



CITY OF FORT BRAGG

Incorporated August 5, 1889
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NOTICE OF FINAL ACTION

On August 21, 2025, final action was taken by the City on the following Minor Use Permit application:

PERMIT TYPE & NO.: Minor Use Permit 1-25 (MUP 1-25)

OWNER: Sabine Brunner

APPLICANT: Sabine Brunner

AGENT: N/A

LOCATION: 221/223 E Redwood Ave, Fort Bragg

APN: 008-154-28

DESCRIPTION: Minor Use Permit to allow a change of use and associated construction to convert 669 square feet of office space to residential space and permit a Live/Work Use.

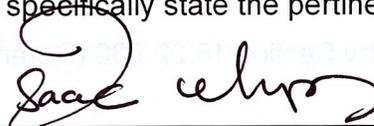
DATE OF ACTION: August 21, 2025

ACTION BY: Acting Director of Community Development

ACTION TAKEN: Approved (See attached Findings and Conditions)

THIS PROJECT IS: Appealable to the City of Fort Bragg Planning Commission.

Decisions of the Community Development Director shall be final unless appealed to the Planning Commission within ten (10) days after the decision is rendered. An appeal shall be submitted in writing, along with the appeal fee of \$375.00, to the Community Development Department and shall specifically state the pertinent facts and the basis for the appeal.


Isaac Whippy, Acting Director of Community Development

8/21/25
Date

GENERAL FINDINGS

1. The proposed project is consistent with the purpose and intent of the zoning district, as well as all other provisions of the General Plan, Inland Land Use and Development Code (ILUDC), and the Fort Bragg Municipal Code in general.
2. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity, as there are numerous residential units within the Central Business District, including mixed/use and live/work use.
3. The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the type, density, and intensity of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public interest, health, safety, convenience, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located;
4. The project complies with Specific Use Regulations established for the project; and,
5. For the purposes of the California Environmental Quality Act (CEQA), this project was found to be exempt under Section 15301 – Existing facilities.

MINOR USE PERMIT FINDINGS

Based on the evidence presented, the Hearing Officer finds that the proposed use, as conditioned:

1. The proposed use is consistent with the General Plan and any applicable specific plan;
2. The proposed use is allowed within the applicable zoning district and complies with all other applicable provisions of this Development Code and the Municipal Code;
3. The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity. The proposed use provides for a compatible live/work use while ensuring that commercial activity remains appropriately regulated and accessible to the public.
4. The site is physically suitable in terms of design, location, shape, size, operating characteristics, and the provision of public and emergency vehicle (e.g., fire and medical) access and public services and utilities (e.g., fire protection, police protection, potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.), to ensure that the type, density, and intensity of use being proposed would not endanger, jeopardize, or otherwise constitute a hazard to the public interest, health, safety, convenience, or welfare, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located.
5. The proposed use complies with any findings required by Section 18.22.030 (Commercial District Land Uses and Permit Requirements).

STANDARD CONDITIONS

1. This action shall become final on the 11th day following the decision unless an appeal to the City Council is filed pursuant to ILUDC Chapter 18.92 - Appeals.
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. Any condition directly addressing an element incorporated into the application exhibits shall be controlling and shall modify the application. All other plans, specifications, details, and information contained within application shall be specifically applicable to the project and shall be construed as if directly stated within the condition for approval. Unless expressly stated otherwise, the applicant is solely responsible for satisfying each condition prior to issuance of the building permit.
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 the required permit applications shall be consistent with this approval. All construction shall be consistent with all Building, Fire, and Health code considerations as well as other applicable agency codes.
5. The applicant shall secure all required building permits for the proposed project as required by the Mendocino County Building Department.
6. If any person excavating or otherwise disturbing the earth discovers any archaeological site during project construction, the following actions shall be taken: 1) cease and desist from all further excavation and disturbances within 100 feet of the discovery; and 2) notify the Director of Public Works within 24 hours of the discovery. Evidence of an archaeological site may include, but is not necessarily limited to shellfish, bones, flaked and ground stone tools, stone flakes produced during tool production, historic artifacts, and historic features such as trash-filled pits and buried foundations. A professional archaeologist on the list maintained by the Northwest Information Center of the California Historical Resources Information System or Listed by the Register of Professional Archaeologists shall be consulted to determine necessary actions.
7. 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.
 - (e) That the use is not conducted in full compliance with all conditions of approval
8. Unless a condition of approval or other provision of the Inland Land Use and Development Code establishes a different time limit, any permit or approval not exercised within 24 months of approval shall expire and become void, except where an extension of time is approved in compliance with ILUDC Subsection 18.76.070 (B).

9. The project shall comply with all applicable provisions of the Fort Bragg Municipal Code, General Plan, and adopted policies and standards.

SPECIAL CONDITIONS

1. Applicant will comply with all requirements to obtain building permits for the scopes of work and changes of use of the building to accommodate the Live/Work requirements and to comply with all local, state, and federal fire, health, and safety, and building codes. The applicant shall comply with all stated conditions of occupancy and building permits prior to final inspection of the building permits and issuance of certificates of occupancy.
2. The applicant is not required to construct a covered, connecting hallway between 221 and 223 E. Redwood Avenue.
3. The applicant shall submit revised site and floor plans for review and approval by the Community Development Department that reflect the following:
 - (a) The live/work unit's residential living space shall be contained entirely within 223 E. Redwood Avenue, with no living space permitted in 221 E. Redwood Avenue.
 - (b) The residential living space within 223 E. Redwood Avenue shall not exceed 40% of the total floor area of that building consistent with ILUDC requirements.
3. The applicant shall maintain a business license to operate the "work" portion of the building prior to final inspection of a building permit to convert any portion of the building to a residential use.
4. The residential space shall be occupied by at least one individual employed in the business conducted within the live/work unit. Should use of the live/work unit cease to comply with this standard, the Minor Use Permit shall be void and the building shall be converted to an allowable use, pursuant to ILUDC Section 18.42.091(H).
5. No residential use may take place on the property prior to final inspection of the building permit for work in conformance with the proposed floor plan submitted as part of this Minor Use Permit application.
6. No portion of the live/work unit may be separately rented or sold as a commercial or industrial space for any person not living in the premises or as a residential space for any person not working in the same unit. Should use of the live/work unit cease to comply with this standard, the Minor Use Permit shall be void and the building shall be converted to an allowable use, pursuant to ILUDC Section 18.42.091(H).
7. No more than two persons, who do not reside in the live/work unit, may work in the unit. The employment of three or more persons who do not reside in the live/work unit would require an amendment to this permit, and may only be allowed based on an additional finding that the employment will not adversely affect parking and traffic conditions in the immediate vicinity of the unit. Should use of the live/work unit cease to comply with this standard, the Minor Use Permit shall be void and the building shall be converted to an allowable use, pursuant to ILUDC Section 18.42.091(H).
8. After approval, the live/work unit shall not be converted entirely to business use unless authorized through Use Permit approval.
9. Prior to issuance of the Building Permit, the applicant shall pay applicable change of use capacity fees for conversion of office space to residential space.
10. Prior to final inspection of a building permit to convert office space to residential space, the applicant shall install a reduced-pressure backflow device adjacent to the existing water meter to the satisfaction of the Public Works Department.

11. The applicant shall not operate their existing vintage retail business from 223 E. Redwood Avenue. Operations at 223 E. Redwood Avenue shall be limited to instruction for students and the sale of items fabricated on-site (e.g., letterpress work or other art/items created by the applicant or her students).
12. Any retail sales of items created or procured off-site shall be limited exclusively to 221 E. Redwood Avenue.
13. The applicant shall maintain minimum business hours and shall be open to the public at least 50% of operating hours per week at both 221 E. Redwood Avenue and the commercial storefront within 223 E. Redwood Avenue.

