



**CITY OF FORT BRAGG**

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**MEMORANDUM**

**DATE:** January 22, 2024  
**TO:** City Council  
**FROM:** Community Development Director  
**SUBJECT:** Ministerial Approval of Channel Parcel Map (Urban Lot Split) at 311 S Harold

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On January 5, 2024, the Channel Parcel Map, processed as subdivision application DIV 1-22, met the requirements of Subdivision Map Act Section 66411.7 and ILUDC Chapter 18.84. It also satisfies recently adopted Ordinance 897-2023, which became effective on January 10, 2024. The Subdivision Map Act provides for ministerial approval of parcel maps for urban lot splits when all of the requirements set forth in §66411.7 of the California Subdivision Map Act have been met. The application DIV 1-22 was also reviewed by the acting City Surveyor, Tom Herman at SHN Consulting.

Section 21080 of the Public Resources Code exempts from CEQA those projects over which public agencies exercise only ministerial authority.

The DIV 1-22 Parcel Map includes the dedication of a 14-foot wide Public Access and Utility Easement, as a portion of S. Harold Street lies within the subject property. SB-9 and §66411.7 do not allow the City to require Public Right of Way dedications, but they do allow for the dedication of an easement.

The conditions of approval associated with this division are:

- (1) the inclusion of a 10-foot wide private sewer and water easement between the parcels, as both the sewer and the water mains serving the parcels are located in the alley;
- (2) the dedication of the 14-foot wide Public Access and Utility Easement; and
- (3) payment of the capacity fees for the unoccupied parcel prior to any development on it, as the physical connections are already in place. The applicant has paid for and established new sewer and water connections for the existing residence with the intent that the old connections will be repurposed for the unoccupied lot upon development.

**Recommendation:** Staff recommends City Council accept the 14-foot wide Public Access and Utility Easement as shown on the map and authorize the City Clerk to sign the Parcel Map so that it may be recorded.