



CITY OF FORT BRAGG

Incorporated August 5, 1889

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NOTICE OF FINAL ACTION

On Use Permit, Design Review, and Sign Permit

On October 8, 2025, final action was taken by the Planning Commission on the following Use Permit and Design Review application:

PERMIT TYPE & NO.: Use Permit UP 4-25/ Design Review DR 7-25/ Sign Permit 5-25

OWNER: Friends of the Fort Bragg Library

APPLICANT: Janis Marcell

LOCATION: 707-734-0320

APN: **008-096-11**

DESCRIPTION: The Project consists of a new 3,348 SF Friend's Annex to be constructed entirely on the Friends of the Library parcel and would consist of a 792 SF media room, a 341 SF teen activities space, a 285 SF history collection room, two quiet rooms of 80 SF each, staff offices totaling 780 SF, three bathrooms, and a central hall. The project will also include 6 parking spaces, 420 SF sidewalks, and a 1,100 SF patio for outdoor activities, landscaping, and site fencing. The Friends are seeking a Design Review and a Use Permit for a parking reduction. A Use Permit for a Community Meeting Space and Accessory Office Space, which is permitted by right.

DATE OF ACTION: 10/08/2025

ACTION BY: Planning Commission

ACTION TAKEN: X Approved (See attached Findings and Conditions)

THIS PROJECT IS: X Appealable to the City of Fort Bragg City Council.

Decisions of the Planning Commission shall be final unless appealed to the City Council within ten (10) days after the decision is rendered. An appeal shall be submitted in writing, along with the appeal fee of \$1000.00, to the Community Development Department and shall specifically state the pertinent facts and the basis for the appeal.

Isaac Whippy,
Acting Director of Community Development

10/09/2025

Date

PERMIT FINDINGS

1. As conditioned, the proposed use is consistent with the General Plan and any applicable specific plan.
2. As conditioned, the proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Development Code and the Municipal Code.
3. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity.
4. The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the type, density, and intensity of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public interest, health, safety, convenience, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located.
5. The proposed use complies with any findings required by Section [18.21.030](#) (Residential District Allowable Land Uses and Permit Requirements).

STANDARD CONDITIONS

1. Special Conditions shall be indexed on the building permit plan set submittal, along with the applicable page number for each special condition.
2. The applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claims, actions or proceedings, damages, costs (including without limitation attorneys' fees), injuries, or liabilities against the City

or its agents, officers, or employees arising out of the City's approval of the CEQA determination of exemption (per Section 15332 – Infill Development) and following Use Permit, Design Review and Sign Permit approvals. The applicant agrees to defend the City at the City's request and with counsel satisfactory to the City. The City shall promptly notify the applicant of any claim, action, or proceeding and the City shall cooperate fully in the defense. The City may, at its sole discretion, participate in the defense of any action with the attorneys of its own choosing, but such participation shall not relieve the applicant of any obligation under this condition, including the payment of attorneys' fees.

3. This action shall become final on the 11th calendar day following the Planning Commission decision.
4. The use and occupancy of the premises shall be established and maintained in conformance with the requirements of this permit and all applicable provisions of the ILUDC.
5. The application, along with supplemental exhibits and related material, shall be considered elements of this permit, and compliance therewith is mandatory, unless an amendment has been approved by the City.
6. This permit shall be subject to the securing of all necessary permits for the proposed development from City, County, State, and Federal agencies having jurisdiction. All plans submitted with the required permit applications shall be consistent with this approval. All construction shall be consistent with all Building, Fire, and Health code considerations as well as other applicable agency codes.
7. The applicant shall secure all required building permits for the proposed project as required by the Mendocino County Building Department.
8. If any person excavating or otherwise disturbing the earth discovers any archaeological site during project construction, the following actions shall be taken: 1) cease and desist from all further excavation and disturbances within 25 feet of the discovery; 2) notify the Fort Bragg Community Development Department within 24 hours of the discovery; and 3) retain a professional archaeologist to determine appropriate action in consultation with stakeholders such as Native American groups that have ties to the area.
9. This permit shall be subject to revocation or modification upon a finding of any one or more of the following:
 - (a) That such permit was obtained or extended by fraud.
 - (b) That one or more of the conditions upon which such permit was granted have been violated.
 - (c) That the use for which the permit was granted is so conducted as to be detrimental to the public health, welfare, or safety or as to be a nuisance.
 - (d) A final judgment of a court of competent jurisdiction has declared one or more conditions to be void or ineffective or has enjoined or otherwise prohibited the enforcement or operation of one or more conditions.

8. Unless a condition of approval or other provision of the Inland Land Use and

Development Code establishes a different time limit, any permit or approval not exercised within 24 months of approval shall expire and become void, except where an extension of time is approved in compliance with ILUDC Subsection 18.76.070(B).

SPECIAL CONDITIONS

1. **Resubmit Parking Plan.** Prior to issuance of the building permit, the applicant shall submit a revised parking plan, the parking space dimensions of which comply with the requirements of ILUDC 18.36.090. The revised parking plan shall also show bicycle parking in compliance with ILUDC 18.36 and shall be reviewed and approved by the Director of Community Development.
2. **Frontage and Circulation:**
 - a) **Frontage improvements.** Frontage improvements will be required along the alley for the new parking area. Applicant shall install paved parking area and pave out from existing alley pavement per City of Fort Bragg Construction Standards (Std. No. 215/216 as applicable).
 - b) **Power pole.** There is an existing power pole in the vicinity of the proposed alley parking area. Applicant is responsible for the relocation of the pole, if desired, and shall cooperate with PG&E and Public Works Department to move the pole to a standardized location within the public right of way. The applicant may opt to leave the pole in its current location as shown on the plans.
 - c) **Encroachment permit.** A City encroachment permit is required for work in the City's public right of way. This includes placement of a dumpster, ladders for painting, construction vehicles not parked in conformance with parking codes, all frontage improvements and parking construction, etc. Please contact the City for encroachment permit requirements if necessary.
 - d) **Schedule.** All frontage improvements shall be completed prior to final inspection of the building permit.
3. **Backflow Device.** The installed backflow device shall be screened from view by shrubs and vegetation from the plant list in the Landscaping Plan.
4. **Landscaping.** All landscaping shall comply with ILUDC Ch. 18.34.060. Any variances permittee determines are needed for feasibility, shall be submitted to the Director for review and approval prior to issuance of the building permit.
5. **Landscaping and Irrigation.** All landscaping and irrigation shall be California Model Water Efficient Landscape Ordinance (MWELO) compliant. Contact Alfredo in the Public Works department if more information regarding this requirement is needed.
6. **Outdoor Storage.** Prior to issuance of the building permit, Applicant shall submit plans showing screening of the outdoor recycling storage unit for Director review and approval. Screening shall be in compliance with ILUDC, Ch. 18.42.140.
7. **Utility Connections and Impact Fees:**

- a) **Water Connection(s).** Connection fees vary depending on desired connection and meter sizes, based on the cost to the City to make the connections. Applicant may connect to the existing water meter, but this project may require additional or upsized connection(s) to meet project demands. Applicant shall specify what size of connections will be needed for this project, including any fire connection for sprinkling purposes. Applicant shall notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined, as current wait time for new connections is 2-3 months.
- b) **Sewer Connection.** Although historical information indicates that there may be an existing sewer lateral on the property, the exact location is unknown. Applicant/property owner is responsible for locating the existing lateral for connection. If unable to locate, a new connection must be installed. Connection fees vary depending on the desired connection, based on the cost to the City to make the connections. Applicant shall specify what size of connections will be needed for this project. Applicant shall notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined.
- c) **Sewer Cleanout.** A sewer cleanout is required if not already present.
- d) **Water and Sewer Connection Locations.** Final location of the proposed water and sewer connections in the City right of way shall be coordinated with Public Works Department staff and shown on the site plan submitted with the building permit application.
- e) **Backflow Device.** An approved backflow device is required for commercial water line and any water line associated with fire sprinklers. Backflow devices shall be installed prior to final of Building Permit. Contact Heath Daniels at 707-813-8031 for more information.
- f) The applicant shall contact Underground Service Alert (USA), Dial 811 or 1-800-227-2600, at least 48hrs prior to construction.

8. Impact Fees:

- a) **Water and Sewer Capacity Fees.** Impact fees will be required based on the proposed use and shall be calculated and paid prior to building permit issuance.
- b) **Fire/Police Facilities Fees.** In accordance with City Ordinance 987-2024, which established an impact fee program to impose fees upon development projects that fully or partially offset the costs of public facilities that are needed to serve the demand created by development projects, the Police/Fire Facilities Fees are required and shall be calculated and paid prior to building permit issuance.
- c) **Drainage Fee.** Drainage fees are required (12.14.030). The City “shall not issue a building permit for construction resulting in a 120-square-foot or more increase in ground coverage...until the fees as set forth in this ordinance have been paid.” The drainage fee will be based on the increase in impervious surface and shall be calculated

at the time of the building permit submittal. Current fee is \$0.74 per SF of impervious surface.

9. Grading and Stormwater:

- a) Applicant shall comply with the conditions regarding grading and stormwater as set forth in the July 7, 2025, Public Works memo.
- b) If total site work is in excess of 5,000 CY, an engineered grading plan shall be provided, per Municipal Code Section 18.60.030, and a separate grading permit will be required for the site work. The final grading plan can be submitted at the time of building permit application submittal if necessary.
- c) Storm water runoff shall be minimized by incorporation of Low Impact Development (LID) strategies that minimize impermeable areas, maximize permeable areas, and that slow, spread, and sink runoff so as to recharge groundwater and minimize runoff. Runoff that is expected shall be collected at vegetative swales or bio retention facilities and overflow finally conveyed by a storm drain system approved by the City Engineer.
 - a. *Treatment Control BMPs shall be sized and designed to retain and infiltrate runoff produced by all storms up to and including the 85th percentile (.83" in 24 hours).*
 - b. Because this project proposes to replace >5,000 SF of pervious surface, it's defined as a "regulated project", and installation of LID features in compliance with regulations outlined in the County of Mendocino Low Impact Development Standards Manual (LID Manual) will be required. The manual is located at <https://www.mendocinocounty.org/home/showpublisheddocument/43360/637583284035530000>
 - c. Applicant must follow instructions in Part C of the Lid Manual. Applicant to complete and provide to the City the appropriate Site Design Measure Sheet(s) from the Appendices of the Mendocino County LID Manual. The Applicant has submitted a Preliminary Stormwater Control Plan with their planning application. Public works will review and return with any comments/corrections if necessary.
 - d. If construction is to be conducted between October and April (the rainy season), approval from the Public Works Department and additional construction BMPs will be required.
 - e. It is not permitted for construction debris and soil to be placed in the City right-of-way. All construction debris/soil shall be properly disposed of.
 - f. Applicant shall submit the 6-page Storm Water Control Plan at the time of building permit submittal and adhere to the storm water measures outlined in the document.
 - g. Applicant to ensure that there is no increase in runoff to adjacent properties or to the Public Right of Way.

10. **Roof-Mounted Equipment.** If the project will include roof-mounted equipment, excluding roof-mounted solar equipment, Applicant shall submit roof elevations with building permit showing any equipment screened in an effective and attractive manner through the use of various architectural detailing, including, but not limited to, roof form, decorative parapets or cornices that match the architectural character and materials of the building.
11. **Address Numbers.** Prior to Final approval of the Building Permit, the applicant shall install address numbers compliant with the Citywide Design Guidelines and the fire code.

Attachments:

1. Staff Report
2. Planning Commission Resolution
3. Annex Plans
4. Public Works Memo