



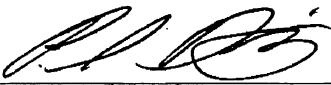
Completed applications must be submitted electronically to: smallbiz@fortbragg.com or delivered to:
 City of Fort Bragg
 Housing and Economic Development
 Fort Bragg, CA 95437
 Telephone (707) 961-2823

OFFICE USE ONLY	
Request Date	
Received By	
Review Date	

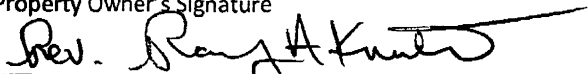
TEMPORARY WAIVER TO FACILITATE BUSINESS OPERATIONS
AFFECTED BY PUBLIC HEALTH ORDERS TO SLOW TRANSMISSION OF
COVID-19

Legal name of business Mendocino Coast Hospitality Center			
Physical (business) address 101 N Franklin Street	City Fort Bragg	State CA	Zip 95437
Business Owners Name	Phone (707) 961-0172	Email admin@mendocinochc.org	

24-HOUR CONTACT INFORMATION:

Business Contact's Name and Position (Please Print) Paul Davis	Signature 		
Date Decemebr 23, 2020	Phone (24HR) (707) 485-2543	Email paul@mendocinochc.org	

PERMISSION FROM PROPERTY OWNER (if different from applicant):

Property owner's Name Randy Knutson for Trinity Lutheran Church	Property Owner Address 620 E Redwood Ave	City/State/ZIP Fort Bragg, CA 95437	
Property Owner's Signature 	Date 12/23/2020	Phone (209) 327-1870	Email rknut@ gmail.com

PROPERTY OWNER'S AFFIDAVIT: I hereby certify under penalty of law that I am the owner of the above-referenced property and authorize the temporary business operations as described herein.

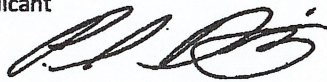
Type of Application (check all that apply):			
<input type="checkbox"/> Restaurant, Bar, Brewery	<input type="checkbox"/> Outdoor Operations	<input type="checkbox"/> Parking Area Modification	<input type="checkbox"/> Signage
<input type="checkbox"/> Retail or Commercial Business			
<input type="checkbox"/> Other:	<input type="checkbox"/> Change in Use:	<input checked="" type="checkbox"/> Other (describe): Temporary Emergency Homeless Shelter	

Site Plan Submittal Checklist

- Copy of Fort Bragg Business License
- Copy of Alcohol Beverage Control licensing and map, *if applicable.*
- Copy of Health Department Approval, *if applicable.*
- Written description of request
- Site Plan with accurate, dimensioned, scaled drawings showing the business, sidewalks, and parking area of the proposed permit area. Show and label all proposed furniture and/or accessories within proposed area. A minimum of 4-feet must be maintained on sidewalk and near doorways to accommodate ADA access.

A request is hereby made for a temporary waiver of zoning requirements and/or standards to facilitate the operation of my business due to the Public Health orders designed to slow the transmission of COVID-19. I understand this waiver will expire on November 26, 2020 unless Ordinance 962-2020 is extended by City Council. This request at the discretion of the Director of Emergency Services (City Manager) and approval is in accordance with the written guidance and best practices as defined by the Mendocino Public Health Officer. Appeals will be considered by the Community Development Committee.

Signature of Applicant



Date

12/23/2020

OFFICE USE ONLY

The following departments have reviewed the proposed request and recommend: Approval Denial

Community Development Department

Reviewer: <i>Zabrina Mill</i>	Date: <i>12-31-20</i>	Recommendation: <input checked="" type="checkbox"/> Approval / <input type="checkbox"/> Denial	Comments: <i>Attached as Special conditions</i>
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Public Works Department

Reviewer: <i>Zabrina Mill</i>	Date: <i>12-31-20</i>	Recommendation: <input checked="" type="checkbox"/> Approval / <input type="checkbox"/> Denial	Comments: Yes/No
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Police Department

Reviewer: <i>for J. Naudy</i> <i>Zabrina Mill</i>	Date: <i>12-31-20</i>	Recommendation: <input checked="" type="checkbox"/> Approval / <input type="checkbox"/> Denial	Comments: Yes/No
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Fire Department

Reviewer:	Date:	Recommendation: Approval/Denial	Comments: Yes/No
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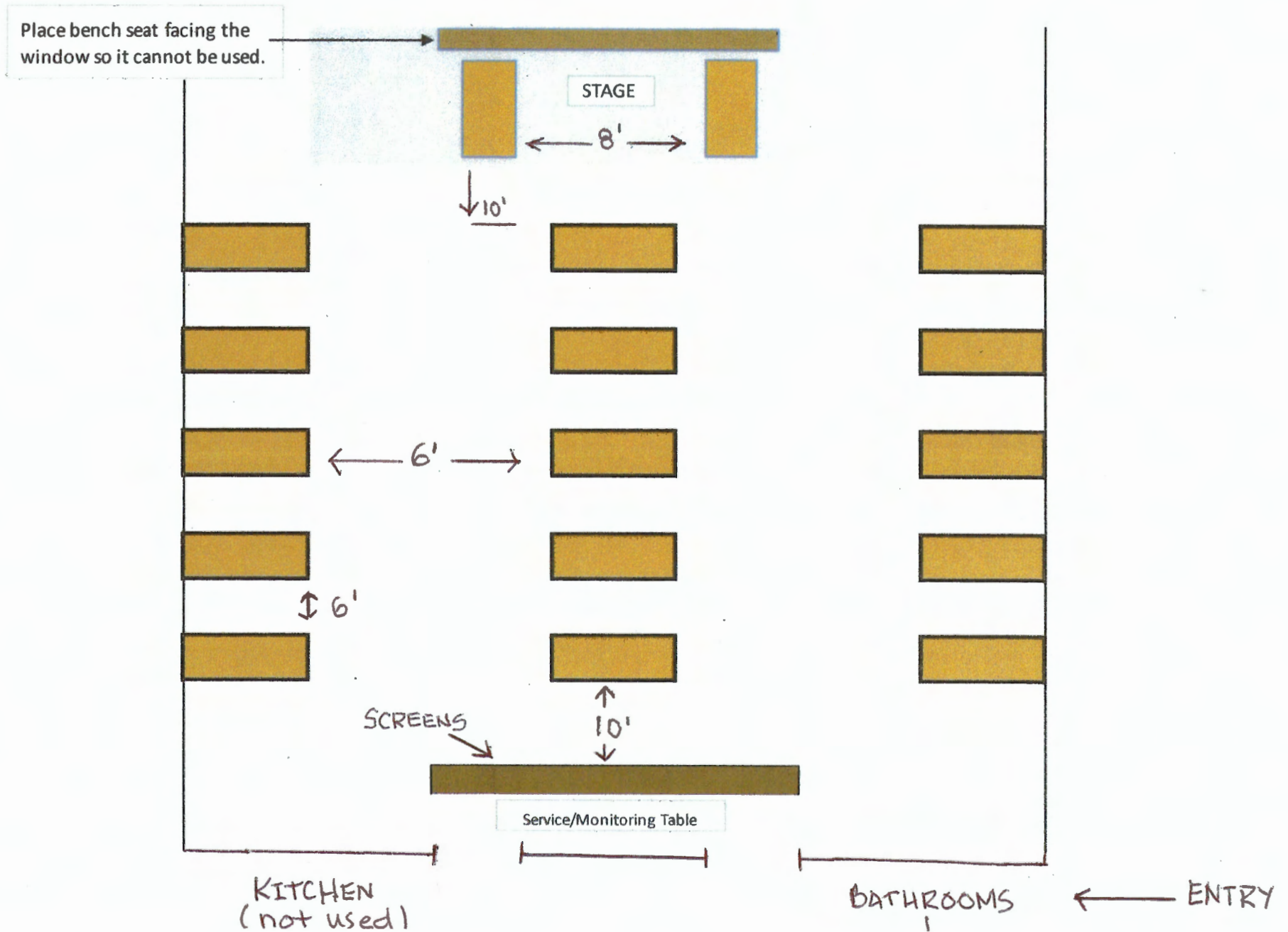
Zabrina Mill

12-31-20

Winter Shelter Set Up

January 2020 - February 14, 2021

Trinity Lutheran Church



MCHC WINTER SHELTER SPECIAL CONDITIONS

The following Special Conditions will be required as part of the Temporary Waiver of Zoning Requirements due to COVID-19:

1. This permit is valid for a limited term only. The temporary operation of the Winter Shelter (WS) may open December 1, 2020 and may remain open through April 15, 2021.
2. The WS may open daily. Daily hours of the winter shelter operation will be from 4:00pm – 8:00am the following morning. Hours may vary depending on the shelter location.
3. The WS program shall operate in the following manner:
 - i. Housing homeless individuals at the WS designated site, or provide motel or camping vouchers as appropriate.
 - ii. Provide motel vouchers as necessary to shelter families with children under 16, the elderly or severely disabled individuals who would be prioritized for shelter, but for whom the facility is not appropriate:
 - a. Link these families and individuals to additional services, care and case-management within forty-eight hours of initial contact.
4. Families and children will not be housed at the WS (see 3(ii) above).
5. Mendocino Coast Hospitality Center (MCHC) will comply with the Program Eligibility and engage with sheltered individuals and families as outlined in MCHC's Coast Winter Shelter contract with Mendocino County and/or the Mendocino County Continuum of Care.
6. MCHC staff shall conduct the intake and case management process at Mendocino Coast Hospitality Center (MCHC) at 101 N. Franklin Street between 8:30am – 12:00pm or 1:00pm – 3:00pm Monday through Friday and develop a daily "Shelter Eligibility List."
7. Winter Shelter individuals on the "Shelter Eligibility List" are required to check in at the Mendocino Coast Hospitality Center (MCHC) at 101 N. Franklin Street between the hours of 2:30pm-4:00pm.
 - a. A restroom and trash receptacle shall be accessible at the facility during 2:30pm-4:00pm or until transported to the WS location, whichever is later.
 - b. The WS operation at the Hospitality Center shall be managed by paid employees of MCHC at all times and will be on-site while this site is in use.
 - c. No individual that is on the Shelter Eligibility List is allowed to leave and return to the check-in location after 2:30pm and may not wait on the City sidewalks, alleyways or other private property surrounding the check-in location.
 - d. No individual that is on the Shelter Eligibility List shall partake of meals at the Mendocino Coast Hospitality House at 237 N. McPherson Street, on the same day as they stay in the WS.
 - e. WS clients shall park their vehicles on the street; parking in off-street private parking lots shall be monitored and prohibited by the WS Administrator.
 - f. MCHC may provide WS clients snacks and/or meals at the facility during the check-in period.
 - g. The conditions set forth in special condition 7, may be reviewed and revised by the City, at its discretion, after consultation with MCHC if they are found to problematic by either party.
8. Guests shall arrive at the Trinity Lutheran Church WS location, via van, no earlier than 4:00pm and shall transported back to MCHC no later than 8:00am each morning. Hours for arrival may be later for other WS locations. Morning drop off location may be revised by the City at its discretion, after consultation with MCHC, if found to problematic by either party.

9. MCHC paid and trained employees shall be on-site for security and supervision during WS operating hours. At least one employee shall be present if there are fewer than twelve (12) guests, two employees shall be present if there are twelve (12) or more guests.
10. WS guests must remain in the shelter overnight; guests who leave the shelter shall not be permitted to return to the shelter that night and may be removed from the Shelter Eligibility List during the 2020-21 winter season.
11. Additional WS locations may be requested by MCHC for consideration by the Public Works Director subject to a permit amendment.
12. MCHC and WS staff shall work with the Fort Bragg Police Department and deny individuals banned from MCHC Ban List from the WS.
13. Loitering by WS guests on City sidewalks or alleyways will disqualify guests from staying at the WS. City staff will provide MCHC staff with names of guests disqualified for loitering or other disruption of the peace incidents.
14. The WS manager shall provide a contact phone number to surrounding residents, merchants and business owners and shall endeavor to resolve all issues related to shelter guests loitering and parking on public and private property.
15. MCHC shall maintain and update a ban list that is shared with the Police Department.
16. WS staff should contact the Police Department at (707) 964-0200 for nonemergency matters and for emergency or medical issues call 911 immediately.
17. MCHC staff shall ban people from the WS who engage in any of the following behaviors: loitering in the neighborhood prior to or after winter shelter hours, substance abuse at the winter shelter, and/or violence or verbally abusive language prior to or during the operation of the shelter.
18. When and where allowed by the host venue, all guests' pets shall be kenneled and abide by the pet rules and regulations during the shelter operating hours.
19. Only one guest at a time shall be allowed outside of the shelter for the purposes of relieving pets, smoking, etc. Any guest outside of the shelter shall remain on the property where the shelter is being hosted in the areas designated for such use. WS guests or staff will clean up after pets and any discarded cigarettes or other trash on a daily basis.
20. MCHC shall follow health guidelines provided by the CDC, California Department of Public Health and Mendocino County Health Department for operating transitional congregate shelter housing and any related services. This includes maintaining "Social Distancing" to the maximum extent feasible: maintaining at least six feet from other individuals; washing hands with soap and water for at least 20 seconds as frequently as possible; using hand sanitizer; covering coughs or sneezes (into the elbow, not the hands); regularly cleaning high-touch surfaces; and maintaining COVID-19 screenings at check-in and check-out.
21. Prior to opening the WS, MCHC must provide the City with a cleaning protocol which is compliant with the guidance set forth in special condition 20.
22. Prior to opening the WS, MCHC must provide the City with a contingency plan which is compliant with the guidance set forth in special condition 20, in the event that a guest experiences COVID-19 symptoms and if a guest, prior guest or staff member is diagnosed with COVID-19.
23. MCHC and WS staff must at all times comply with the protocol and plan set forth in special condition 21 and 22.