



CITY OF FORT BRAGG
416 N. Franklin Street
Fort Bragg, California 95437
www.fortbragg.com

LIMITED TERM PERMIT ACTION NOTIFICATION

This document provides notification of the decision as indicated below. If you have any questions, please contact the Community Development Department at City Hall.

APPLICATION NO.: Limited Term Permit 34-23 (LTP 34-23)
PROPERTY OWNER: City of Fort Bragg
APPLICANT: Nor Coast Rodders
AGENT: Steve Wells
REQUEST: Limited Term Permit to authorize a temporary event, the Holiday Lights Parade, scheduled for Saturday, December 2, 2023, at 6:30 P.M. In the event of rain, the event will be rescheduled on Friday, December 8th at 6:30 PM.
LOCATION: Holiday Lights Parade: In the City of Fort Bragg Right-of-Way with staging on West Pine Street at Stewart Street, travelling east on Pine Street to Franklin Street, south on Franklin Street to Oak Street, west on Oak Street to Main Street, and north on Main Street to Pine Street.

ASSESSOR'S PARCEL NO: Street Right-of-Way (ROW)
DATE OF ACTION: November 21, 2023
ACTION BY: Community Development Director
ACTION TAKEN: Approved (See attached Findings and Conditions)
EFFECTIVE DATE OF ACTION: December 2, 2023, unless a timely appeal is filed.

LOCAL APPEAL PROCESS AND FEE: Decisions of the Community Development Director shall be final unless appealed to the Planning Commission in writing within 10 days of the decision date with a filing fee of \$1,000 to be filed with the Community Development Department.

This project is not appealable to the Coastal Commission.

NOTIFICATION MAILED TO: Steve Wells
141 N. Main Street
Fort Bragg, CA 95437

DATE OF MAILING: 11/22/2023

CONDITIONS OF APPROVAL: See attached findings and conditions

Community Development Department Statement: I hereby certify that all conditions which must be met prior to issuance of this permit have been met and that this permit is deemed by the City of Fort Bragg Community Development Department to be a valid permit subject to all conditions of approval.


Juliana von Hacht Cherry, Community Development Director

November 21, 2023

Statement of Responsible Party: I am responsible for assuring the temporary event is carried out in compliance with all applicable regulatory requirements, and I hereby certify that I have reviewed the conditions of approval and the project will be carried out in conformance with the specified conditions as attached.

Steve Wells, Responsible Party

Date

Notice: This permit must be signed and returned to the Community Development Department.

Attachment: Findings and Conditions

**ATTACHMENT A
FINDINGS AND CONDITIONS**

LTP 34-23 has been approved based on the findings and conditions cited below:

FINDINGS

1. The proposed short term activity as described in the application and supplemental materials, as modified by any conditions of approval, is in conformity with the City of Fort Bragg's Inland Land Use and Development Code (ILUDC) and Coastal Land Use and Development Code (CLUDC), including but not limited to all applicable standards of Sections 17.71.030 and 18.71.030 of the Land Use and Development Code, and the proposed short term activity will not adversely affect the environment;
2. The proposed project is a temporary use for a limited term and is compatible with existing uses on the property;
3. For the purposes of the environmental determination, this project has been determined to be exempt from further environmental review pursuant to the CEQA Guidelines, Section 15304(e), minor temporary use of land; and
4. The proposed location of the use and conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

STANDARD CONDITIONS

1. This action shall become final on the 11th working day following the decision unless an appeal to the City Council is filed pursuant to Chapter 17.92.030 CLUDC or 18.92.030 ILUDC.
2. 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.
3. 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 required permit applications shall be consistent with this approval.
4. 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.
5. The site occupied by the short term activity shall be cleaned of debris, litter, or other evidence of the temporary activity on completion or removal of the activity, and shall thereafter be used in compliance with this Development Code.

ENCROACHMENT PERMIT GENERAL PROVISIONS

6. A permit is issued under the provisions of Chapter 5.5 of Division 2 of the Streets and Highways Code and Chapter 9.72 of the Fort Bragg Municipal Code. Except as otherwise provided for public agencies and franchise holders, the permit is revocable on five (5) days notice.

7. It is understood and agreed by the applicant that the doing of any work under the permit shall constitute an acceptance of the provisions, terms, conditions and/or restrictions
8. The permit shall be kept at the site of the work and must be shown to any representative of the grantor or any law enforcement officer upon demand.
9. PUBLIC CONVENIENCE - Applicant shall so conduct operations as to offer the least possible obstruction and inconvenience to the public. Unless otherwise provided on the permit, all public traffic shall be permitted to pass through the work with as little inconvenience and delay as possible. Spillage resulting from hauling operations along or across any public traveled way shall be removed immediately by the permittee at his/her expense. Any soil or debris tracking from a construction site is strictly prohibited. If the spillage is hazardous, the Mendocino County Office of Environmental Health must be notified at 964-2714, as well as the Fort Bragg Police Department at 964-0200.
10. PUBLIC SAFETY - Should the Applicant's operations create a condition hazardous to the public, he/she shall furnish, erect, and maintain, at his/her expense, such fences, barricades, lights, signs, and other devices as are necessary. Applicant shall furnish at his/her expense, such flagmen and guards as are necessary to prevent accidents or damage or injury to the public. No material or equipment shall be stored where it will interfere with the free and safe passage of public traffic. Should the Applicant's operations create a condition hazardous to traffic, please see Special Conditions attached.
11. An encroachment permit does not relieve permittee from the responsibility of obtaining all applicable permits and/or licenses as may, in connection with the work or activity therein described, be required from other public agencies and/or commissions. Failure by applicant to secure all necessary and applicable permits and/or licenses shall nullify the permit.
12. LIABILITY FOR DAMAGES - Applicant is responsible for all liability for personal injury or property damage which may arise out of work herein permitted, or which may arise out of failure on the permittee's part to perform his/her obligations under the permit in respect to maintenance. In the event any claim of such liability is made against the City of Fort Bragg, or any department, officer, or employee, thereof, applicant shall defend, indemnify and hold them and each of them harmless from such claim.
13. *DUE CARE shall be exercised to avoid injury to existing Highway improvements or facilities. City road surfacing shall be replaced by equal or better than the surfacing disturbed. The cost of all materials, labor, etc. necessary for installation of the encroachment shall be borne by the permittee. The cost of any labor and materials for repairs to the road by city forces, made necessary by the work done under the permit, shall be charged to the permittee at actual cost.*

SPECIAL CONDITIONS

14. The parade shall be held on Saturday, December 2, 2023. Staging begins at Pine and Stewart streets at 4:00 PM and the parade starts at 6:30 PM.
15. Pouring rain cancels the event at 2:00 PM and the event will be rescheduled for Friday, December 8, 2023.
16. The applicant shall submit proof of liability insurance for the event with the City of Fort Bragg, specifically named as "additional insured" by policy endorsement to the City Clerk prior to issuance of the encroachment permit for the event. A copy of the "Policy Endorsement" naming the City of Fort Bragg as an additional insured must also be submitted with the Certificate of Insurance. The amount of the insurance required is a minimum of 2/4 million dollars. For additional clarification, please contact Administrative Assistant, **Diana Sanchez** at **(707) 961-2823** or email **dsanchez@fortbragg.com**.
17. The applicant shall obtain all the necessary Caltrans encroachment permit for the parade and road closure(s).

18. “No Parking” signs shall be placed on both sides of: 100 block of Oak Street, 100 block through 300 block of West Pine Street, 100 through 400 blocks of North Franklin Streets, and both sides of the 300 block of North Main Street. Signs are to be clearly written in at least 1” lettering and shall state the date and time that the parking restriction applies. The “No Parking” signs shall be placed at least 24 hours prior to the event. The applicant shall contact Ian Sanderson of Public Works at least one (1) week in advance of the event to coordinate the applicant’s pick-up, placement, and drop-off of the “No Parking” signs. The “No Parking” signs shall have the event date and hours affixed to them by the applicant. For assistance, **Ian Sanderson** can be reached at **(707) 357-0231**.
19. The applicant shall obtain and place “Event Ahead” and “Detour Ahead” roadway signs on Main Street in advance of the event. In addition, the applicant shall coordinate to have barricades at all closed intersections. Three (3) barricades are required at each closed intersection. The applicant shall contact Ian Sanderson of Public Works at least one (1) week in advance of the event to coordinate the applicant’s pick-up, placement, and drop-off of the barricades. For assistance, **Ian Sanderson** can be reached at **(707) 961-2836**.
20. All decorative material on the parade entries and floats shall be noncombustible or flame retardant.
21. All motorized parade entries, floats, and/or towing apparatus shall have a portable fire extinguisher readily accessible to the operator. The fire extinguisher shall be a 2-A, 10-B:C rated model or equivalent as approved by the Fort Bragg Fire Department.
22. No candy shall be thrown from vehicles. Parade participants may hand candy out to persons on the parade route by utilizing persons walking alongside the entries/float.
23. A minimum of 15 Event Volunteers are required to control traffic at the following intersections:
 - Main Street at Pine Street – East Side
 - Main Street at Pine Street – North Side
 - Main Street at Laurel Street – East Side
 - Main Street at Laurel Street – West Side
 - Main Street at Redwood Avenue – East Side
 - Main Street at Redwood Avenue – West Side
 - Main Street at Alder Street – East Side
 - Main Street at Alder Street – West Side
 - Main Street at Oak Street – West Side
 - Main Street at Oak Street – South Side
 - Franklin Street at Oak Street – East Side
 - Franklin Street at Oak Street – South Side
 - Franklin Street at Alder Street – East Side
 - Franklin Street at Redwood Avenue – East Side
 - Franklin Street at Redwood Avenue – West Side
24. All Event Volunteers shall wear reflective safety vest or equivalent as approved by the Fort Bragg Police Department. Please contact **Sergeant McLaughlin** at **jmclaughlin@fortbragg.com** or **(707) 961-2800**.
25. Applicant shall report with all Event Volunteers to the Fort Bragg Police Department at 5:30 PM on the day of the event for briefing.
26. Event area shall be cleared of all evidence of temporary activity by 8:30 PM of same day.