



PLANNING COMMISSION STAFF REPORT

TO:	Planning Commission	DATE: October 8, 2025
DEPARTMENT:	Community Development Department	
PREPARED BY:	Sarah Peters, Associate Planner	
PRESENTER:	Sarah Peters, Associate Planner	
AGENDA TITLE:	Receive a Report, Hold a Public Hearing, and Consider Adopting a Resolution Approving Use Permit 4-25 (UP 4-25), Design Review 7-25 (DR 7-25), and Sign Permit 5-25 (SP 5-25) To Construct a 3,348 Square Foot Library Annex with Associated Parking and Signage at 421 N. Whipple Street.	
APPLICATION NO.:	Use Permit 4-25, Design Review 7-25 and Sign Permit 5-25	
APPLICANT:	Janice Marcell	
PROPERTY OWNER:	Friends of the Fort Bragg Library	
AGENT:	Marie Jones Consulting	
REQUEST:	Construct a 3,348 square foot library annex building with associated parking and signage.	
LOCATION:	421 N. Whipple Street	APN: 008-096-11-00
ZONING:	Very High Density Residential (RVH), Inland	
ENVIRONMENTAL DETERMINATION:	Categorically exempt from CEQA pursuant to Section 15332 (Infill Development)	
SURROUNDING LAND USES:	NORTH: Single Family Residences SOUTH: Public Library, Bainbridge Park EAST: Single Family Residences WEST: Single Family Residences	
APPEALABLE PROJECT:	Can be appealed to the Fort Bragg City Council.	

RECOMMENDATION

Receive report, hold a public hearing, deliberate and adopt a resolution of the Fort Bragg Planning Commission approving Use Permit 4-25 (UP 4-25), Design Review 7-25 (DR 7-25), and Sign Permit 5-25 (SP 5-25) to construct a 3,348 SF library annex with associated parking and signage at 421 N. Whipple Street.

ALTERNATIVE ACTIONS:

1. Receive report, hold a public hearing, deliberate and provide direction to prepare a resolution for denial.
 2. Receive report, hold a public hearing, continue the public hearing and request additional information.
 3. Other direction to staff.
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BACKGROUND

This project consists of a new 3,348 SF library annex to be constructed entirely on the Friend's of the Fort Bragg Library parcel. It would consist of a 792 SF media room, a 341 SF teen activities space, a 285 SF history collection room, two quiet rooms of 80 SF each, staff offices totaling 780 SF, three bathrooms and a central hall. The project would also include 5 parking spaces, 1,166 SF of sidewalks, a 1,084 SF patio for outdoor activities, landscaping and site fencing. The Friends are seeking Design Review, a Use Permit for a parking reduction, and a Use Permit for a Community Meeting Space and Accessory Office Space.

On September 20, 1987, the library in Fort Bragg was destroyed by an arson fire. In 1998, The Friends of the Fort Bragg Library purchased the Cannar-Fairlee Building (former funeral home) and subsequently the initial conversion of the library interior was completed. In 2007 a major remodel of the library was completed.

In September 2016, the Friends of the Fort Bragg Library purchased the lot next door to the library. By 2021, they had the abandoned house cleared from the lot, installed perimeter fencing, and built a new wooden fence along the north property line. The Friends engaged in a six-year fundraising effort, and through a community planning process which included two community meetings, a presentation to the Board of Supervisors and numerous meetings with the Board of the Friends of the Fort Bragg Library, developed Project plans for the Library Annex.

The community planning process identified the following key needs of the project:

1. Expanded space for Children and Teen Programs. Expanded space for collections, story time area, parent-child reading, seating, technology, and interactive activities.
2. New Large Multi-Purpose Media Room for Community events that is specifically designed for media activities and programming.
3. New History Room dedicated to local history resources.
4. Expanded adult collection and quiet reading areas.
5. Quiet Rooms for confidential telemedicine, school group projects and other needs.

6. An ADA bathroom, ADA parking space and ADA sidewalks throughout the site.
7. More space for staff offices and book processing.
8. New distributed computing center for privacy and safety.

DISCUSSION AND ANALYSIS

PROJECT DESCRIPTION / PURPOSE

The Friends of the Fort Bragg Library are proposing to construct a stand-alone 3,348 SF Library Annex. Mendocino County is seeking to dispose of its various public facilities and does not want to take on any maintenance or operation costs for the new Annex. Therefore, this project consists only of the construction of the Library Annex and associated patio, parking area, fencing and signage.

The Annex would include a large multimedia room for public rental, meetings and activities. The community has few meeting spaces, and the proposed addition would provide a much-needed ADA accessible community meeting/media space for public activities and other community needs, as well as two quiet rooms for secure access to telemedicine and other community needs. The Annex would also serve youth and children by providing meeting spaces for small groups under supervision to engage in classes and activities in the Teen room. The Teen area would be 341 SF and would be enclosed in a large, sunny room.

Additionally, the Annex would provide space for the Friends of the Fort Bragg Library to process and store donated books for monthly book sales. Retail sale of used and new books would occur as needed in the Media room to clear inventory and raise funds for Friend's activities - typically a few book sales per year. Finally, the Annex would provide a 285 SF space for a History Collection, thereby freeing up that area of the adjacent library that is currently occupied by a History Collection for a General Collection.

The Annex is a 3,348-square-foot building (62 feet x 54 feet) that is one story in height (20 feet). It would consist of a 792 SF media room, a 341 SF teen activities space, a 285 SF history collection room, two quiet rooms of 80 SF each, staff offices totaling 780 SF, three bathrooms and a central hall. The project would also include five parking spaces, 1,120 SF of walkways, and a 1,084 SF patio for outdoor activities, landscaping and site fencing. The proposed project site is located immediately to the north of the existing Mendocino County Library and would be fully compatible with this use. The project will include ADA accessibility with six-foot wide sidewalks and a dedicated ADA parking space.

The building will be sided with HardiPanel or equivalent fiber cement product and roofed with a standing seam metal roof. The project will showcase sustainability through advanced framing techniques, low E windows, use of sustainable materials, improving indoor air quality which will all improve the green building aspects of the project. The project also includes acoustical zoning, sound attenuation, and use of natural light throughout the annex. Natural hues colors of Benjamin Moore Macadamia Nut 191 and Limestone 513 will be used on the Annex. The landscaping plan includes three Garrya Elliptica, nine Rhododendron

Occidentale, four *Arctostaphylos manzanita* ('Dr. Hurd') and four other assorted native plant species. Exterior lighting for the Annex will be downcast and shielded at every door.

ILUDC CONSISTENCY ANALYSIS

Table 2-14 of ILUDC Sec. 17.26.030 indicates that construction of a "Meeting facility, public or private" requires a Use Permit in the Very High Density Residential zoning district, and "Office – Accessory" is permitted by right. This permit analysis includes a Use Permit and Design Review analysis for the Project. The applicant is also requesting a Use Permit for a reduction in the parking requirement.

Figure 1: Location



DEVELOPMENT STANDARDS

The project includes the construction of a library annex on a vacant lot. The project would comply with all development standards except for parking, and the applicant has requested a Use Permit for a reduction in parking. This will be analyzed later in the report.

Table 1: Comparison of RVH Development Standards

Development Feature	Standard	Proposed Building	Compliance
Front Setback	20 feet	45 feet	Complies
Side: Interior (North)	5 feet	6 feet	Complies
Side: Interior (South)	5 feet	5 feet	Complies
Rear	10 feet	47 feet	Complies
Height	45 feet	20 feet	Complies
Lot Coverage	90 percent	59 percent	Complies
Floor Area Ratio	40 percent	29 percent	Complies

Parking and Loading. The parking lot configuration complies with the parking design and development standards related to non-residential parking lot spaces accessed directly from an alley, with the following exceptions:

1. ILUDC 18.36.090(D) provides minimum parking space dimensions. Parking space dimensions were not provided on the parking plan.
2. ILUDC 18.36.060 requires that a nonresidential project shall provide bicycle parking spaces equal to a minimum of 10% of the required vehicle spaces, or one bicycle parking space per 2,500 square feet of net floor area, dining area, or indoor display area, whichever is greater, distributed to serve customers and employees of the project. A minimum number of two bicycle parking spaces shall be provided. Bicycle parking was not shown on the parking plan. Thus **Special Condition 1** is included.

Special Condition 1: Resubmit Parking Plan. Prior to issuance of the building permit, the applicant shall submit a revised parking plan, the parking space dimensions of which comply with the requirements of ILUDC 18.36.090. A revised site plan shall also show two bicycle parking spaces in compliance with ILUDC 18.36 and shall be reviewed and approved by the Director of Community Development prior to issuance of the building permit.

Additionally, Table 3-7 of the ILUDC stipulates the quantity of parking spaces required for each land use. Offices require 1 space for each 400 SF of floor area, and a meeting hall requires 1 space for each 250 SF of floor area. Thus, the proposed 3,348 Square Foot Library Annex would require 11 parking spaces (Table 2 below). The ILUDC also requires that one of the spaces be an ADA space and the UBC requires one EV parking space. The proposed parking plan includes one ADA parking space and one EV parking space, however only five parking spaces are proposed due to space limitations and an existing power pole located in the vicinity of the proposed parking area. Therefore, the applicant is seeking a Use Permit from the Planning Commission for a reduction in parking per code section 18.26.080(B) as analyzed later in this report.

Per ILUDC 18.36.110 – Loading Space Requirements, off-street loading spaces are not required for this project as the total gross floor area is less than 5,000 sf.

Table 2: Parking Space Requirement per Applicable Uses

USE	REQUIREMENT	FLOOR AREA	NO. SPACES REQUIRED
Meeting Hall	1 per 250 sf of floor area	2061 sf	8
Office	1 per 400 sf of floor area	1287 sf	3
Total Required Spaces:			11

Frontage and Circulation. In the August 22, 2025 comment letter from Public Works, the following requirements related to frontage improvements and circulation were outlined. These have been included as **Special Condition 2:**

Special Condition 2: Frontage and Circulation.

- **Frontage improvements.** Frontage improvements will be required along the alley for the new parking area. Applicant shall install paved parking area and pave out from existing alley pavement per City of Fort Bragg Construction Standards (Std. No. 215/216 as applicable).
- **Power pole.** There is an existing power pole in the vicinity of the proposed alley parking area. Applicant is responsible for the relocation of the pole, if desired, and shall cooperate with PG&E and Public Works Department to move the pole to a standardized location within the public right of way. The applicant may opt to leave the pole in its current location as shown on the plans.
- **Encroachment permit.** A City encroachment permit is required for work in the City's public right of way. This includes placement of a dumpster, ladders for painting, construction vehicles not parked in conformance with parking codes, and all frontage improvements and parking construction, etc.
- **Schedule.** All frontage improvements shall be completed prior to final inspection of the building permit.

LANDSCAPING STANDARDS. The applicant submitted a preliminary landscaping plan with the project application (Attachment 2, Sheet A1.0). The plan shows landscaping located as required in the front setback, the side setback adjacent to residential use, and the interior and north side parking perimeter. The applicant has also proposed additional landscaping between the building and parking lot, with walkways on four sides. The project landscaping plan includes a good mix of native plants, consisting of *Garrya Elliptica*, *Manzanita*, *Rhododendron*, *Winifred Gilman Salvias*, *Lupins Albifrons*, *Escholz California*, and 'Bees Bliss' *Salvias*.

The project proposes five parking spaces, including one ADA space and one EV charging space, at the rear of the parcel, with access directly off the alley. Per ILUDC Chapter 18.36.090(2)(b):

Parking may be located within a required side or rear setback; provided, that it is separated from the side or rear property line by a minimum 5-foot-wide landscaped area. The Director of Public Works may waive this landscaping requirement for parking spaces accessed directly from an alley.

There is a substantial landscaping area proposed east of the parking spaces between the parking lot and the building. The site plan was referred to the Director of Public Works for a decision, and the Director waived the above requirement.

Additionally, per ILUDC 18.34.050(C)(4)d), *A parking area for a nonresidential use adjoining a residential use shall provide a landscaped buffer setback with a minimum 10-foot width between the parking area and the common property line bordering the residential use, and a solid decorative masonry wall or solid fence shall be provided along the property line to address land use compatibility issues (e.g., nuisance noise and light/glare) as determined by the review authority.* There is an existing fence that extends the length of the northern side of the property. Additionally, one Arctostaphylos ‘Dr. Hurd’ Manzanita is proposed on the northwest corner between the parking lot and the adjacent property, which in addition to the existing fence, is sufficient to meet this requirement.

This project will require the installation of a backflow device. The backflow device must be landscaped so that it is screened from public view. Therefore, **Special Condition 3** is recommended.

Special Condition 3: Backflow Device. The installed backflow device shall be screened from view by shrubs and vegetation from the plant list in the Landscaping Plan.

Some requirements of ILUDC 18.34.060 are not addressed in the proposed landscaping plan, such as protective curbing, soil conditioning, irrigation, and plant size at time of planting. Therefore, **Special Condition 4** is included:

Special Condition 4: Landscaping. All landscaping shall comply with ILUDC Ch. 18.34.060. Any variances permittee determines are needed for feasibility, shall be submitted to the Director for review and approval prior to issuance of the building permit.

Public Works requires that all landscaping for this project be California Model Water Efficient Landscape Ordinance (MWELO) compliant, thus **Special Condition 5** is included:

Special Condition 5: Landscaping and Irrigation. All landscaping and irrigation shall be California Model Water Efficient Landscape Ordinance (MWELO) compliant.

Fencing. There is existing fencing along the north side of the neighboring parcel. The proposed project includes six-foot high open fencing, constructed of redwood along the front

and back of the parcel and partially around the south side of the parcel (Attachment 2). Fencing in the back would be located between the parking lot and outdoor patio area, with entry from parking lot through gates. Fencing complies with 18.30.050 and 18.30.060 for materials and height.

Lighting. The applicant has proposed eight down-facing lights on the east, west, north and south faces of the building at each door opening (Attachment 4). The submitted lighting fixtures are night-sky compliant.

Outdoor Storage. The applicant has proposed recycling storage in the southwest corner of the patio area. Enclosure and screening is required for outdoor storage areas such that they are entirely enclosed by a solid wall or fence, with a minimum height of 6 feet and a maximum height of 8 feet, thus **Special Condition 6** is included.

Special Condition 6: Outdoor Storage. Prior to issuance of the building permit, the applicant shall submit plans showing screening of the outdoor recycling storage unit for Director review and approval. Screening shall be in compliance with ILUDC, Ch. 18.42.140.

Utilities. In their August 22, 2024 comment letter, Public Works recommended that the following Special Conditions be adopted for the project:

Special Condition 7: Utility Connections and Impact Fees:

- **Water Connection(s).** Connection fees vary depending on desired connection and meter sizes, based on the cost to the City to make the connections. Applicant may connect to the existing water meter, but this project may require additional or upsized connection(s) to meet project demands. Applicant shall specify what size of connections will be needed for this project, including any fire connection for sprinkling purposes. Applicant shall notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined, as current wait time for new connections is 2-3 months.
- **Sewer Connection.** Although historical information indicates that there may be an existing sewer lateral on the property, the exact location is unknown. Applicant/property owner is responsible for locating the existing lateral for connection. If unable to locate, a new connection must be installed. Connection fees vary depending on the desired connection, based on the cost to the City to make the connections. Applicant shall specify what size of connections will be needed for this project. Applicant shall notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined.
- **Sewer Cleanout.** A sewer cleanout is required if not already present.
- **Water and Sewer Connection Locations.** Final location of the proposed water and sewer connections in the City right of way shall be coordinated with Public Works Department staff and shown on the site plan submitted with the building permit application.

- **Backflow Device.** An approved backflow device is required for commercial water line and any water line associated with fire sprinklers. Backflow devices shall be installed prior to final of Building Permit.
- The applicant shall contact Underground Service Alert (USA) at least 48hrs prior to construction.

Special Condition 8: Impact Fees:

- **Water and Sewer Capacity Fees.** Impact fees will be required based on the proposed use and shall be calculated and paid prior to building permit issuance.
- **Fire/Police Facilities Fees.** In accordance with City Ordinance 987-2024, which established an impact fee program to impose fees upon development projects that fully or partially offset the costs of public facilities that are needed to serve the demand created by development projects, the Police/Fire Facilities Fees are required and shall be calculated and paid prior to building permit issuance.
- **Drainage Fee.** Drainage fees are required (12.14.030). The City “shall not issue a building permit for construction resulting in a 120-square-foot or more increase in ground coverage...until the fees as set forth in this ordinance have been paid.” The drainage fee will be based on the increase in impervious surface and shall be calculated at the time of the building permit submittal. Current fee is \$0.74 per SF of impervious surface.

Special Condition 9: Grading and Storm Water:

- Applicant shall comply with the conditions regarding grading and stormwater as set forth in the August 22, 2025 Public Works memo.
- If total site work is in excess of 5,000 CY, an engineered grading plan shall be provided, per Municipal Code Section 18.60.030, and a separate grading permit will be required for the site work. The final grading plan can be submitted at the time of building permit application submittal if necessary.
- Storm water runoff shall be minimized by incorporation of Low Impact Development (LID) strategies that minimize impermeable areas, maximize permeable areas, and that slow, spread, and sink runoff so as to recharge groundwater and minimize runoff. Runoff that is expected shall be collected at vegetative swales or bio retention facilities and overflow finally conveyed by a storm drain system approved by the City Engineer.
- *Treatment Control BMPs shall be sized and designed to retain and infiltrate runoff produced by all storms up to and including the 85th percentile (.83” in 24-hours).*
- Because this project proposes to replace >5,000 SF of impervious surface, it is defined as a “regulated project”, and installation of LID features in compliance with regulations outlined in the County of Mendocino Low Impact Development Standards Manual (LID Manual) will be required. The manual is located at

<https://www.mendocinocounty.org/home/showpublisheddocument/43360/637583284035530000>

- Applicant must follow instructions in Part C of the Lid Manual. Applicant to complete and provide to the City the appropriate Site Design Measure Sheet(s) from the Appendices of the Mendocino County LID Manual. The Applicant has submitted a Preliminary Stormwater Control Plan with their planning application. Public works will review and return it with any comments/corrections if necessary.
- If construction is to be conducted between October and April (the rainy season) approval from the Public Works Department and additional construction BMP's will be required.
- It is not permitted for construction debris and soil to be placed in the City right-of-way. All construction debris/soil shall be properly disposed of.
- Applicant shall submit the 6-page Storm Water Control Plan at the time of building permit submittal and adhere to the storm water measures outlined in the document.
- Applicant to ensure that there is no increase in runoff to adjacent properties or to the Public Right of Way.

LIBRARY ANNEX PLANNING PERMITS

GENERAL PLAN CONSISTENCY

The project was reviewed for consistency with the General Plan and was found to be consistent with all General Plan policies, including the following relevant General Plan Policies:

Table 3: General Plan Consistency Analysis

Land Use Policy LU-3.5 Encourage Smart Growth: Locate new residential, commercial, or industrial development within, contiguous with, or in close proximity to, existing developed areas.
CONSISTENT – The project is located in close proximity to existing developed areas including adjacent to an existing library and near a public park/playground.
Community Design Goal CD-1 Ensure that new development demonstrates excellence of design and sensitivity to the character of the surrounding neighborhood.
CONSISTENT – Project is designed to be entirely compatible with existing library. The building colors are natural in hue and the landscaping and lighting will enhance the surroundings.
Public Facilities Element. Policies related to water and wastewater capacity, which includes the following relevant policies PF-1.1, PF-1.2, and PF-1.3.
CONSISTENT – The proposed project complies with public facilities policies as there is adequate water and sewer capacity to accommodate all proposed development in Fort Bragg at this time.
Conservation, Open Space, Energy, and Parks Policy OS-2.1 All development shall be conditioned to require that 50% of all plantings are native plants and shall prohibit the planting of any plant species that is (a) listed as problematic and/or invasive by the California Invasive

Plant Council, and/or by the State of California, or (b) listed as a 'noxious weed' by the State of California or the U.S Federal Government.
CONSISTENT – The proposed plantings listed on the landscaping plan are 100% native plants and are not listed as problematic and/or invasive by the California Invasive Plant Council, and are not listed as a 'noxious weed' by the State of California or the U.S. Federal Government.
Sustainability Policy S-2.1 Passive Solar Design Strategies: All building and site design shall use passive solar design strategies for space heating and lighting to reduce energy demand to the extent feasible.
CONSISTENT – While there is no passive solar due to the adjacent building on the south side, eastern facing clerestory windows are included in the design to capture as much solar gain as possible in the morning to heat the building. Additionally, solar power with a battery back-up and a heat pump will showcase sustainable energy production and heating system and reduce project heating and cooling costs to zero.
Noise Policy N-1.2 Avoid or reduce noise impacts first through site planning and project design. Barriers and structural changes may be used as mitigation techniques only when planning and design prove insufficient.
CONSISTENT – The project includes acoustical zoning and sound attenuation for strategic management of sound and reduction of noise impacts.

Based on the review of the project, the Planning Commission can make the finding that approval of the Use Permit is consistent with the Inland General Plan.

USE PERMIT ANALYSIS

Approval of a use permit requires that the Planning Commission make the following findings:

1. *The proposed use is consistent with the General Plan, and any applicable specific plan;*
As detailed throughout this report and as conditioned, the project is consistent with the Inland General 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;*
The proposed accessory office use is permitted by right in the Very High Density Residential Zoning District, and the proposed meeting hall use is allowed with Use Permit approval in the Very High Density Residential Zoning District. As conditioned and analyzed in this report, the uses comply with the Inland Land Use and 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 Annex would be compatible with the adjacent existing Library and the close by Bainbridge Park and Veteran's Hall. The Annex would also be compatible with the residential neighborhood as a small facility that would provide additional community meeting, activity and study space.
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.

The proposed site is a flat lot which is easily accessible to emergency vehicles from both Whipple Street and the alley that runs behind the parcel west of Whipple Street. Public sewer and water is accessible from this location, which likely has existing connections from its previous use that may or may not need to be upsized. Because this project proposes to replace >5,000 SF of impervious surface, it is defined as a “regulated project”, and installation of Low Impact Development (LID) features would be required. This is a low-intensity land use which would not constitute a hazard or be materially injurious to anyone or any property.

5. *The proposed use complies with any findings required by Section 18.22.030 (Commercial District Land Uses and Permit Requirements).*

This finding is not relevant to this project because it is not located in a commercial district.

USE PERMIT ANALYSIS FOR PARKING REDUCTION

The Planning Commission may approve a Use Permit for reduced parking after first establishing a basis for all of the required findings per ILUDC Sections 18.71.060.F, Use Permit Findings:

1. *The proposed use is consistent with the General Plan and any applicable specific plan;*

See Use Permit analysis above.

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;*

See Use Permit analysis above.

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 Library Annex is compatible with the adjacent Library, as well as the nearby Bainbridge Park and Veteran’s Hall. As a small public service facility, the Annex is also compatible with the residential neighborhood.

The project would provide five of the required eleven parking spaces as the lot size would not readily accommodate more than this. The original proposal included a sixth space, but an existing power pole in the vicinity of the alley created a significant obstacle. The applicant proposes to utilize street parking to meet the remaining parking requirements. Staff reviewed 16 Google earth satellite shots of this parcel taken between 2005–2025 and determined that

the average number of cars parked along this stretch was 1.59 during this time, indicating that the utilization of underutilized on-street parking could adequately compensate for the shortfall in the proposed parking lot.

The Annex is not likely to increase the overall number of visitors to the area, and as the adjacent library has no on-site parking, the development of the proposed parking lot would add spaces not currently existing in this area.

Finally, **Special Condition 2** requires that 2 bicycle parking spaces be added to the project, which would serve to decrease the number of staff and/or visitor vehicles being parked at the Annex. Therefore, the utilization of on-street parking by the proposed project would be compatible with existing and future land uses in this vicinity.

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;

As noted above, the Use Permit request is for a modification of the parking requirement to allow on-street parking for six of the required eleven spaces. The street parking along this section of Whipple Street is underutilized and can accommodate more vehicle parking. The use of this on-street parking would not constitute a hazard to the public interest, health, safety or convenience of persons, property or uses in the vicinity.

The Commission can find that no additional parking is required for the project. However, if the Planning Commission has concerns about the on-street parking, one additional off-street parking space may be accommodated by relocating the existing power pole in the alley, and the permit could be conditioned as such.

DESIGN REVIEW ANALYSIS

Figure 2: Elevations



Figure 3: East Elevation – Street Facing Facade



Figure 4: View from NW and NE Corners



Design Review approval requires the Planning Commission first find that the project, as proposed or with changes resulting from the review process and/or conditions of approval, complies with all applicable criteria identified in ILDUC Subsection 18.71.050.F *Project review criteria*:

1. *Complies with the purpose and requirements of ILUDC Subsection 18.71.050.F;*
2. *Provides architectural design, building massing, and scale appropriate to and compatible with the site surroundings and the community;*
3. *Provides attractive and desirable site layout and design, including building arrangement, exterior appearance and setbacks, drainage, fences and walls, grading, landscaping, lighting, signs, etc.;*
4. *Provides efficient and safe public access, circulation, and parking;*
5. *Provides appropriate open space and landscaping, including the use of water efficient landscaping;*
6. *Is consistent with the General Plan, any applicable specific plan; and*
7. *Complies and is consistent with the City's Design Guidelines.*

As conditioned, these findings can be made.

The table below analyzes the project relative to relevant Design Guidelines:

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Chapter 2 General Citywide Design Guidelines (Page 12) Massing, Elevations & Articulations Mandatory Standards (Page 12)</p> <ul style="list-style-type: none"> • <i>Structures shall be well-articulated on all sides visible from public streets and views. The highest level of articulation occurs on the front façade, and on all elevations visible from the public right of way. This includes variation in massing, roof forms, and wall planes, as well as surface articulation. Avoid boxy and monotonous facades that lack human scale dimensions and have large expanses of flat blank wall planes visible to the public.</i> • <i>The scale of buildings shall relate to the surrounding development patterns. Buildings with greater height than surrounding buildings should step back the structure on the upper floors from street and public spaces to lessen the appearance of mass and bulk.</i> • <i>Architectural details and materials shall be incorporated on the lower part of the building facade to relate to human scale. These pedestrian scale elements can include awnings, trellises, windows, building base articulation, and changes in materials, textures, and colors.</i> 	<p>This project complies with the mandatory standards as described below:</p> <p>This building is well articulated with a building facade that has changes in patterning, texture and color, while maintaining a visually cohesive design.</p> <p>This building would relate well to surrounding building heights, and is stepped back from the street, which serves to lessen the appearance of mass and bulk. It will complement the adjacent library building and improve the overall design character of this street.</p> <p>The street side façade includes variations in color and texture, and pedestrian scale features include trimmed windows and a covered porch.</p> <p>The preferred standards call for the following features, included in the design: window and door detailing, varying roof lines, and passive solar design.</p>
<p>Architectural Form and Detail Mandatory Standards (Page 13)</p> <ul style="list-style-type: none"> • <i>Franchise architecture is strongly discouraged. Buildings shall be readily reusable by other tenants and should not be identified with a design that is specific to a franchise.</i> • <i>Commercial development shall complement and/or incorporate design elements and features from the historic architectural styles of the Central Business District, such as bay windows, porches, projecting eaves, awnings, and similar elements that add visual interest to the development.</i> 	<p>This project complies with the mandatory standards as described below:</p> <ul style="list-style-type: none"> • The proposed building is not a franchise and could be easily reused for other purposes. • The project incorporates a covered porch, projecting eaves, pedestrian paseo, outdoor patio, and small landscaped areas. All of these are identified as desirable architectural features in the design guidelines.

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Roof Form - Mandatory Standards (Page 14)</p> <ol style="list-style-type: none"> <i>1. Roof forms shall be used to distinguish various building forms, create an interesting roof line, and help break up the building massing.</i> <i>2. Buildings shall incorporate passive solar design and include at least one roof plane that is large enough to accommodate photovoltaic (PV) panels to meet the majority (>50%) of the building's energy needs, when feasible.</i> <i>3. All roof-mounted equipment shall be effectively and attractively screened through the use of various architectural detailing including, but not limited to, roof form, decorative parapets or cornices that match the architectural character and materials of the building.</i> <i>4. Highly reflective materials shall be avoided.</i> <i>5. Balconies, roof gardens and roof decks shall be designed to minimize impacts on privacy in neighboring buildings and lots.</i> 	<p>The proposed project complies with requirements as conditioned.</p> <ol style="list-style-type: none"> 1. The southernmost portion of the roof features a shed roof with clerestory windows, and the portion of the roof for the community room is a shed roof. A shed roof is a simple design with a single sloping plane that offers an interesting modern and minimalist appearance due to its clean, angular look. 2. Passive solar design is infeasible due to the adjacent building on the south side. However, eastern facing clerestory windows are included in the design to capture as much solar gain as possible in the morning to heat the building. Additionally, solar power with a battery back-up and a heat pump will showcase the sustainable energy production and heating system and reduce project heating and cooling costs to zero. 3. Roof-mounted equipment is not shown. Special Condition 10 is included below to ensure that equipment is screened. 4. No highly reflective materials are proposed. 5. The project does not include balconies, roof gardens or deck, which would impact the privacy of any neighbors.

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Windows, Doors, and Entries Mandatory Standards (Page 15)</p> <ol style="list-style-type: none"> 1. <i>The size and location of doors and windows shall relate to the scale and proportions of the overall structure.</i> 2. <i>The main building entrance shall be distinguished from the rest of the building and easily recognizable and oriented toward the street, internal walkway, or courtyard whenever possible.</i> 3. <i>Buildings located on corners in pedestrian areas shall provide for visibility around the corner, by either including windows on both walls that intersect at the corner or an angled corner entryway.</i> 4. <i>Exterior stairways shall complement the architectural style of building, where required they should be open to allow views for natural surveillance.</i> 5. <i>Windows shall be incorporated at storefront locations.</i> 6. <i>The use of clear glass (at least 80% light transmission) is recommended. Dark tinted glass and reflective mirror-like glass are not allowed.</i> 	<p>The proposed project complies with these requirements.</p> <ol style="list-style-type: none"> 1. The windows and doors relate to the overall structure scale and proportions of the overall structure. 2. The building entrance is easily recognizable, as it is oriented to Whipple Street and an internal walkway, has double doors, and is located under a roofed porch area. There is lighting at either side of the doorway. 3. The building is not located on a corner. 4. The project does not include an open, external stairway. 5. Not applicable. 6. The project proposes Low-E windows for sustainability. They will be trimmed and painted. <p>The proposed project has incorporated the following preferred standards for windows, doors and entries: a projecting element above the entrance and flanked columns and changes in the roofline. Windows are proportional to the building and articulated with accent trim.</p>

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Materials- Mandatory Standards (Page 16) <i>The following table identifies materials that are encouraged for use on a building's façade:</i></p> <ul style="list-style-type: none"> • Smooth stucco, hand troweled stucco • Fiber cement siding with an authentic appearance, profile and dimension, over 3/8" thickness 	<p>The proposed project complies with this section. All the siding would be fiber cement siding in two different finishes – the lower section would be lap siding, and the Community room and upper section of the clerestory would be board and batten siding which is the same siding style as the adjacent library.</p> <p>The proposed project incorporates the following preferred standards for materials:</p> <ul style="list-style-type: none"> • The use of green building and sustainable materials; • Exterior materials that relate to each other in ways that are traditional and logical; • Different materials to enhance different parts of the building's façade.
<p>Colors - Preferred Standards</p> <ol style="list-style-type: none"> 1. Colors should enhance different parts of a building's façade and be consistent with the desired architectural style. 3. Colors should visually relate building elements to each other, and also individual facades to each other. The colors chosen for a building façade should complement neighboring facades (but should not replicate). 4. Color should be used as an important design element in the development's appearance. 5. Colors used on exterior facades should be harmonious and contrasting compatible colors are encouraged to accentuate details 6. No fewer than two colors should be used on any given façade, and three or more colors are preferred. This includes any "natural" colors such as unpainted brick or stone. The three preferred colors should constitute the primary base color, secondary color and minor trim color. 	<p>The project complies with the preferred standards. There are no mandatory standards for color.</p> <p>The building includes two colors: Macadamia Nut ("A soft, honeyed bisque that casts a delicate, warm glow.") as the primary color, and Limestone ("Winks of green and brown..") for the remainder. These are both considered neutral colors and are harmonious. The window sashes would add a third color, either white or dark brown.</p> <p>The colors are compatible with the adjacent Library colors. They can be viewed at the links below or in Attachment 3.</p> <p>Macadamia Nut 191 Benjamin Moore and Limestone 513 Benjamin Moore</p>

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Lighting Mandatory Standards (Page 18)</p> <ol style="list-style-type: none"> 1. <i>Exterior lighting shall be designed as part of the overall architectural style of the building and should illuminate entries, driveways, walkways, and activity areas.</i> 2. <i>Entrances shall be well illuminated for safety and identification purposes.</i> 3. <i>Lighting sources shall be hidden unless the sources are an integral part of the design. Lighting fixtures should not project above the fascia or roofline of the building.</i> 4. <i>Partial or full cutoff lighting is required. Exterior lighting shall be located and designed to avoid shining directly onto nearby residential properties, and shall minimize off-site glare. The latest technical and operational energy conservation concepts should be considered in lighting designs.</i> 5. <i>Parking lot lighting fixtures shall be no taller than 16 feet in height and shall cast light downward without allowing glare or light to encroach upon neighboring properties.</i> 	<p>The proposed exterior lighting meets these requirements as it is night sky compliant, downfacing and incorporates appropriate styling consistent with the architectural style of the building. Lights will be located at every door opening for safety and identification purposes. The project does not propose a parking lot lighting fixture, and none is required. (Attachment 4 – Lighting Plan)</p>
<p>Site Planning Mandatory Standards</p> <ol style="list-style-type: none"> 1. <i>Buildings should generally be oriented toward the street. Buildings on corner parcels should establish a strong tie to both streets.</i> 	<p>The building is oriented to Whipple Street. It is not on a corner parcel.</p>
<p>Landscape Mandatory Standards</p> <ol style="list-style-type: none"> 1. <i>Plants and trees with root systems that uplift hardscape materials shall be appropriately located away from paved and concrete areas.</i> 2. <i>Landscaping on parcels that are adjacent to the Coastal Trail shall use plants native to the northern California Coast. Invasive plants are prohibited.</i> 3. <i>Trees and plants native to the Northern California coast and those that flourish in the region, shall be selected. Plant materials should also be selected for their low maintenance qualities.</i> 	<p>Project is in compliance with these requirements. The project landscaping would be composed entirely of native plants that are “bee-friendly and will also showcase the Library’s native plant seed bank.”</p>
<p>Site Amenities Mandatory Standards</p> <ol style="list-style-type: none"> 1. <i>Building numbers and individual unit numbers shall be readily visible, in a consistent location, well lighted at night, and compatible with the overall design of the development.</i> 	<p>The applicant’s plan does not include building numbers and Special Condition 11 has been added to address that.</p>

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<i>Fencing and Screening Mandatory Standards</i> <ol style="list-style-type: none"> <i>Fences or walls of more than 100 ft should provide variation in the design – via changes in height, materials, embellishments, step backs, gates, etc. – to break up the length and provide visual interest.</i> <i>Screening should not result in hiding places or entrapment areas.</i> 	<p>The project complies with the requirements of this section. It includes open Redwood fencing, with gates at the front and rear. (Attachment 2)</p>
<i>Pedestrian Circulation Mandatory Standards</i> <ol style="list-style-type: none"> <i>On-site drop-off areas shall be adjacent and parallel to streets and/or drive aisles to allow vehicles to get out of the main flow of traffic and stop. These include bus stops and pedestrian pick-up/drop-off areas.</i> <i>Development adjacent to the Coastal Trail (Noyo Headlands Park) shall provide pedestrian access to the Coastal Trail.</i> 	<p>There are no on-site drop-off areas, and development is not adjacent to Coastal Trail. The project has incorporated the following preferred standards: Continuous, clearly marked pathways from parking areas to main building entrances, convenient pedestrian connections to other compatible land uses, and walkways connecting common areas to site buildings and sidewalks.</p>
<i>Circulation and Parking Mandatory Standards</i> <ol style="list-style-type: none"> <i>Parking lots shall be well designed, with consideration given to landscaping, lighting, building massing, and pedestrian/vehicular circulation.</i> <i>Parking shall be designed for safe ingress and egress. Site plans should balance the need to provide adequate vehicular access with the need to eliminate unnecessary driveway entrances.</i> <i>Pedestrian connections and linkages within parking lots shall have a well-defined separation from vehicular circulation.</i> <i>Shared parking is encouraged. Parking areas serving multiple uses shall consolidate parking into larger lots.</i> 	<p>The proposed small parking lot off the alley meets applicable mandatory requirements. It includes well-defined sidewalks and gated fencing for safe entry and egress.</p> <p>The project is in compliance with the following preferred standards: It is located at the rear of the building along an alley, it is linked to a pedestrian walkway and to an alley, and clear and visible walkways surround a landscaped area.</p>

Special Condition 10: Roof Mounted Equipment. If project will include roof mounted equipment, Applicant shall submit roof elevations with building permit showing screening of equipment in an effective and attractive manner through the use of various architectural detailing including, but not limited to, roof form, decorative parapets or cornices that match the architectural character and materials of the building.

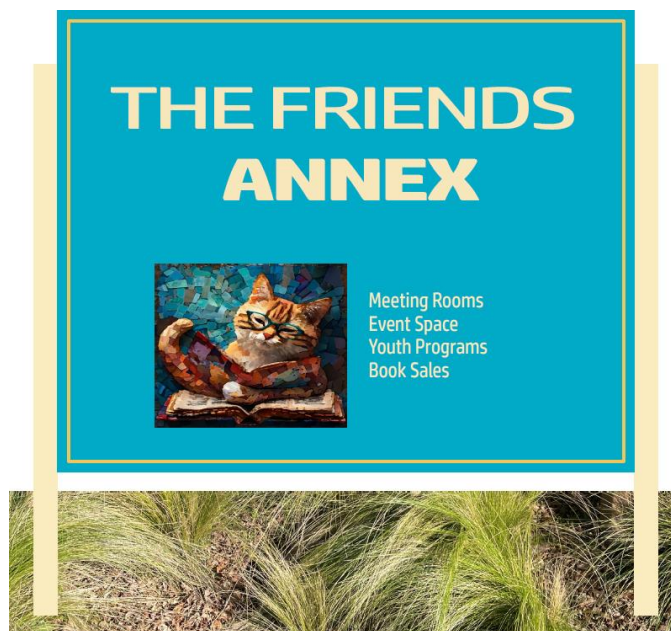
Special Condition 11: Address Numbers. Prior to Final of the Building Permit the applicant shall install address numbers compliant with the Citywide Design Guidelines and the fire code.

SIGN PERMIT AND DESIGN REVIEW



Sigange Plan
34" x 32"
7.5 sf

Art will consist
of a mural
representation of
reading.
Not this exact
artwork.



The Sign Review is considered part of the Design Review. The approval of a Sign Permit shall require the Planning Commission to first establish a basis for the findings listed in ILUDC Section 18.38.030.D, as applicable and included in the resolution.

The proposed building has 75 feet of frontage on Whipple Street. Therefore, the building is allowed to have 50 SF of signage in total. (The code allows a business to have 2 SF of signage for every 3 linear feet of primary frontage, and 0.5 SF of signage for every linear foot of secondary frontage.) Applicant proposes the installation of one 7.5 SF freestanding sign. The sign meets the requirements regarding square feet and height in the ILUDC.

The proposed signage (Attachment 5) is visually compatible with the scale and architectural style of the building. It is also compatible with other signs in the zoning district and the Citywide Design Guidelines.

Table 1	
Citywide Design Guidelines (2022)	
<p>Chapter 5: Signs, Overall Sign Guidelines, page 42 - Mandatory Standards</p> <p>1. Signs shall be designed to relate to the architectural features of the building on which they are located and create visual continuity with other storefronts on the same or adjacent buildings.</p> <p>2. Signs shall coordinate with the building design, materials, color, size, and placement.</p> <p>Chapter 5: Signs, Sign Placement page 43 – Relevant Mandatory Standards</p> <p>1. Signs shall not project above the edge of the rooflines and should not obstruct windows and/or doorways.</p> <p>Relevant Preferred Standards</p> <p>2. Signs should be placed at or near the public entrance to a building or main parking area to indicate the most direct access to the business.</p> <p>3. Signs should be sized and placed consistent with the proportions of the building's façade. For example, a particular sign may fit well on an upper, more basic wall, but would overpower and obstruct the finer detail of a lower storefront area. A sign appropriate near the building's entry may look tiny and out of place above the ground level.</p>	<p>1. The sign shape and style is compatible with the architectural style of the building. The sign is compatible with the adjacent library signage.</p> <p>2. The proposed sign coordinates with the building in design, color, size and placement.</p> <p>1. The proposed sign complies with this mandatory standard.</p> <p>2. Sign placement complies as it would be in front of the fence by the entrance to the community space of the library annex.</p> <p>3. The size and placement is consistent with the proportions of the building's façade and is compatible with the adjacent existing library sign.</p>
<p>Chapter 5: Signs, Sign Color, page 43 - Mandatory Standards</p> <p>1. Bright Day-Glo (fluorescent) colors are prohibited as they are distracting.</p> <p>Preferred Standards</p> <p>1. Three or fewer colors are encouraged on a single sign.</p> <p>2. Contrast is an important influence on the legibility of signs. The most aesthetic and effective graphics are produced when light colored letters and images are placed on a dark contrasting colored background.</p>	<p>1. The proposed sign complies with this mandatory standard.</p> <p>Preferred Standards - Exact artwork is not shown, however overall sign design is in compliance with preferred standards and compatible with adjacent library sign.</p>

The applicant's proposed signage meets the size limitations and location standards of the ILUDC and is consistent with the City's Design Guidelines.

FISCAL IMPACT/FUNDING SOURCE

No impact.

ENVIRONMENTAL ANALYSIS

CEQA Exemption

This project requires discretionary approval from the City, therefore, pursuant to CEQA Guidelines Section 15060(c), this activity is potentially considered a project under CEQA. Pursuant to CEQA Guidelines Section 15061(a), the lead agency (in this case, the City of Fort Bragg) must determine whether the project is exempt from CEQA.

Pursuant to CEQA Guidelines Section 15061(b), a project is exempt from CEQA if:

- (1) The project is exempt by statute (see, e.g. Article 18, commencing with Section 15260).
- (2) The project is exempt pursuant to a categorical exemption (see Article 19, commencing with Section 15300 [of the CEQA Guidelines]) and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.
- (3) The activity is covered by the common-sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.
- (4) The project will be rejected or disapproved by a public agency. (See Section 15270(b)).
- (5) The project is exempt pursuant to the provisions of Article 12.5 of this Chapter.

The construction of the Library Annex and all associated improvements would be categorically exempt from CEQA as an "Infill Project."

Section 15332 - In-Fill Development Projects

Class 32 consists of projects characterized as in-fill development meeting the conditions described in this section.

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

As analyzed in the staff report, the project meets this condition.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is less than one acre and is surrounded on all sides by development.

(c) The project site has no value, as habitat for endangered, rare or threatened species.

The project site is a mowed lawn and has no value as habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

The proposed project would provide 5 new parking spaces and would not increase the overall number of visitors to the library; therefore, it will not have an impact on traffic. All adjacent street corners already have sufficient traffic control measures (stop signs). Construction activities will be constrained to 8:00 am to 5:00 pm Monday through Friday. The annex is a community facility with primarily meeting rooms, study areas and office space – all low noise generators, and the project includes acoustical zoning and sound attenuation for strategic management of sound and reduction of noise, therefore the annex operations will not have an impact on noise. The proposed project will be built to Title 24 standards and will include solar power and heat pumps to minimize impacts on air quality. The project proposes to infiltrate all storm water on-site and will not have any impact on water quality.

(e) The site can be adequately served by all required utilities and public services.

The project site is immediately adjacent to sewer and water lines and the City has sufficient capacity to provide service for a project that would include three additional toilets.

The proposed project meets all the above conditions; thus the Infill Development exemption can be applied.

STRATEGIC PLAN / COUNCIL PRIORITIES / GENERAL PLAN CONSISTENCY

See General Plan Consistency section above (Page 10) for General Plan consistency analysis. This project is consistent with the following Strategic Plan goals and Council priorities:

- Goal 1 – Invigorate Economic Opportunity and Community Vibrancy
- Goal 4 - Enhance Public Spaces, Promote Recreation, and Cultivate Civic Pride

Per the Mission Statement in the Strategic Plan, Fort Bragg seeks to provide resilient public facilities in support of a safe and vibrant economic, multi-cultural, and recreational experience for both locals and visitors. This project would contribute to this mission.

COMMUNITY OUTREACH

The Friends of the Fort Bragg Library engaged in a six-year fundraising effort and through a community planning process which included two community meetings, a presentation to the Board of Supervisors and numerous meetings with the Board of the Friends of the Fort Bragg Library, developed Project plans for the Library Annex.

ALTERNATIVES:

1. Continue the hearing if more information is needed for a decision.
2. Other direction to staff.

ATTACHMENTS:

1. Resolution – Use Permit, Design Review, Sign Permit
2. Annex Plans
3. Colors
4. Lighting Plan
5. Entry Sign and Sign Plan

NOTIFICATION:

“Notify Me” Agenda Subscribers, Applicant, Interested Parties