (power, telephone, sewer, water).
7. With dotted lines, indicate an addition to an existing structure, if applicable.
8. Show proposed landscaping on the site plan unless a separate landscape/planting plan is included in the application.
9. All proposed/existing landscaping shall be illustrated on the site plan.
10. Identify the size and the species of all trees. Label each tree to be removed with an “X” through it.
11. Indicate potential phasing limits of the project. Describe the manner of installing and maintaining parking, lighting, landscaping, private grounds, streets, utilities, and open space.

Architectural Elevations

1. Elevations of all sides of new structures shall be shown.
2. If the exterior of an existing structure is to be changed, all existing and proposeed elevations of the structure shall be shown.
3. Exterior materials and colors of all proposed and eisting structures shall be indicated or generally described. Color and material samples shall be submitted.
4. All mechanical equipment or similar features located above the roof shall be shown.

Floor Plans

Provide floor plans of all stories with rooms, exterior doors and windows, and seats (for eating establishments) indicated so that parking and coverage calculations can be made.

Landscape Plans

A detailed landscape plan shall be submitted for the entire site, in compliance with **CLUDC 17.34** (Landscaping Standards).

Sign Plans

A detailed sign plan shall be submitted for the entire site, in compliance with **CLUDC 17.38** (Signs).

Other Plans & Reports

Other plans and reports may be required based on the information provided. These include but are not limited to preliminary grading and drainage plans, botanical surveys, wetlands delineation, and soil reports.