



**CITY OF FORT BRAGG**

*Incorporated August 5, 1889*  
416 N. Franklin Street  
Fort Bragg, California 95437  
tel. 707.961.2823  
fax. 707.961.2802  
[www.fortbragg.com](http://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 14-24 (LTP 14-24)  
**PROPERTY OWNERS:** Mendocino Railway  
**APPLICANT:** Fort Bragg – Mendocino Lions Club  
**REQUEST:** Limited Term Permit to authorize a carnival fundraiser at two vacant parcels at the West end of W. Redwood Ave. and the parking lot accessible from Redwood Ave for the dates of Sunday, July 11, 2024 through Wednesday, July 14, 2024.  
**LOCATION:** All parcels have 90 W. Redwood Ave. or 90 Redwood Ave. as their address. There are three parcels that will be involved in the event. See APNs below.  
**ASSESSOR'S PARCEL NO's:** 008-020-18-00, 008-020-19-00, & 008-151-27-00

---

**DATE OF ACTION:** July 1, 2024  
**ACTION BY:** XX Community Development Director  
**ACTION TAKEN:** XX Approved (See attached Findings and Conditions)  
**EFFECTIVE DATE OF ACTION:** July 11, 2024

---

**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: XX Not appealable to the Coastal Commission.  
    Appealable to the Coastal Commission pursuant to Chapter 17.92.040 of the City of Fort Bragg Coastal Land Use and Development Code

**NOTIFICATION**

Fort Bragg – Mendocino Lions Club  
ATTN: Tim Gillespie  
31240 Airport Rd.  
Fort Bragg, CA 95437

**DATE OF MAILING:** July 1, 2024

**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.

\_\_\_\_\_  
Acting Community Development Director

\_\_\_\_\_  
Date

**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.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

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

Attachment: Findings and Conditions

---

## **FINDINGS AND CONDITIONS:**

LTP 14-24 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 Coastal Land Use and Development Code (CLUDC), including but not limited to all applicable standards of Section 17.71.030 of the Coastal 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.

### **ENCROACHMENT PERMIT GENERAL PROVISIONS**

1. *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.*
2. 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
3. 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.
4. ***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.*
5. **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.
6. *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.*
7. **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.

8. *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.*

#### **STANDARD CONDITIONS**

1. This action shall become final on the 11<sup>th</sup> working day following the decision unless an appeal to the City Council is filed pursuant to Chapter 17.92.030;
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; and
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.

## SPECIAL CONDITIONS

1. This permit is granted for a limited term and is valid Sunday, July 11, 2024 to Wednesday July, 14, 2024 until 11:00 PM.
2. If applicant offers food or beverages, the applicant shall obtain a "Community Event Permit Application" at least one month prior to the event and all individual food vendors shall be required to submit a "Temporary Food Facility Permit Application" as required by the Mendocino County Department of Environmental Health. Please contact Manuel Ramirez of Mendocino County Environmental Health at (707) 234-2885 for coordination of permits.
3. All electrical connections shall be made through a GFCI type connector. Contact Richard Angley, County Building Inspector, at (707) 964-5379 regarding electrical building permits and for scheduling an inspection of the electrical connections.
4. Applicant shall provide personnel to direct traffic to assigned parking areas which will be on vacant land adjacent to the carnival. Signs will be erected to clearly indicate parking areas. All parking will be off-street and no parking is to be allowed on the shoulders of any public roadways.
5. Applicant shall establish a separate pedestrian entrance with cones and caution tape on the right side of the entryway.
6. Applicant shall ensure that emergency vehicles will have an emergency entry/exit dedicated at the Pine St. entryway to the property.
7. Applicant shall have security personnel to ensure that patrons are not straying from the designated carnival areas.
8. ***Applicant shall establish an emergency staging area to direct vehicles or persons in the event that emergency personnel or vehicles need to access an area or assist a patron.***
9. Applicant shall have personnel operating a first aid booth.
10. Applicant shall provide the contact information for organizing staff of the event to the Fort Bragg Police Department.
11. ***The applicant is required to reimburse the City up to twenty (20) hours of the fully burdened overtime rate for a two-officer team to be present at the event on the days deemed highest priority by the Police Department, from 6:00 PM to 11:00 PM. The City will bill the applicant after final costs are tallied.***
12. Applicant shall supply portable toilet facilities at a ratio of 1 portable toilet per 100 people in attendance in addition to hand washing stations, per Mendocino County Health Requirements. Please contact Manuel Ramirez (707) 234-2885 for details.
13. All wastewater shall be contained and disposed of in an approved method.
14. Trash and recycling shall be provided on site and disposed at a designated facility.
15. Applicant shall restore the area to its prior condition once the carnival is terminated.
16. The circus operator shall obtain a City Business License prior to commencement of the event. Contact the Finance Department at (707) 961-2823. The business license shall not be issued until all aforementioned conditions have been met.
17. 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 insurance required is a \$2/\$4 million dollars. For clarification, contact Amber Weaver, Administrative Assistant at (707) 961-2823 ext. 100.
18. The applicant shall contact property/business owners affected by the change in circulation.
19. Applicant shall coordinate with the Fire Marshal to conduct a walk-through of the event after the vendor has set everything up.
20. Applicant shall apply for a tent permit with the Fort Bragg Fire Department if any tents are being utilized at the event.