

**CITY OF FORT BRAGG**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
416 North Franklin Street  
Fort Bragg, CA 95437  
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Hearing/decision date(s)  
December 11, 2019

## **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 33-19 (LTP 33-19)  
**PROPERTY OWNER:** Multiple, see list below  
**AGENT/APPLICANT:** Mendocino Coast Hospitality Center  
**REQUEST:** **Limited Term Permit to authorize temporary Weather Shelters (WS) at five faith-based organizations in the City, with staging at 910 N. Franklin Street (Food Bank).**

**LOCATION AND  
ASSESSOR'S PARCEL  
NUMBER:**

Fort Bragg First Presbyterian Church  
367 S. Sanderson Way  
Fort Bragg  
008-332-10

Trinity Lutheran Church  
620 E. Redwood Avenue  
Fort Bragg  
008-221-01 and -02

St. Michaels Episcopal Church  
210 E. Fir Street  
Fort Bragg  
008-082-06

Grace Community Church  
1450 E. Oak Street  
Fort Bragg  
020-510-07

Coast Christian Center  
1004 E. Chestnut Street  
Fort Bragg  
018-281-01

Food Bank  
910 N. Franklin  
Fort Bragg  
008-060-02

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**DATE OF ACTION:** December 11, 2019  
**ACTION BY:** XX Community Development Director  
**ACTION TAKEN:** XX Approved (See attached Findings and Conditions)  
**EFFECTIVE DATE OF ACTION:** December 11, 2019

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**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 \$300 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 MAILED TO:** Mendocino Coast Hospitality Center, P.O. Box 2168, Fort Bragg, CA 95437

**DATE OF MAILING:** December 11, 2019

**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.

Tabatha Miller / City Manager      12-11-2019  
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.

Chris Hurd      12-13-2019  
Responsible Party      Date

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

## **FINDINGS AND CONDITIONS:**

*LTP 33-19 has been approved based on the findings and conditions cited below:*

### **FINDINGS**

1. The proposed temporary use 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 will not adversely affect the environment;
2. As conditioned, the proposed temporary use is consistent with the purposes of the zoning districts in which the sites are located;
3. The proposed temporary use is a temporary use for a limited term and is compatible with existing uses on the property;
4. For the purposes of the environmental determination, this proposed temporary use has been determined to be exempt from further environmental review pursuant to the CEQA Guidelines, Section 15304(e), minor temporary use of land; and
5. The proposed location of the temporary use and conditions under which it may operate will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.

### **SPECIAL CONDITIONS**

The following Special Conditions will be required as part of the Limited Term Permit:

1. This permit is valid for a limited term only. The temporary operation of the Winter Shelter (WS) may open no later than December 15, 2019 and remain open through April 1, 2020.
2. The WS may open daily. Daily hours of the winter shelter operation will be from 5:00pm - 8:00am the following morning.
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
  - iii. Maximize use of all existing shelter beds, as practicable.
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 by:
  - i. Providing case management support, tracking and reporting individual's progress towards stabilization and permanent housing, etc.
  - ii. Develop a case plan to include goals of safe and stable permanent housing.
  - iii. Limiting services to individuals choosing not to actively participate in case-management to a maximum of two bed nights per season, dependent on availability.
  - iv. Coordinate with other agencies by collecting and inputting Homeless Management Information System (HMIS) by completing in-take forms

- including HMIS required components and enter into the HMIS within first 24 hours of contact with an individual; and complete the Vulnerability Index – Service Prioritization Decision Assistance Tool (VI-SPDAT)
6. MCHC staff shall input the above data for each winter shelter guests during the intake process at MCHC 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 Food Bank at 910 N. Franklin Street between the hours of 4:30pm-5:00pm.
    - a. A restroom or portable toilet and trash receptacle shall be accessible at the Food Bank facility during 4:30pm-5:00pm
    - b. The WS operation at the Food Bank shall be managed by paid employees of MCHC at all times and will be on-site while this site is in use.
    - c. Trash and debris will be removed from the Food Bank site and public right of way in front of the Food Bank each day.
    - d. 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.
  8. Guests shall arrive at the WS, via van, no earlier than 5:00pm and shall vacate the shelter facility no later than 8:00am the following morning.
  9. Dinner will be provided to shelter guests between 5:30pm and 6:00pm at the WS each evening.
  10. WS guests shall be transported back to MCHC no later than 8:00am each morning.
  11. 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.
  12. WS guests must remain in the shelter overnight; guests who leave the shelter shall not be permitted to return to the shelter that night.
  13. The WS shall not be operated at a single location for more than fourteen (14) consecutive days. The shelter shall be limited to the locations listed in this Limited Term Permit. Additional locations may be requested for consideration by the Community Development Director subject to a permit amendment.
  14. MCHC and WS staff shall work with the F.B. Police Department and deny individuals banned from MCHC Ban List from the WS.
  15. Loitering by WS guests on City sidewalks or alleyways will disqualify guests from staying at the WS.
  16. The WS manager shall provide a contact phone number to surrounding residents, merchants and business owners and shall endeavor to resolve issues related to shelter guests loitering and parking on private property.
  17. MCHC shall maintain and update a ban list that is shared with the Police Department. 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. All Client 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.

### **STANDARD CONDITIONS**

1. This action shall become final on the 11<sup>th</sup> day following the decision unless an appeal to the Planning Commission is filed pursuant to Chapter 18.92.030;

2. 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;
3. 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;
4. 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;
5. 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
6. This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries. Should, at any time, a legal determination be made that the number, size or shape of parcels within the permit described boundaries are different than that which is legally required by this permit, this permit shall become null and void.