



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Agenda Planning Commission

Wednesday, November 12, 2025

6:00 PM

Town Hall, 363 N.Main Street
and Via Video Conference

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PLANNING COMMISSIONERS PLEASE TAKE NOTICE

Planning Commissioners are reminded that pursuant to the Council policy regarding use of electronic devices during public meetings adopted on November 28, 2022, all cell phones are to be turned off and there shall be no electronic communications during the meeting. All e-communications such as texts or emails from members of the public received during a meeting are to be forwarded to the City Clerk after the meeting is adjourned.

ZOOM WEBINAR INVITATION

This meeting is being presented in a hybrid format, both in person at Town Hall and via Zoom.

You are invited to a Zoom webinar!

When: Nov 12, 2025 06:00 PM Pacific Time (US and Canada)

Topic: Planning Commission

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/81079112032>

Join via audio:

+1 669 444 9171 US

To speak during public comment portions of the agenda via zoom, please join the meeting and use the raise hand feature when the Chair or Acting Chair calls for public comment on the item you wish to address.

1. PUBLIC COMMENTS ON: (1) NON-AGENDA & (2) CONSENT CALENDAR

ITEMS

MANNER OF ADDRESSING THE COMMISSION: All remarks and questions shall be addressed to the Planning Commission; no discussion or action will be taken pursuant to the Brown Act. No person shall speak without being recognized by the Chair or Acting Chair. Public comments are restricted to three (3) minutes per speaker.

TIME ALLOTMENT FOR PUBLIC COMMENT ON NON-AGENDA ITEMS: Thirty (30) minutes shall be allotted to receiving public comments. If necessary, the Chair or Acting Chair may allot an additional 30 minutes to public comments after Conduct of Business to allow those who have not yet spoken to do so. Any citizen, after being recognized by the Chair or Acting Chair, may speak on any topic that may be a proper subject for discussion before the Planning Commission for such period of time as the Chair or Acting Chair may determine is appropriate under the circumstances of the particular meeting, including number of persons wishing to speak or the complexity of a particular topic. Time limitations shall be set without regard to a speaker's point of view or the content of the speech, as long as the speaker's comments are not disruptive of the meeting.

BROWN ACT REQUIREMENTS: The Brown Act does not allow action or discussion on items not on the agenda (subject to narrow exceptions). This will limit the Commissioners' response to questions and requests made during this comment period.

WRITTEN PUBLIC COMMENTS: Written public comments received after agenda publication are forwarded to the Commissioners as soon as possible after receipt and are available for inspection at City Hall, 416 N. Franklin Street, Fort Bragg, during normal business hours. All comments will become a permanent part of the agenda packet on the day after the meeting or as soon thereafter as possible, except comments that are in an unrecognized file type or too large to be uploaded to the City's agenda software application. Public comments may be emailed to CDD@fortbraggca.gov.

2. STAFF COMMENTS

3. MATTERS FROM COMMISSIONERS

4. CONSENT CALENDAR

All items under the Consent Calendar will be acted upon in one motion unless a Commissioner requests that an individual item be taken up under Conduct of Business.

4A. [25-479](#) Approve Minutes of the October 22, 2025 Planning Commission Meeting

Attachments: [10222025 Planning Commission Minutes](#)

5. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

6. PUBLIC HEARINGS

Materials related to an item on this agenda submitted to the Commission after distribution of the agenda packet are available for public inspection in the Community Development Department at 416 North Franklin Street, Fort Bragg, California, during normal business hours. Such documents are also available on the City's website at www.city.fortbragg.com subject to staff's ability to post the documents before the meeting.

ADA NOTICE AND HEARING IMPAIRED PROVISIONS:

It is the policy of the City of Fort Bragg to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities.

If you need assistance to ensure your full participation, please contact the City Clerk at (707) 961-2823. Notification 48 hours in advance of any need for assistance will enable the City to make reasonable arrangements to ensure accessibility.

This notice is in compliance with the Americans with Disabilities Act (28 CFR, 35.102-35.104 ADA Title II).



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-479

Agenda Date: 11/12/2025

Version: 1

Status: Passed

In Control: Planning Commission

File Type: Minutes

Agenda Number: 4A.

Approve Minutes of the October 22, 2025 Planning Commission Meeting



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Meeting Minutes - Final Planning Commission

Wednesday, October 22, 2025

6:00 PM

Town Hall, 363 N.Main Street and
Via Video Conference

MEETING CALLED TO ORDER

Chair David Jensen called the meeting to order at 6:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present 5 - Commissioner Jary Stavely, Chair David Jensen, Commissioner Katie Turner, Vice Chair Richard Neils, and Commissioner Ryan Bushnell

1. PUBLIC COMMENTS ON: (1) NON-AGENDA & (2) CONSENT CALENDAR ITEMS

- (1) None.
- (2) None.

2. STAFF COMMENTS

Associate Planner Sarah Peters gave an update on the City Hall parking lot closure during November and December due to the installation of solar canopy construction project. Permit Technician Maria Flynn gave an update on the upcoming Magic Market event October 25, 2025.

3. MATTERS FROM COMMISSIONERS

Commissioner Neils reminded the public about Veterans Day November 11, 2025.

4. CONSENT CALENDAR

[25-440](#) Approve the Minutes of the October 8, 2025 Planning Commission Meeting

Attachments: [10082025 Planning Commission Minutes.](#)

A motion was made by Vice Chair Neils, seconded by Commissioner Turner, that the Minutes be approved. The motion carried by the following vote:

Aye: 5 - Commissioner Stavely, Chair Jensen, Commissioner Turner, Vice Chair Neils and Commissioner Bushnell

5. DISCLOSURE OF EX PARTE COMMUNICATIONS ON AGENDA ITEMS

None.

6. PUBLIC HEARINGS

[25-438](#) Receive a Report, Conduct Public Hearing, and Consider Appeal of Administrative Decision on Minor Use Permit 1-25 (MUP 1-25), Special Conditions 5, 11 and 12

- Attachments:** [MUP 1-25 Appeal Staff Report 223 Redwood Live-Work](#)
[Att. 1 - MUP 1-25 Resolution](#)
[Att. 2 - Administrative Staff Report with Public Comments](#)
[Att. 3 - Notice of Final Action](#)
[Att. 4 - Appeal Letter with Public Comment](#)
[Att. 5 Public Comment](#)
[Att. 6 Public Comment 25-1](#)
[Att. 7 Planning Commission Mtg 10-22-25_fin 25-1](#)

Chair Jensen opened the Public Hearing at 6:05 p.m
Associate Planner Sarah Peters presented the report. Commissioner Stavely asked clarifying questions. Attorney Lisa Kranitz answered. Applicant Sabine Bruner presented her appeal and answered questions from Commissioners. Chair Jensen asked clarifying questions of staff. Associate Planner Sarah Peters answered.

Public Comment: Monica, Jacob Patterson, Jeremy Logan, Marinela Miclea, Paige Sutton, Sabine Bruner and Jay Rosenquest

Public Hearing Closed at 7:00 p.m

Discussion: Commissioners asked clarifying questions from applicant Sabine Bruner. Under deliberation Commissioners moved to strike special conditions 11, and 12.

Public Hearing was reopened at 8:09 p.m
Commissioners directed Staff to draft a new resolution.
Chair continued the Public Hearing for November 12, 2025.

7. CONDUCT OF BUSINESS

None.

ADJOURNMENT

Chair Jensen adjourned the meeting at 8:12 p.m.



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-464

Agenda Date: 11/12/2025

Version: 1

Status: Passed

In Control: Planning Commission

File Type: Planning Resolution

Agenda Number: 6A.

Receive a Report, Conduct Public Hearing, and Consider Appeal of Administrative Decision on Minor Use Permit 1-25 (MUP 1-25), Special Conditions 5, 11 and 12



PLANNING COMMISSION STAFF REPORT HEARING CONTINUATION

TO: Planning Commission **DATE:** November 12, 2025

DEPARTMENT: Community Development Department

PREPARED BY: Sarah Peters, Associate Planner

PRESENTER: Sarah Peters, Associate Planner

AGENDA TITLE: **CONTINUED PUBLIC HEARING**
Receive Report, Conduct Public Hearing and Consider Appeal of Administrative Decision on Minor Use Permit 1-25 (MUP 1-25), Special Conditions 5, 11 and 12

APPLICATION NO: Minor Use Permit 1-25 (MUP 1-25)

APPLICANT: Sabine Brunner

OWNER: Sabine Brunner

REQUEST: 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.

LOCATION: 221-223 E. Redwood Avenue, Fort Bragg, CA

APN: 008-154-28

ENVIRONMENTAL DETERMINATION: Categorically Exempt from CEQA pursuant to Section 15301 Existing Facilities

SURROUNDING LANDUSES:
NORTH: Rear section of parcel (no building) /Central Business District
EAST: Retail Commercial / Central Business District
SOUTH: Retail Commercial / Central Business District
WEST: Vacant Lot / Central Business District

APPEALABLE PROJECT: Planning Commission decision can be appealed to City Council

AGENDA ITEM NO. 6A

BACKGROUND

On April 17, 2025, Sabine Brunner submitted an application for a Minor Use Permit (MUP 1-25) to establish a mixed use unit at 223 E. Redwood Avenue in the Central Business District. As this property did not qualify for a mixed use, the applicant subsequently modified the application to establish a live/work unit.

On August 11, 2025, a public hearing was held to consider Minor Use Permit 1-25 (MUP 1-25) to allow a change of use and associated construction to convert 669 square feet of office space located behind an existing retail store to residential space and to permit a live/work use at 221-223 E. Redwood Avenue. It was initially proposed that the two buildings, 221 E. Redwood and 223 E. Redwood, be joined via a covered, enclosed hallway for tenant access to the shower at the back of the building at 221 E. Redwood Ave. The business at 223 E. Redwood Avenue is Little Cup, a vintage store; the business at 221 E. Redwood Avenue is a letterpress studio and gallery/sales space.

At the August 11, 2025, hearing, the Acting Director received a report from staff, considered testimony from interested parties, deliberated and advised attendees that a determination would be made within ten (10) calendar days. On August 21, 2025, a decision was rendered approving the project with nine (9) standard conditions and thirteen (13) special conditions and a Notice of Final Action with findings and conditions was sent to the applicant (Attachment 3 – NOFA 08212025).

On September 2, 2025, the Community Development Department received a timely appeal of the Acting Director's determination from the applicant, Sabine Brunner in accordance with Inland Land Use and Development Code (ILUDC) Section 18.92.020. On September 9, 2025, a subsequent appeal letter was received that corrected a few typos in the original letter (Attachment 4 – Appeal Letter).

On October 22, 2025, the Planning Commission received the report, heard testimony from staff, Applicant and the public, and provided direction to return with a resolution that would allow the live/work unit to be developed at 223 E. Redwood Avenue in conjunction with the vintage store at that location, and allow Applicant to continue to reside in the structure under a Limited Term Permit (LTP) during the building permit application review and subsequent construction process, for up to twelve months, revocable if Applicant has not received a Certification of Occupancy within that 12-month period. The public hearing was continued to November 12, 2025.

After the public hearing staff reached out to the County Building Official who stated that the building could not be used for a residential occupancy until all life-safety measures are in place and until completion of final inspection.

DISCUSSION

In accordance with Planning Commission direction, a resolution is attached for Planning Commission consideration which contains findings to justify the removal of Special Conditions 11 and 12. However, because the Planning Commission may not override

building code requirements, Special Condition 5 has not been modified and the conditions attached to the resolution contain the original language.

For all the proposed Standard Conditions and Special Conditions placed on Minor Use Permit 1-25, refer to Exhibit A of the attached Resolution.

ATTACHMENTS:

1. MUP 1-25 Appeal Approval Resolution
2. Exhibit A – Exhibit to MUP1-25 Appeal Resolution
3. Public Comment

NOTIFICATION:

1. Applicant, Sabine Brunner
2. City of Fort Bragg Planning Commission
3. Property Owners within 300 feet
4. Notify Me subscriber lists: Current Planning Permits, Fort Bragg Downtown Businesses, Public Hearing Notices

RESOLUTION NO. *PC XX-2025*

A RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION UPHOLDING THE APPEAL OF THE ACTING COMMUNITY DEVELOPMENT DIRECTOR'S LAND USE DETERMINATION FOR MINOR USE PERMIT 1-25 (MUP 1-25) SPECIAL CONDITIONS 11, AND 12, AND DENYING THE APPEAL RELATING TO CONDITION 5 FOR A LIVE/WORK UNIT LOCATED AT 223 EAST REDWOOD AVENUE (APN 008-154-28)

WHEREAS, on April 17, 2025, Sabine Brunner ("Applicant") submitted an application to the City of Fort Bragg ("City") for a Minor Use Permit to establish a Mixed Use unit at 223 East Redwood Avenue; and

WHEREAS, Planning staff determined that this parcel is not eligible for Mixed Use, as the residential component of a Mixed Use building is only allowed on second or upper floors; and

WHEREAS, the Applicant subsequently modified the application to establish a Live/Work unit at 221/223 East Redwood Avenue ("Project"), with the proposed project spanning two adjacent parcels within the Central Business District (APN 008-154-28 and 008-154-29) where the westernmost building is situated on both parcels; and

WHEREAS, on June 10, 2025, the Applicant submitted revised floor plans for the Live/Work Project; and

WHEREAS, on June 16, 2025, City deemed the application complete and issued a completeness letter to the Applicant; and

WHEREAS, on June 30, 2025, notice was sent to property owners within a 300-foot radius of the Project parcels, stating that MUP 1-25 - establishing a Live/Work unit at 221/223 East Redwood Avenue - would be approved unless a written request for a public hearing was submitted prior to 5:00 PM, Monday, July 14, 2025; and

WHEREAS, on July 10, 2025, the Community Development Department received a written request for a public hearing; and

WHEREAS, after giving the required notice the Acting Community Development Director conduct a duly noticed public hearing on August 11, 2025, to consider the application; and

WHEREAS, on August 21, 2025, the City issued a Notice of Final Action (NOFA) regarding the Project (MUP 1-25) at 223 East Redwood Avenue; and

WHEREAS, the administrative decision included Special Conditions 5, 11, and 12, concerning limitations on residential use, operational limitations of the retail business, and the retail sales of items procured off-site, respectively; and

WHEREAS, on September 2, 2025, the Applicant filed a timely appeal of these special conditions, asserting that they were flawed, excessively restrictive, burdensome,

and inconvenient and as part of the appeal of Special Condition 5 requested that she be allowed to occupy the property under a Limited Term Permit; and

WHEREAS, the staff report that was prepared for the hearing before the Planning Commission addressed Applicant's issues on appeal, including the request for occupancy under a Limited Term Permit; and

WHEREAS, on October 22, 2025, the Planning Commission held a duly noticed public hearing to consider the merits of the appeal, during which evidence and testimony were presented by City staff, the Appellant, and the public; and

WHEREAS, the Planning Commission reviewed the administrative record, including staff reports, findings, public testimony, and the grounds for appeal; and

WHEREAS, based on the evidence presented, the Planning Commission directed staff to return with a resolution that would allow the live/work unit to be developed at 223 E. Redwood Avenue (Special Conditions 11 and 12) and allow Applicant to continue to reside in the structure under a Limited Term Permit (LTP) during the building permit application review and subsequent construction process, for up to twelve months (Special Condition 5), revocable if Applicant has not received a Certification of Occupancy within that 12-month period; and

WHEREAS, the public hearing was continued until November 12, 2025 at which time the Planning Commission further considered the matter; and

WHEREAS, after the public hearing, staff reached out to the County Building Official who indicated that the premises cannot be used for residential occupancy under the building code until all of the life safety measures are completed, which would include fire sprinkler installation, and until completion of final inspection;

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF FORT BRAGG DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Special findings. In response to the appeal hearing, the Planning Commission makes the following special findings:

A. Special conditions 11 and 12 are hereby deleted, thereby allowing Applicant to build a live/work unit in the building addressed as 223 W. Redwood Avenue in conjunction with the existing vintage retail business. The Commission's determination that this is in compliance with the Inland Land Use and Development Code (ILUDC) is based on the following findings:

1. There is no definition in the ILUDC as to what it means that on-premises sales of good are limited to those "produced" in the live/work unit. The Applicant does more than simply purchase and curate the vintage items that are for sale. In addition, the Applicant restores, repairs, and enhances these items which satisfies

the requirements of producing goods on site and furthermore, such work is an artistic endeavor.

2. The vintage retail business located at 223 E. Redwood Avenue and the printing press business located at 221 E. Redwood Avenue are licensed under one business license and therefore the businesses should be considered together. Both of these businesses include the production of work within the business.

3. Allowing the live/work unit in the 223 E. Redwood Avenue building implements the Land Use Element of the General Plan which recognizes the Central Business District as the civic, cultural, and commercial center of the community with pedestrian-oriented uses. The business located at 221 and 223 E. Redwood is pedestrian-oriented. Allowing a live/work unit supports a type of mixed-use development that encourages a more complete utilization of the buildings without interfering with the pedestrian-oriented commercial use and also helps to promote the economic vitality of existing commercial areas by making sure that the businesses can continue to operate.

B. Special condition 5 provides that no residential use may take place on the property prior to final inspection. This condition may not be modified as it would be in violation of the building codes to allow the residential occupancy of a commercial building prior to all life safety measures being completed and the Planning Commission has no authority to override the building codes.

SECTION 2. In taking this action the Planning Commission makes the following findings in accordance with Section 18.71.060 of the Inland Land Use Development Code relating to Minor Use Permits:

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

Consistent as conditioned –

As set forth in the Land Use Element, the Central Business District (CBD) is the core of the downtown which is the civic, cultural, and commercial center of the community. The uses and site development patterns are typically pedestrian-oriented. Residential units on upper floors or on the ground floor at the rear of buildings are encouraged. The vintage shop and paper press businesses are the types of businesses that belong in this neighborhood and they are pedestrian friendly as the businesses face the street and the live-work unit will be in the rear of the building. This type of use is to be encouraged in the CBD. More specifically, the proposed use is consistent with the following:

Goal LU-3 Ensure that the Commercial Business District remains the historic, civic, and commercial core of the community.

- **Policy LU-3.1 Central Business District:** *Retain and enhance the small-scale, pedestrian friendly, and historic character of the Central Business District (CBD)*
- **Program LU-3.1.2:** *Residential uses are permitted only above the ground floor or at the rear of buildings on the ground floor.*

Consistency: The project, as conditioned, includes a residential use at the rear of the building on the ground floor.

• **Policy LU-3.2 Mixed Uses:** *Support mixed use development (i.e., a combination of residential and commercial uses) in the Central Business District that does not conflict with the primary retail function of this area.*

Consistency: The project provides a type of mixed use development and does not conflict with the retail function of the area.

• **Policy LU-3-6: Re-Use of Existing Buildings:** *Encourage the adaptive re-use and more complete utilization of buildings in the Central Business District and other commercial districts.*

Consistency: The project, as conditioned, converts an existing storage area within a building in the CBD to a residential use with complete bathroom facilities, thereby promoting the efficient and adaptive reuse of existing space.

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 use is permitted within the Central Business District (CBD). ILUDC Section 18.42.090.G.3 limits on-premises sales of goods to those produced within the live/work unit, provided that retail sales activity remains incidental to the primary production work within the unit. The Commission finds that the term “produced” within the live/work unit includes refurbished vintage items. Additionally, the vintage shop and paper press business share one business license so that the items being produced include the items from the paper press side. Accordingly, Finding No. 2 can be made.

3. *The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;*

Consistent as conditioned. The proposed live/work unit, with an associated retail component, would be compatible with existing and future land uses within the downtown retail area of the Central Business District. Accordingly, Finding No. 3 can be made.

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.*

A live/work unit in the proposed location would have adequate public services and utilities and the creation of this unit would not endanger, jeopardize, or create a hazard to the public interest, health, safety, convenience or welfare. The proposal is

to add one live/work unit in an area where residential uses are encouraged. There is no expansion of the existing building.

However, in order to make this finding, it is necessary to impose Special Condition No. 5 as originally drafted in order to ensure the type of use, i.e., residential, will not endanger the health and safety of Applicant.

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

The applicable finding under §18.22.030 requires that:

“The use complements the local, regional and tourist-serving retail, office and services functions of the CBD, and will not detract from this basic purpose of the CBD. Uses proposed for the intense pedestrian-oriented retail shopping areas of the CBD, which include the 100 blocks of East and West Laurel Street, the 300 block of North Franklin Street, and the 100 and 200 blocks of Redwood Avenue, shall be limited to pedestrian-oriented uses on the street-fronting portion of the building.”

A properly configured live/work unit does not detract from the basic purpose of the CBD because the street facing portion of the live/work unit would be pedestrian-oriented. Therefore, **Finding No. 5 can be made.**

SECTION 3. In taking this action the Planning Commission makes the following findings in accordance with Section 18.42.090 of the Inland Land Use Development Code in relation to a live/work unit:

1. *The proposed use of each live/work unit is a bona fide commercial or industrial activity consistent with Subsection C of ILUDC 18.42.090, Section C (Limitations on Use);*

Consistent. The proposed use is not an adult business, vehicle maintenance or repair business, or any other activity deemed incompatible with residential use or potentially detrimental to the health or safety of live/work unit residents, as determined by the Director.

2. *The establishment of live/work units will not conflict with nor inhibit commercial uses in the area where the project is proposed;*

Consistent. The proposed residential unit, located at the rear of the building and conditioned accordingly, would not conflict with or inhibit surrounding commercial uses.

3. *The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;*

Consistent. As conditioned, the live/work unit is compatible with existing and future land uses in the neighborhood, as it is situated at the rear of a commercial building within the Central Business District.

4. *Any changes proposed to the exterior appearance of the structure will be compatible with adjacent commercial or industrial uses where all adjacent land is zoned for commercial or industrial uses;*

Consistent. The project does not include any such changes.

SECTION 4. Based on the above, the appeal by Sabine Brunner of Special Conditions 5, 11, and 12 relating to the live/work unit is **upheld** as to conditions 11 and 12 and **denied** as to condition 5 and the applications for the live/work unit and minor use permit are approved subject to the conditions and special conditions attached hereto as Exhibit A.

SECTION 5. The Planning Commission finds that the project is exempt from CEQA per CEQA Guidelines Section 15301 Existing Facilities, which exempts minor interior and exterior alterations. There are no exceptions to the exemption under CEQA Guidelines Section 15300.2. There are no similar projects in the same place which would create a cumulative impact. The minor alterations to the interior of the building which are allowed by the ILUDC do not create an unusual circumstance which would cause a significant effect nor do they create a substantial adverse change in an historical resource or damage to scenic resources. The project is not located on a hazardous waste site.

SECTION 6. The findings are based on the entirety of the administrative record whether specifically set forth herein or not.

SECTION 7. The decision of the Planning Commission shall become final on the 11th calendar day following the decision unless an appeal to the City Council is filed pursuant to ILUDC chapter 18.92 (Appeals).

The above and foregoing Resolution was introduced by Commissioner _____, seconded by Commissioner _____, and passed and adopted at a regular meeting of the Fort Bragg Planning Commission held on the 12th day of November 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

David Jensen, Chair
Planning Commission

ATTEST:

Lisi Horstman, Administrative Assistant

EXHIBIT A

RECOMMENDED CONDITIONS OF APPROVAL

PROJECT ADDRESS: **223 East Redwood Avenue (APN 008-154-28)**
PROJECT NO: **Minor Use Permit 1-25 (MUP 1-25)**
PROJECT DESCRIPTION: **Live/Work Use**

The following conditions must be made a part of the approval of the project, and must be complied with in their entirety and copied on the revised sets of plans for construction plan check:

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.

RESOLUTION NO. *PC XX-2025*

A RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION DENYING THE APPEAL OF THE ACTING COMMUNITY DEVELOPMENT DIRECTOR'S LAND USE DETERMINATION FOR MINOR USE PERMIT 1-25 (MUP 1-25) SPECIAL CONDITIONS 5, 11, AND 12, FOR A LIVE/WORK UNIT LOCATED AT 223 EAST REDWOOD AVENUE (APN 008-154-28)

WHEREAS, on April 17, 2025, Sabine Brunner ("Applicant") submitted an application to the City of Fort Bragg ("City") for a Minor Use Permit to establish a Mixed Use unit at 223 East Redwood Avenue; and

WHEREAS, Planning staff determined that this parcel is not eligible for Mixed Use, as the residential component of a Mixed Use building is only allowed on second or upper floors; and

WHEREAS, the Applicant subsequently modified the application to establish a Live/Work unit at 221/223 East Redwood Avenue ("Project"), with the proposed project spanning two adjacent parcels within the Central Business District (APN 008-154-28 and 008-154-29) where the westernmost building is situated on both parcels; and

WHEREAS, on June 10, 2025, the Applicant submitted revised floor plans for the Live/Work Project; and

WHEREAS, on June 16, 2025, City deemed the application complete and issued a completeness letter to the Applicant; and

WHEREAS, on June 30, 2025, notice was sent to property owners within a 300-foot radius of the Project parcels, stating that MUP 1-25 - establishing a Live/Work unit at 221/223 East Redwood Avenue - would be approved unless a written request for a public hearing was submitted prior to 5:00 PM, Monday, July 14, 2025; and

WHEREAS, on July 10, 2025, the Community Development Department received a written request for a public hearing; and

WHEREAS, after giving the required notice the Acting Community Development Director conduct a duly noticed public hearing on August 11, 2025, to consider the application; and

WHEREAS, on August 21, 2025, the City issued a Notice of Final Action (NOFA) regarding the Project (MUP 1-25) at 223 East Redwood Avenue; and

WHEREAS, the administrative decision included Special Conditions 5, 11, and 12, concerning limitations on residential use, operational limitations of the retail business, and the retail sales of items procured off-site, respectively; and

WHEREAS, On September 2, 2025, the Applicant filed a timely appeal of these special conditions, asserting that they were flawed, excessively restrictive, burdensome, and inconvenient; and

WHEREAS, on October 22, 2025, the Planning Commission held a duly noticed public hearing to consider the merits of the appeal, during which evidence and testimony were presented by City staff and the Appellant; and

WHEREAS, the Planning Commission reviewed the administrative record, including staff reports, findings, public testimony, and the grounds for appeal; and

WHEREAS, based on the evidence presented, the Planning Commission finds that the special conditions are necessary to ensure compliance with the Fort Bragg Inland Land Use and Development Code and to make the required findings for approval; and

WHEREAS, the Planning Commission further finds that the Appellant has not demonstrated that the administrative decision contained a legal or factual error or that the special conditions are unreasonable or arbitrary;

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF FORT BRAGG DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The administrative decision of the Acting Community Development Director as set forth in the Notice of Final Action dated August 21, 2025, and all conditions thereto is **upheld**, and the appeal by Sabine Brunner, of Special Conditions 5, 11, and 12 is **denied** in accordance with Title 18 (Inland Land Use and Development Code) of the Fort Bragg Municipal Code.

SECTION 2. In taking this action the Planning Commission makes the following findings in accordance with Section 18.71.060 of the Inland Land Use Development Code:

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

Consistent as conditioned –

- **Policy LU-3.1 Central Business District:**
Retain and enhance the small-scale, pedestrian friendly, and historic character of the Central Business District (CBD)
 - **Program LU-3.1.2:** *Residential uses are permitted only above the ground floor or at the rear of buildings on the ground floor.*

Consistency: The project, as conditioned, includes a residential use at the rear of the building on the ground floor, where the living and work spaces of the live/work unit are combined within a single structure.

- **Policy LU-3-6: Re-Use of Existing Buildings:**
Encourage the adaptive re-use and more complete utilization of buildings in the Central Business District and other commercial districts.

Consistency: The project, as conditioned, converts an existing storage area within a building in the CBD to a residential use with complete bathroom facilities, thereby promoting the efficient and adaptive reuse of existing space.

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 use is permitted within the Central Business District (CBD). However, the project as proposed does not comply with ILUDC Section 18.42.090.G.3 which limits on-premises sales of goods to those produced within the live/work unit, provided that retail sales activity remains incidental to the primary production work within the unit.

As discussed under appeal issue No. 2, the City interprets “produced” to refer to items created within the live/work unit – such as various forms of artwork - and finds that extending this definition to include *curated* or *collected* vintage items would render the provision ineffective in the context of commercial retail use. Accordingly, without Special Conditions 11 and 12, **Finding No. 2 cannot be made.**

3. *The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;*

Consistent as conditioned. The proposed live/work unit, with an associated retail component, would be compatible with existing and future land uses within the downtown retail area of the Central Business District.

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 **California Building Code (CBC)** establishes minimum standards to safeguard life, health, property, and public welfare by regulating the design, construction, and occupancy of buildings. Under **Title 24, Part 2, Chapter 1, Section 111 (A) 111.1 – Change of Occupancy**, a building or structure may not be used or occupied, in whole or in part, until a **Certificate of Occupancy (C of O)** has been issued by the Building Official.

A C of O is required upon completion of new construction or when the occupancy classification of a building changes (e.g., from commercial to residential use). The certificate confirms that the building complies with applicable codes and safety standards and may be legally occupied. The Building Official must review and

approve the change of occupancy to ensure that structural and life-safety requirements are met for residential use.

Because a Certificate of Occupancy cannot be issued prior to final inspection of the building permit, and in the absence of **Special Condition 5, Finding No. 4 cannot be made.**

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

The applicable finding under §18.22.030 requires that:

“The use complements the local, regional and tourist-serving retail, office and services functions of the CBD, and will not detract from this basic purpose of the CBD. Uses proposed for the intense pedestrian-oriented retail shopping areas of the CBD, which include the 100 blocks of East and West Laurel Street, the 300 block of North Franklin Street, and the 100 and 200 blocks of Redwood Avenue, shall be limited to pedestrian-oriented uses on the street-fronting portion of the building.”

A properly configured live/work unit does not detract from the basic purpose of the CBD because the street facing portion of the live/work unit would be pedestrian-oriented. Therefore, **Finding No. 5 can be made.**

SECTION 3. In taking this action the Planning Commission makes the following findings in accordance with Section 18.42.090 of the Inland Land Use Development Code:

1. *The proposed use of each live/work unit is a bona fide commercial or industrial activity consistent with Subsection C of ILUDC 18.42.090, Section C (Limitations on Use);*

Consistent. The proposed use is not an adult business, vehicle maintenance or repair business, or any other activity deemed incompatible with residential use or potentially detrimental to the health or safety of live/work unit residents, as determined by the Director.

2. *The establishment of live/work units will not conflict with nor inhibit commercial uses in the area where the project is proposed;*

Consistent. The proposed residential unit, located at the rear of the building and conditioned accordingly, would not conflict with or inhibit surrounding commercial uses.

3. *The design, location, size, and operating characteristics of the proposed activity are compatible with the existing and future land uses in the vicinity;*

Consistent. As conditioned, the live/work unit is compatible with existing and future land uses in the neighborhood, as it is situated at the rear of a commercial building within the Central Business District.

4. *Any changes proposed to the exterior appearance of the structure will be compatible with adjacent commercial or industrial uses where all adjacent land is zoned for commercial or industrial uses;*

Consistent. The project does not include any such changes.

SECTION 4. The Planning Commission finds that the project is exempt from CEQA per CEQA Guidelines Section 15301 Existing Facilities, which exempts minor interior and exterior alterations. There are no exceptions to the exemption under CEQA Guidelines Section 15300.2. There are no similar projects in the same place which would create a cumulative impact. The minor alterations to the interior of the building which are allowed by the ILUDC do not create an unusual circumstance which would cause a significant effect nor do they create a substantial adverse change in an historical resource or damage to scenic resources. The project is not located on a hazardous waste site.

SECTION 5. The findings are based on the entirety of the administrative record whether specifically set forth herein or not.

SECTION 6. The decision of the Planning Commission shall become final on the 11th calendar day following the decision unless an appeal to the City Council is filed pursuant to ILUDC chapter 18.92 (Appeals).

The above and foregoing Resolution was introduced by Commissioner _____, seconded by Commissioner _____, and passed and adopted at a regular meeting of the Fort Bragg Planning Commission held on the 22nd day of October 2025, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:
RECUSED:

David Jensen, Chair
Planning Commission

ATTEST:

Lisi Horstman, Administrative Assistant

Planning Commission Meeting

From littlecup223@icloud.com <littlecup223@icloud.com>

Date Wed 11/12/2025 10:23 AM

To Peters, Sarah <speters@fortbraggca.gov>

Cc cdd <cdd@fortbraggca.gov>

 4 attachments (1 MB)

November meeting final.pdf; suggested photos for 11-12-25.pdf; Littlecup Vintage (electrical).pdf; Sabine's_11-12-25 PLANS (ANNEX).pdf;

Good morning Sarah,

Attached are all my documents for tonights meeting at 6pm. Please forward/make copies for the commissioners.
Thank you, Sabine Brunner

Alexander's Plumbing

106 RATHBURN WAY
SANTA CRUZ, CA. 95062
831-818-7653
LIC. # 808957

for 223 Redwood

Strap water heater & remove black iron pipe feeding water heater.

Also extend pressure relief pipe to ground.

Noted cold supply PVC piping

install P-trap for washing machine

Fort Bragg Electric, Inc.

Mail: PO Box 1578, Fort Bragg, CA, 95437

License #391464

Tel: (707)964-9118 Fax: (707)964-1404 Email: michael@fortbraggelectric.com

TIME AND MATERIALS PROPOSAL

To: Littlecup Vintage Date: 11/5/2025
Attn: Sabina
Address: 223 E Redwood Phone: 925-818-4291
Fort Bragg, CA 95437 Email: Littlecup223@icloud.com

JOB NUMBER		JOB ADDRESS	
26063		223 E Redwood Ave, Fort Bragg, CA 985437	
PROPOSAL SUMMARY		BID AMOUNT	APPROVED AMOUNT
T&M BUDGET:		\$500	
Total >>>>>		\$500	

Fort Bragg Electric is pleased to present the following proposal subject to the following inclusions, exclusions and qualifications:

INCLUSIONS

Provide & install GFCI protected receptacles for kitchen area.

- Two receptacles behind stove will need to be raised up above counter height. Existing boxes will be used to splice and extend circuits up to two new box locations.

Install two new light fixtures or new led bulbs in existing fixtures (customer supplied).

- One fixture in bedroom and one in office.

Provide & install new GFCI receptacle in bathroom.

- Bathroom located in 2nd building.

Labor and materials for the above scope of work.

*Work will be completed as time and materials. Labor rate is \$112/hr for electrician.

EXCLUSIONS

- 1 Carpentry, painting
- 2 Permitting fees
- 3 Substandard wiring
- 4 Warranty, replacement, repair of customer provided items
- 5 Work not outlined above

QUALIFICATIONS

- 1 This proposal is valid for 30 days from the above date.
- 2 Payment due upon completion of work.

We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

PROPOSAL OF TERMS BY Michael Mercado Date November 5, 2025
FORT BRAGG ELECTRIC

ACCEPTANCE OF TERMS _____ Date _____
CUSTOMER

**November 12, 2025 - Planning Commission Meeting for MUP 1-25 Appeal Owner/
Applicant: Sabine Brunner**

I have prepared this package to address the issues that were discussed during last month's meeting regarding my appeal. After reviewing the video of the meeting, the items to be determined for today's meeting were identified as:

1. Are my two buildings on one legal parcel and can they be connected
2. Health and Safety for continued residential use of 223 E Redwood
3. Limited Term Permit for 223 E Redwood

On November 10th I asked for and received the staff report for this meeting. Out of the three directives listed above it only addressed number 3 but 1 & 2 are both part of 3 so I will address each in order to give a comprehensive perspective as we move forward with this.

1) Are my two buildings on one legal parcel and can they be connected

Attached are copies of the Assessor's Parcel map, a Record of Survey map and tax bill for my property on East Redwood Avenue. All clearly show the one legal parcel with two buildings. As I mentioned previously the administrative staff report done by George Leinen (can be found in ATT 2 for package of 10-22-25 mtg) recommended a fully enclosed connection between the two buildings to make the bathing facility in 221 usable. I am enclosing a new floor plan showing how this can work via use of an annex while maintaining the 60-40 square footage ratio required. There was no explanation of why the City choose to go against Mr. Leinen's recommendation. The public comment submitted by Jacob Patterson is in ATT. 2 appears to be the only thing the City relied on for its decision to deny connection of the buildings. It cites EPA verbiage which I don't think applies to my project as EPA is not a planning agency and the projects used as examples in the citation are clearly large scale commercial ones.

2) Health and Safety concerns for 223 E Redwood

During the 10-22-25 meeting, the health and safety of my residence at 223 was discussed and the commission mentioned forming an Ad Hoc Committee to assess these issues. A day or so after the meeting Commissioner Richard Neil made a site visit to my property and I showed him around both buildings. I subsequently arranged inspections by:

Greenwood Construction: On 11/4/25 I had a consultation with Ryan "Rosco" Tuomala from Greenwood Construction. He is a well known builder in this area. He met with me and inspected my property. We developed a plan to connect the two buildings and get the necessary inspection. ***He pointed out that the building is in good solid condition. It sits on a partial foundation. The work will not be happening over night and none of the improvements to the code inspections will interfere with me living here.***

Fort Bragg Electric: On 11/4/25 I had Michael Mercado from Fort Bragg Electric at my building and he pointed out that my electrical is in good condition and only needs minor changes to the kitchen area. ***The electrical panel is a commercial panel and in good (new) condition and does not need any upgrades.*** I have smoke and carbon detectors throughout the building and in addition have a fire extinguisher in each building. The minor improvements have been scheduled for Thursday, November 13, 2025.

Alexander Plumbing: On 11/4/25 I had Alexander Plumbing at my building and he pointed out that ***the overall plumbing is in working condition.*** There are some improvements to be done. See letter attached.

Additional health and safety facts include:

- The main bathroom in the 221 building is completely up to code.
- The bedroom in 223 exceeds square footage and ceiling height requirements for bedrooms and has egress windows and a closet. There is a full kitchen and water closet in 223
- Each room in 223 has direct emergency egress to the exterior through either windows or doors. I am attaching a floor plan to connect the 2 buildings with an annex. Both buildings are on one parcel. Connecting the 2 buildings is the best solution

3) 223 E Redwood is an eligible for a limited term permit

The ILUDC allows for limited term permits under section 18.71.030. My building at 223 E. Redwood is a de facto an existing dwelling. **The portion I currently occupy is configured in the exact same way as it was when I purchased the property. The kitchen was in place, the half bathroom has always been there and so has the bedroom. All these spaces are habitable.** A customer of mine stated a while ago that she used to live at 223 E. Redwood Ave when the shop was a book store before I purchased the property. And the space has been used by me and my family since the purchase of the property as an occasional secondary residence when we didn't feel like making the drive from Fort Bragg to our Little River home (which is now owned by my former husband).

Most buildings in the CBD are old historic buildings and most of them are not up to code. Some buildings are in terrible shape posing safety risks and need a lot of work. Others are in terrible shape and are used as un-permitted residences. Is the City holding the same health and safety standards up to those other buildings and people who are living behind their stores?

Conclusion: Since the process started in April, **I have dealt in good faith with the City's Community Development department, but do not feel that they have dealt in good faith with me.** Here is one example: staff reports have lacked important information and lacked sending the information to me or keeping me informed. I can provide other examples if needed.

I am asking you today to approve a one year temporary living permit to give me the time to bring my current living space up to code. Most of the work is minor work and does not interfere with the living space since this has always been a dwelling. As I mentioned before, I do not have the money to pay for my living expenses, bring the building up to code and pay additional rent. As you can see in the attached photos, my living space is comfortable and safe. I have smoke detectors in all rooms and keep multiple fire extinguishers in both buildings and every room in 223 provides direct access to the exterior through either windows or doors.

Thank you for your time and consideration!

SITE DOCUMENTATION & FLOOR PLANS
FOR MINOR USE PERMIT (REV. 11-12-25)

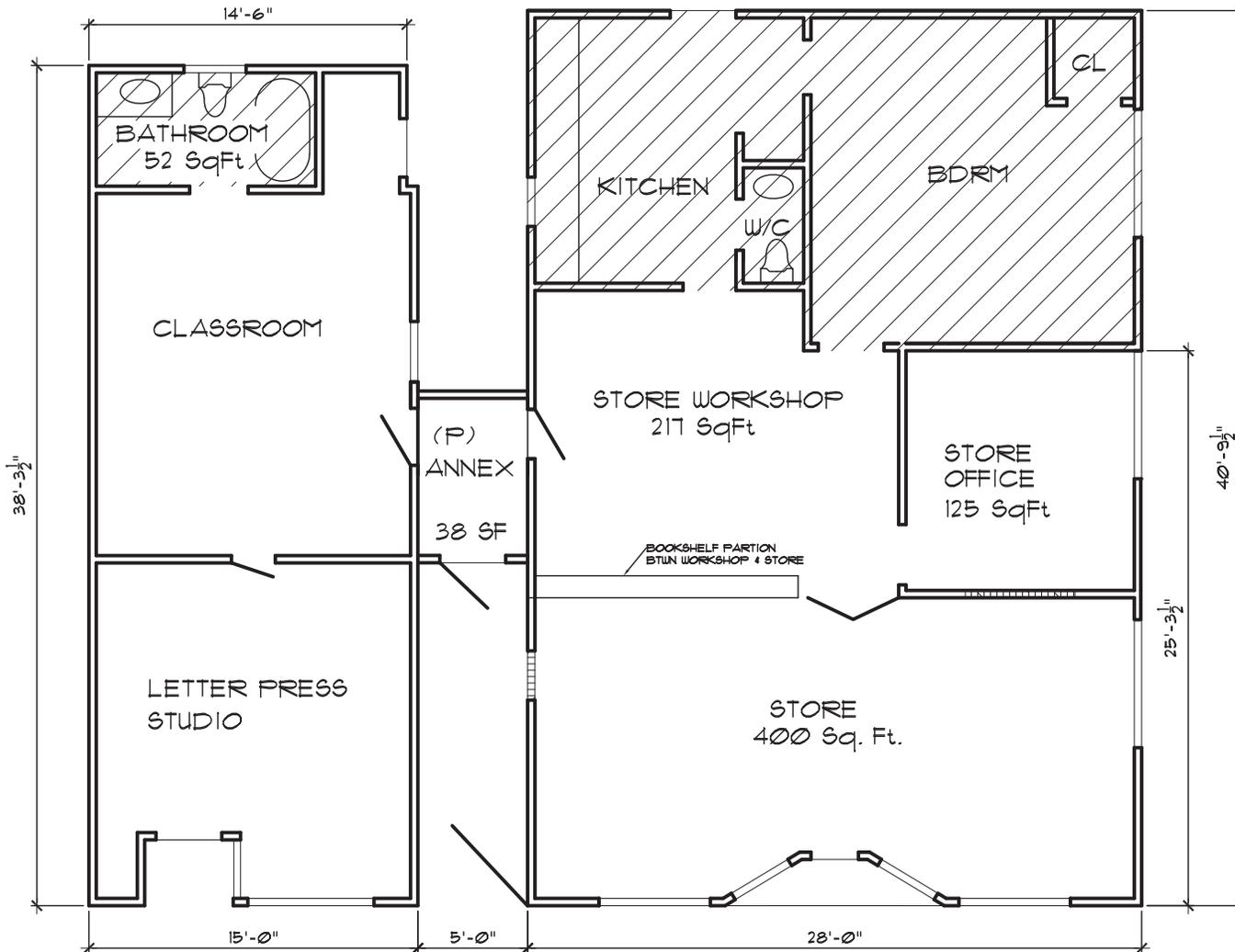
FOR SABINE BRUNNER
221 & 223 E REDWOOD AVE
FORT BRAGG CA

W/C = WATER CLOSET
W/ TOILET &
HAND SINK

▭ = EXISTING WALL

▨ = EXISTING WALLED IN
OPENING

SCALE: 1/8" = 1'



SF = SQUARE FEET

▨ INDICATES LIVING SPACE
ON FLOORPLANS

THIS 11-12-25 REVISION PROPOSES
AN ENCLOSED ANNEX TO CONNECT
BLDG'S 223 & 221.

LIVE/WORK SQ FT CALCULATIONS:

BLDG #223 = 1,142 SF GROSS
40% OF 1142 SF FOR RESIDENTIAL
USE = 456 SF

*223 RETAIL STORE SF	400 SF
*223 STORE OFFICE SF	125 SF
*223 STORE WORKSHOP	217 SF
*223 TOTAL RETAIL SF	742 SF

*223 RESIDENTIAL SF	+ 400 SF
	1,142 SF

400 SF RESIDENTIAL USE IN 223
52 SF RESIDENTIAL USE IN 221
452 SF RESIDENTIAL USE TOTAL
IS LESS THAN THE 456 ALLOWED
FOR 223 ALONE.

THE (P) ANNEX CONNECTS THE
STORE WORKSHOP TO CLASSROOM
& IS NOT RESIDENTIAL SF



#221 = 559 Gross Sq. Ft.

#223 = 1142 Gross Sq. Ft.

Chamise Cubbison
Auditor-Controller/Treas.-Tax Collector
501 Low Gap Rd, Room 1060
Ukiah, CA 95482
www.mendocinocounty.gov/ttc

PROPERTY INFORMATION

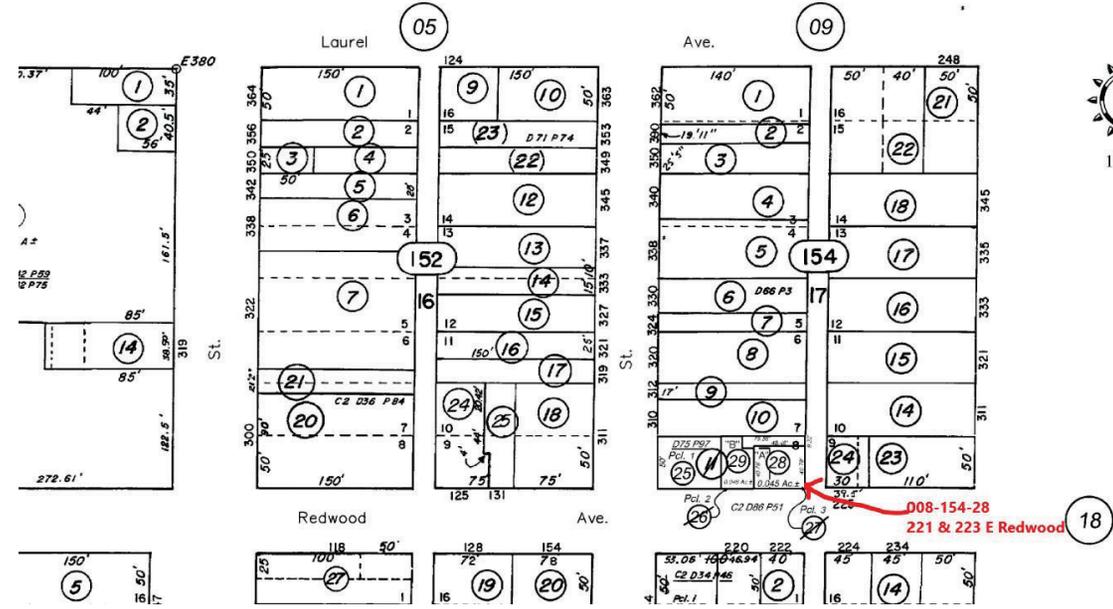
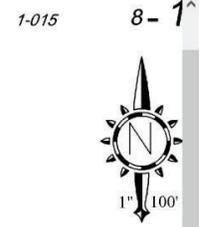
BILL NUMBER: 1882652 TAX RATE A
PARCEL NUMBER: 0081542800 AC
LOCATION: 300 N FRANKLIN ST FORT BRAGG CA
LIEN DATE OWNER: BRUNNER STEPHAN & SABINE T

*****AUTO**SCH 5-DIGIT 95472 AA 4424

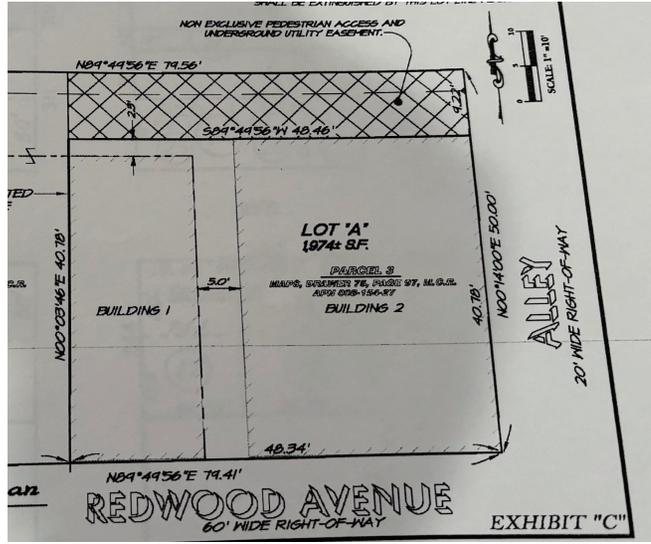
SABINE HAHNBUECK
223 E REDWOOD AVE
FORT BRAGG CA 95437-3521

Above:
Property Tax bill for 008-154-28 and AP Map for same

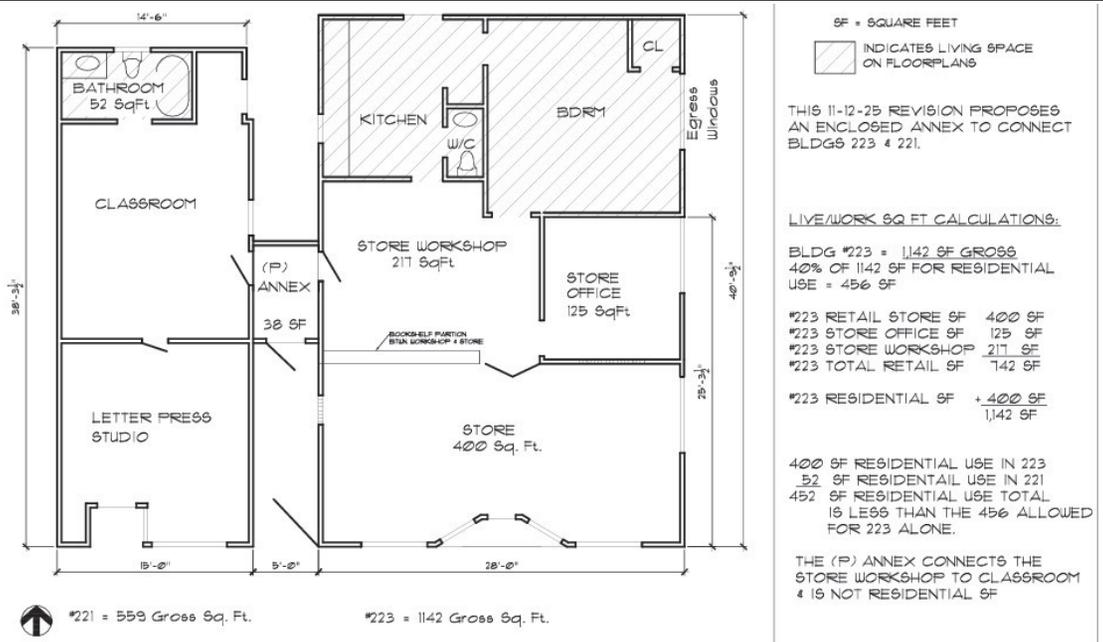
Blks. 16,17,20,21,22 City of Fort Bragg



Below: Record of Survey Map showing 2 bldgs on the parcel



Revised Floor Plan showing Proposed Annex Connecting the two buildings





Above:
Egress windows along east side of 223



Full Kitchen in 223



Full Code Compliant Bath in 221



Code Compliant
Elect. Panel in 223



Typ. Fire Extinguisher
throughout 2 bldgs



Typical Fire Alarm
throughout 2 bldgs

Photos of Code Compliant Features

< produced



Dictionary

Thesaurus

produce

 1 of 2 verbpro·duce prə-'düs prō-, -'dyūs

produced; producing

[Synonyms of produce >](#)*transitive verb*

- 1 : to offer to view or notice
- 2 : to give birth or rise to : **YIELD**
- 3 : to extend in length, area, or volume
produce a side of a triangle
- 4 : to make available for public exhibition or dissemination: such as
 - a : to provide funding for
search for backers to *produce* the film
 - b : to oversee the making of
will *produce* their new album
- 5 a : to cause to have existence or to happen : **BRING ABOUT**
b : to give being, form, or shape to : **MAKE**
especially : **MANUFACTURE**
- 6 : to compose, create, or bring out by intellectual or physical effort
- 7 : to cause to accrue



Dictionary

Thesaurus

produce

 2 of 2 **noun**pro·duce 'prō-(,)düs also 'prä- -(,)dyüs

- 1 **a** : something **produced**
- b** : the amount produced : **YIELD**
- 2 : agricultural **products** and especially fresh fruits and vegetables as distinguished from grain and other staple crops
- 3 : the progeny usually of a female animal

Verb

Relevance

create

generate

cause

bring

do

prompt

Noun

production

yield

product

work

[See All Synonyms & Antonyms in Thesaurus](#)



Dictionary

Thesaurus

The tree **produces** good fruit.

Honey is **produced** by bees.

[See More](#) ▾

Recent Examples on the Web

 Examples are automatically compiled from online sources to show current usage. [Read More](#)

Verb

Maintain a safe distance from large vehicles - Trucks or buses can **produce** a water spray that hampers visibility.

– Nc Weather Bot, *Charlotte Observer*, 10 Nov. 2025

The company currently **produces** 15 hybrid nameplates for the United States, providing a wide variety of affordable, eco-friendly options.

– Charles Singh, *USA Today*, 9 Nov. 2025

Noun

Consider Tupperware's FridgeSmart Container Set your secret weapon to extending the life of your **produce**, organizing your food, and adding money back to your pocket.

– Alicia Geigel, *Southern Living*, 11 Nov. 2025

Increase purchasing power for high-demand items (fresh **produce**, proteins, shelf-stable staples) through OneGenAway's bulk buying and food rescue partnerships.

– Gabrielle Chenault, *Nashville Tennessean*, 10 Nov. 2025

[See All Example Sentences for produce](#)



Dictionary

Thesaurus

Verb

Middle English (Scots), from Latin *producere*, from *pro-* forward + *ducere* to lead — more at [TOW entry 1](#)

First Known Use

Verb

15th century, in the meaning defined at [transitive sense 1](#)

Noun

1657, in the meaning defined at [sense 1a](#)

Time Traveler

The first known use of *produce* was in the 15th century

[See more words from the same century](#)

[co-produce](#)[mass-produce](#)



Dictionary

Thesaurus

conduce

deduce

diffuse

disuse

excuse

footloose

[See All Rhymes for *produce*](#)

prodrug

produce

producent

[See All Nearby Words](#)

Style

MLA

"Produce." *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/produce>. Accessed 12 Nov. 2025.

 [Copy Citation](#)



Dictionary

Thesaurus

produce

 1 of 2 verbpro·duce (prə-ˈd(y)üs )

produced; producing

- 1** : to bring to view : **EXHIBIT**
produce evidence
produced a permit when asked
- 2** : to give birth or rise to
a tree *producing* good fruit
the offspring an insect can *produce*
- 3** : to prepare to present to the public
produce a play
- 4** : to cause to be or happen : **BRING ABOUT**
the insect bite *produced* a rash
this will *produce* results
- 5 a** : to bring something out by work
produced a magazine article
- b** : **MANUFACTURE entry 2 sense 2**
a factory *producing* steel



Dictionary

Thesaurus

pro·duce 'präd-(,)üs 'prōd- *also* -(,)yüs

- 1 : something produced
- 2 : fresh fruits and vegetables

English: [Translation of *produce* for Spanish Speakers](#)

Last Updated: 10 Nov 2025 - Updated example sentences

Love words? Need even more definitions?

Subscribe to America's largest dictionary and get thousands more definitions and advanced search—ad free!

MERRIAM-WEBSTER UNABRIDGED



Dictionary

Thesaurus

Quordle

W	O	R	D	Y
L	O	V	E	R
P	L	A	Y	S
D	A	I	L	Y

Can you solve 4 words at once?

Play

WORD OF THE DAY

abide

[See Definitions and Examples »](#)

Get Word of the Day daily email!

Your email address **SUBSCRIBE**



Dictionary

Thesaurus

Skibidi, Mog & More: Gen Alpha Slang

Ten More Words from Taylor Swift Songs

Quordle

Can you solve 4 words at once?

Play

Blossom

Pick the best words!

Play



Dictionary

Thesaurus

The Missing Letter

A daily crossword with a twist

Play

Synonym Sandwich Quiz

Connect two unrelated words by picking a word syn...

Take the quiz

[See All](#)

Learn a new word every day.
Delivered to your inbox!

Your email address

[SUBSCRIBE](#)

[Help](#) | [About Us](#) | [Advertising Info](#) | [Contact Us](#) | [Privacy Policy](#) | [Terms of Use](#)

© 2025 Merriam-Webster, Incorporated

Public Comment -- 11/12/25 PC Mtg., Item No. 6A, Continued Public Hearing for MUP 1-25

From Jacob Patterson <jacob.patterson.esq@gmail.com>

Date Wed 11/12/2025 1:05 PM

To cdd <cdd@fortbraggca.gov>

Cc Peters, Sarah <speters@fortbraggca.gov>

 1 attachment (928 KB)

PRODUCED Definition & Meaning - Merriam-Webster.pdf;

Planning Commission,

In light of the somewhat confusing discussion and direction last time that was based, in large part, on the cherry-picked photos submitted by the applicant of a few items that she restored or altered prior to sale in her vintage retail shop, I thought I should submit photos of the inventory that is much more representative of the vintage merchandise offered for sale in Little Cup. These photos are from today when it was not open so they are through the windows but they still illustrate the types of retail sales going on there. There is a rack of vintage clothing that is often placed outside when the shop is open. None of these items appear to be altered in any way nor are they custom pieces, rather, they have tags from their original manufacture demonstrating their original production source. At best, they have been cleaned and perhaps minor mending (e.g., reattaching loose or missing buttons). There is also vintage china, like "little cups" with matching saucers and large platters. There are also nicknacks, children's furniture like the rocking chair in the window, vintage pickling crocks, vintage toys, vintage wire egg baskets, and the like. In fact, the vast majority of items offered for retail sale are just that, unaltered vintage items. Are there a few items that have been restored or altered by the applicant like those shown in the pictures she submitted at your last meeting? Sure, and those items could arguably be said to be "produced" even though that interpretation is more than a stretch, in my opinion, and certainly not according to the dictionary definition of production from Merriam Webster that the City uses to provide definitions of terms that are not defined in our code (see attached).

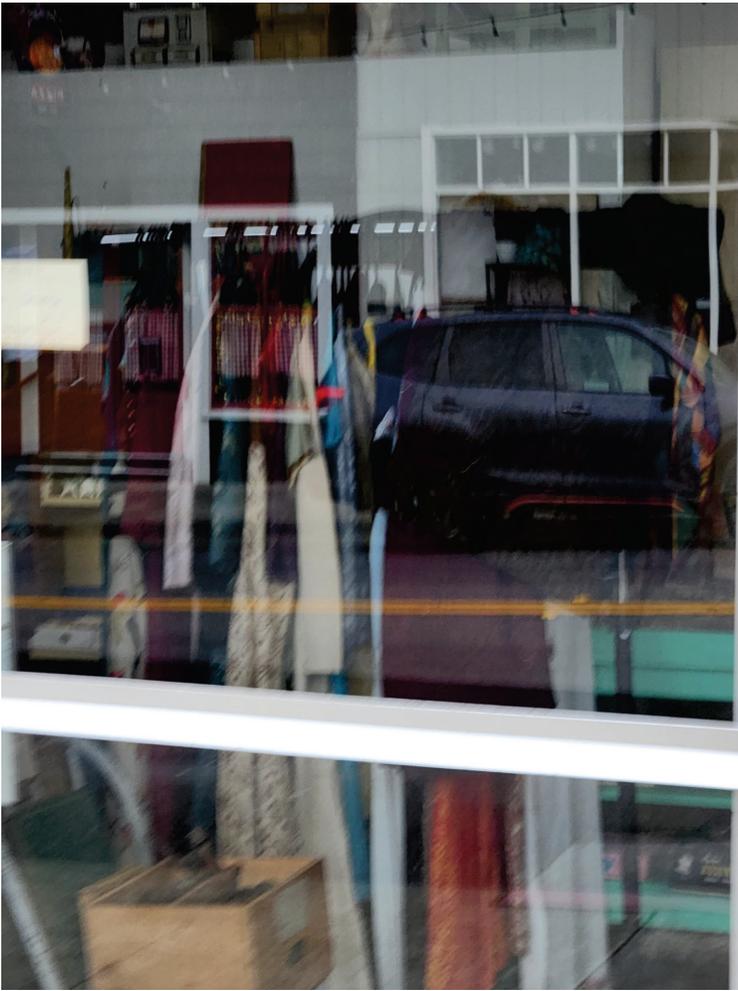
However, that small subset of items doesn't change the nature of the rest of the inventory in any way, which happens to be the majority of the inventory offered for retail sale, including what is depicted in the photos that I took myself earlier today. Those inventory items haven't been altered or "produced" on the premises or elsewhere since their production elsewhere by the original manufacturer. These issues are reflected in the new draft resolution that staff prepared for the four of you who asserted that they felt what the applicant showed in her photos amounted to "production" in your eyes and we didn't need the two related special conditions as a result. None of you actually explained your reasoning and the resolution reflects that because the assertion that those items are "produced" on site is not supported by any reasoning explaining how what she does amounts to production. Even more troubling is how the majority (and the new draft resolution) completely ignores the other part of the requirement, which is that any retail activity of items that are produced on site is merely incidental to the on-site production. Chair Jensen highlighted this issue in your deliberations but the rest of you totally ignored it. In order to support the majority's preliminary direction to staff, you not only need to

explain how the work done by the applicant amounts to production but how ALL the retail sales on site are merely incidental to the on-site production activity. Basically, the live/work unit is required to be used primarily for producing art or artisan items on site, like the letter press or the subset of vintage items that have been altered enough to be considered produced there, and ALL retail activity, not just the retail activity of the items that were produced there, is incidental (i.e., accessory, minor, and relatively insignificant) to the production activities. Of course, the issues of compliance with the permit conditions and the code requirements not addressed by the permit itself, are outside the purview of the Planning Commission and will be the responsibility of the Community Development Department after the permits are in effect and the live/work unit is operational.

If the majority adopts the new draft resolution as written (as opposed to the fully supported resolution prepared by staff and the City Attorney's office), you aren't supporting your finding, or really even making a finding at all because you simply assert the conclusion but don't explain the necessary underlying analysis as to how you came to that conclusion. That isn't principled or defensible planning and all you are doing (besides abusing your discretion) is creating an administrative record for this entitlement review that sets up a further appeal or legal challenge that would end up harming the applicant because she would be on the hook for additional expenses compared to just allowing the approval to stand with all the special conditions. This observation is in no way a reflection of staff's work, which was solid. It isn't staff's fault that the majority failed to give them adequate direction last time to come up with a legally defensible resolution because none of you (except Chair Jensen) adequately explained your reasoning, the majority simply asserted and unsupported conclusion that what you saw and heard about amounted to production. I recommend you adopt the original resolution upholding the reasoned and supported determination of the Acting Community Development Director.

Thank you for your consideration,

--Jacob







SUGGESTED REPLACEMENT FOR SPECIAL CONDITIONS 11 AND 12:

There are two alternative approaches to addressing the issue of Special Conditions Nos. 11 and 12 and to still respect our existing ILUDC requirements.

The first option is to replace the two special conditions with a single special condition that addresses the converse of prior #12 (i.e., "5. The applicant shall limit any retail sales of items created or procured off-site to 221 E. Redwood Avenue."

My suggested language is as follows:

11. Retail sales within the live/work unit located at 223 E. Redwood Avenue are limited to items produced on site within the live/work unit until such time as the ILUDC requirements in Section 18.42.090, subdivision G. 3. are amended to remove the prohibition on on-premises sales (i.e., "On-premises sales of goods are limited to those produced within the live/work unit, provided the retail sales activity shall be incidental to the primary production work within the unit.").

This language change is much more flexible than the special conditions imposed by the Acting Community Development Director. Specifically, it does not limit all of the vintage retail business to 221 E. Redwood, and it allows the sunseting of the code requirement once the code itself is amended without having to seek a formal permit amendment process. Based on the improvements that will be required by the Fire Code and Fire Marshall, that could even be prior to the live/work unit being ready for occupancy.

The second option is simply to delete only Special Condition No. 11 that required all the vintage retail to be relocated to 221 E. Redwood because it is not necessary in light if the majority of the Planning Commission who feel that some of the applicant's restoration and modification activities for vintage items falls within the definition of "production". Because some vintage items offered for retail are produced within the live/work unit under the majority's interpretation, it would be too restrictive to require ALL vintage items to only be sold outside the live/work unit in 221 E. Redwood.

That said, Special Condition No. 12 remains important to ensure consistency with the ILUDC and is not as restrictive as it first seemed, also based on the interpretation of the majority of the Planning Commission regarding production. Special Condition 12 would still continue to permit the applicant to sell any vintage items out of the live/work unit at 223 E. Redwood that she produces there through her restoration and modifications of those items. Moreover, in light of a lack of a dedicated Code Enforcement Officer at the City of Fort Bragg, I suspect monitoring the inventory mix of a particular retail store will not be addressed because it hardly presents a high priority code enforcement case. Moreover, the City is not required to enforce its codes and would not choose to invest scarce staff time strictly enforcing a special condition that would not be on anyone's priority list, particularly when the City is considering removing the restriction.



City of Fort Bragg

416 N Franklin Street
Fort Bragg, CA 95437
Phone: (707) 961-2823
Fax: (707) 961-2802

Text File

File Number: 25-480

Agenda Date: 11/12/2025

Version: 2

Status: Passed

In Control: Planning Commission

File Type: Planning Resolution

Agenda Number: 6B.

Receive a Report, Hold a Public Hearing, and Consider Adopting a Resolution Approving Coastal Development Permit 7-25 (CDP 7-25) and Design Review 5-25 (DR 5-25) to Install Scenic Viewer Binoculars in Two Locations in Noyo Headlands Park Along the Fort Bragg Coastal Trail; Categorically Exemptions §15303(e), §15311, and §15061(b)(3)



PLANNING COMMISSION STAFF REPORT

TO: Planning Commission **DATE:** November 12, 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 Coastal Development Permit 7-25 (CDP 7-25) and Design Review 5-25 (DR 6/25) to Install Scenic Viewer Binoculars in Two Locations in Noyo Headlands Park Along the Fort Bragg Coastal Trail

APPLICATION NO.: Coastal Development Permit 7-25 (CDP 1-25), Design Review 6-25 (DR 6-25)

OWNER / APPLICANT: City of Fort Bragg

LOCATION: Noyo Headlands Park – South End and North End of Coastal Trail

APN: 008-010-35 and 018-430-11

ZONING: Parks and Recreation

ENVIRONMENTAL DETERMINATION: Categorically Exempt from CEQA Pursuant to §15303(e) (New Construction of Small Accessory Structures), §15311 (Accessory Structures), and §15061(b)(3) (Common Sense Exemption)

SURROUNDING LAND USES:
NORTH: State Parks
EAST: Millsite and Park
SOUTH: Park
WEST: Ocean

APPEALABLE PROJECT:
 Can be appealed to City Council
 Can be appealed to California Coastal Commission

AGENDA ITEM NO. XX

RECOMMENDATION

Adopt a Resolution approving Coastal Development Permit 7-25 (CDP 7-25) and Design Review 6-25 (DR 6-25) for the installation of scenic viewer binoculars in two locations along the Coastal Trail.

PROJECT DESCRIPTION

Coastal Development Permit to install Scenic Viewer Binoculars in two locations:

- North end of Coastal Trail next to Kelp bench at the trail loop
- South end of Coastal Trail between the westernmost picnic table and bluff edge

Coastal Trail North at Loop Out

Parking Lot



Coastal Trail South at Picnic Table



These are the preferred locations, however staff is consulting with the California Department of Fish and Wildlife, and locations may be adjusted, if necessary, by a short distance at either of the above spots. Viewers would be bolted to an approximately 3'X5' concrete pad which would be placed approximately five inches deep for a level surface. The machines would not be coin operated and are available with a magnification of 10X or 20X. Both the Dual Viewer Model and the Non-Coin standard viewing model are 60 inches in height at the eyes of the standard viewing head. The dual viewer model weighs 120 pounds. The viewing head has a 360-degree rotational angle and a vertical angle of 30 degrees up or down. The main column is powder coated aluminum, with a 0.1875" wall thickness, support arms are aluminum, the base is powder coated aluminum and the viewing head is painted aluminum.

BACKGROUND

At the March 3, 2025, Community Development Committee (CDC) meeting, members expressed interest in the possibility of installing scenic viewer binoculars on the Coastal Trail, and directed staff to include Binoculars as a subject for one of two Blue Zones Demonstration Projects that Blue Zones had allocated to the City of Fort Bragg. A Blue Zones Demonstration Project which can be similar to a pop-up event and typically includes a semi-permanent change to the physical infrastructure to prove a concept or need. It is a short-term project, typically research, that feeds into something permanent. CDC directed staff to move forward with a Demonstration project that would allow participants to use temporarily provided binoculars for viewing birds and scenery along the Coastal Trail near Glass Beach. Participants would also take a survey, which would subsequently be posted digitally for community-wide participation.

Depending on the feedback obtained from the event and survey, the binocular project could be considered for prioritization as a Blue Zones Marquee project. A Marquee project typically

includes a permanent change to the built environment that encourages active transportation and living and that applies best practices for creating vibrant, livable communities and engaging people in collectively reimagining public spaces.

The Demonstration Project was held in coordination with the City of Fort Bragg, Blue Zones and Audubon, during the March 15, 2025 Whale Run, and the survey was launched. Survey results were positive (Attachment 2), and staff was directed to take the binocular project City Council (in conjunction with the Fitness Stations project concept) on June 9, 2025. At that meeting, Council directed staff to coordinate with the Blue Zones Project team to determine if the binocular project could become a Marquee project, and if so, to bring it back in more detail for Council consideration.

The Blue Zones team embraced the concept and on August 25, 2025, staff brought the project concept to City Council for a determination on whether or not to pursue a Coastal Development Permit for the installation of the viewers (Attachment 3). City Council directed staff to move forward with the project for two non-coin operated sets of viewers – one at each end of the Coastal Trail.

DISCUSSION AND ANALYSIS

Scenic viewer binoculars are often found at tourist destinations. Typically, the binoculars swivel side to side and are mounted on solid pedestal that keeps the view steady, unlike hand-held binoculars that can be difficult to hold still. Often the pedestal base will have steps to ease access for children and shorter adults. The purpose of these binoculars is to provide a more immersive and engaging way to enjoy the landscape by allowing users to see boats, birds, sea-life and other scenery more clearly and in greater detail than they otherwise could. They can be used as an educational tool as well, as well as contribute to a positive recreational experience for visitors.

Regulatory Issues

A Coastal Development Permit (CDP) is required for any development in the coastal zone. Development means:

On land, in or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the subdivision map act (commencing with Government Code Section [66410](#)), and any other division of land except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public, or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z'berg Nejedly Forest Practice Act of 1973 (commencing with Public Resources Code Section [4511](#)).

Installation of binoculars falls within this definition. This staff report will analyze consistency with the Coastal Land Use and Development Code (CLUDC) and impacts to coastal resources, such as visual, biological, and cultural.

CONSISTENCY WITH THE ZONING CODE

Land Use

The proposed scenic viewer binoculars are small structures that would be accessory to the existing park's multi-use trail, and as such, are permitted by right in the Parks and Recreation Zone (PR) situated within the Coastal Zone (CZ).

Zoning Standards

There are no zoning standards for setbacks and height in the Parks and Recreation zone.

Fencing

The project would not include fencing.

Landscaping

The project will not include landscaping. There are no landscaping standards (17.34.060) that apply to parks.

Outdoor Lighting

The project will not include outdoor lighting.

Parking

The Coastal General Plan includes the following policy:

Policy LU-5.7. Adequate parking should be provided to serve coastal access and recreation uses to the extent feasible. Existing parking areas serving recreational uses shall not be displaced unless a comparable replacement area is provided.

The Coastal LUDC does not include parking requirements for passive recreation areas. The City must ensure that sufficient parking is provided for the facility. The City's two parking lots function adequately to serve existing demand. The South Trail Parking Lot has 66 parking spaces and typically is half full. During summer months, the North Trail parking lot (64 parking spaces) is heavily utilized and frequently filled by 10:00 or 11:00 am due to the many visitors to Glass Beach.

The scenic viewer binoculars will not displace any existing parking spaces. It is not expected that there will be an increase in traffic to the trail specifically for use of the viewers, rather that trail users already accessing the trail will be provided with this additional opportunity for scenic viewing.

COASTAL RESOURCES ANALYSIS

Environmentally Sensitive Habitat Area

The proposed project would have no impact on any ESHA. The binoculars would be located on heavily disturbed portions of the Coastal Trail Headlands. Botanical reports have been prepared for the Headlands on multiple occasions and rare plants have never been found in the proposed binocular placement areas. The north site is on a loop-out trail, and the installation would be done on an existing developed area consisting of compacted gravel where there is an existing bench and interpretive sign. The south site gets heavy foot traffic due to its proximity to an existing picnic table with views to the ocean. There is a small amount of ruderal vegetation that has grown in around the concrete slab that the picnic table is mounted to. As this location is near the bluff edge, Special Condition 1 is included to ensure that appropriate Best Management Practices (BMPs) shall be installed to prevent any soil or other materials such as concrete slurry or concrete water run-off from leaving the work area.

Special Condition 1: Best Management Practices (BMPs) shall be employed during construction activities to minimize any potential negative impacts to, and protection of, nearby biological resources. BMPs shall be submitted with the building permit for approval by the Director.

Visual Resources

The site is part of a scenic visual corridor. However, the project will largely improve the existing visual quality by providing the public with opportunities for greater visual access to scenic elements. The proposed improvement is limited to placement of two concrete pads to which binocular post will be affixed. The binoculars have a relatively low profile, given their 60-inch height, 28" diameter base (standard non-coin operated model) and slim column (Attachment 4). Staff have selected sites with or near existing structures to avoid the addition of structures to less developed locations. They would not significantly detract from the visual impression of the area within which they will be placed and would contribute to the overall view experience of the site.

Northern Location

The viewers at the northern end of the trail would be located far from any vehicular access and will have no impact to vehicular views to the coast. They would be sited in the loop-out in close proximity to the existing kelp bench and would not be visible from the main trail.

Southern Location

The viewers at the southern end of the trail would be located just off the picnic table and may possibly be seen from the north end of the existing parking lot but would have no impact on vehicular views to the coast. Here, the structures would be visible from the northernmost entrance to the trail, but less so from the main entrance. While the structure would be visible from the trail, the picnic table would be the most visible feature, and the binoculars would not significantly detract from the view experience of the site.

Cultural Resources

The proposed binoculars would be mounted on small concrete pads, which would entail minimal excavation. Additionally, an extensive archaeological study was prepared for this entire property as part of the permitting process for the Coastal Trail project and no arch sites were identified in these locations, which allowed for the existing development (bench and picnic table). Thus, the project would not have an impact on cultural resources. Staff referred the project to the Sherwood Valley Band of Pomo, and they only requested the inclusion of the discovery clause that is a standard condition of all City development permits that involve disturbance of the ground (see Standard Condition 6).

Accessibility

The scenic viewer binoculars come in a standalone model with a standard viewer and a dual viewer model which includes a standard viewer head and an accessible viewer head. Staff will strive to place the dual viewers in both locations, however if infeasible, staff recommends installation of the dual, standard + accessible model at the southernmost site and installation of the standard model at the northernmost site which is located off the main trail in a loop-out that is significantly further from a parking lot or trail entrance. Special Condition 2 is included to ensure the accessible option meets building code requirements:

Special Condition 2: The concrete pads shall provide the minimum accessible route clearance and maneuvering space in accordance with the most current California Building Code, and the top of the concrete surface shall be flush with the existing pathway.

Coastal Access

The scenic viewer binoculars would be placed in locations that experience intense public access to the coast, which is visited by thousands of tourists yearly. The locations would be within at least 40' of the main trail where there are existing recreational amenities. They would be 980' from the north parking lot and 106' from the south parking lot. The surrounding headlands offer exceptional coastal access, which would not be impeded by the binoculars. The proposed binoculars are public amenities which would facilitate public access for people who wish to enjoy the views of the ocean, cliffsides and birdlife more closely.

DESIGN REVIEW AND VISUAL ANALYSIS

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 analyzed below, these findings can be made.

The following Design Guidelines are not applicable to this project: Massing, elevations & articulations, architectural form and detail, roof form, windows doors and entries, lighting, site planning, materials, landscaping, fencing, site amenities, pedestrian circulation and circulation and parking standards. The table below analyzes the project relative to colors per the Design Guidelines:

Design Review Analysis Table	
Citywide Design Guideline (2022)	Compliance Analysis
<p>Colors – Applicable Preferred Standards</p> <p>2. <i>Colors west of Highway 1 should recede in the view shed or be subordinate to the view shed. Dark earth tone colors are preferred where the view shed is dark and lighter earth tone colors may be preferred where the background is lighter.</i></p> <p>3. <i>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).</i></p> <p>4. <i>Color should be used as an important design element in the development's appearance.</i></p>	<p>There are no mandatory standards for color.</p> <p>The scenic viewer binoculars come in a range of colors. The color choice that best complies with the lighter earth tone colors of this view shed is the Sierra Tan. (Attachment 5)</p>

Site Furniture

The project will not include site furniture.

Fencing

The project would not include fencing.

Landscaping

The project includes no landscaping.

COASTAL DEVELOPMENT PERMIT FINDINGS

1. The proposed development as described in the application and accompanying materials, as modified by any conditions of approval, is in conformity with the City of Fort Bragg's certified Local Coastal Program and will not adversely affect coastal resources;
2. The project is in conformity with the public access and recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Sections 30200 of the Public Resources Code);
3. Feasible mitigation measures and/or alternatives have been incorporated to substantially lessen any significant adverse effects of the development on the environment;
4. The proposed use is consistent with the purposes of the zone in which the site is located;
5. The proposed development is in conformance with the City of Fort Bragg's Coastal General Plan;
6. The proposed location of the use and conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity;
7. Services, including but not limited to, water supply, sewage disposal, solid waste, and public roadway capacity have been considered and are adequate to serve the proposed development;
8. The project, as proposed, will neither be subject to nor increase instability of the site or structural integrity from geologic, flood, or fire hazards due to project design, location on the site, or other reasons;
9. The project, as conditioned, will not have significant adverse impacts on site stability or structural integrity from geologic, flood, or fire hazards due to required project modifications, landscaping, or other conditions;
10. There are no alternatives to development that would avoid or substantially lessen impacts on site stability or structural integrity;
11. The resource as identified will not be significantly degraded by the proposed development;
12. There is no feasible less environmentally damaging alternative; and
13. All feasible mitigation measures capable of reducing or eliminating project related impacts have been adopted.

SPECIAL CONDITIONS

1. Best Management Practices (BMPs) shall be employed during construction activities to minimize any potential negative impacts to, and protection of, nearby biological resources. BMPs shall be submitted with the building permit for approval by the Director.
2. The concrete pads shall provide the minimum accessible route clearance and maneuvering space in accordance with the most current California Building Code, and the top of the concrete surface shall be flush with the existing pathway.

STANDARD CONDITIONS

1. This action shall become final on the 11th calendar day following the decision unless an appeal to the City Council is filed pursuant to CLUDC Chapter 17.92 - Appeals.

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 CLUDC.
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 25 feet of the discovery; 2) notify the Fort Bragg Community Development Department within 24 hours of the discovery; and 3) retain a professional archaeologist to determine appropriate action in consultation with stakeholders such as Native American groups that have ties to the area.
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.
8. Unless a condition of approval or other provision of the 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 CLUDC Subsection 17.76.070B.
9. The applicant shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claims, actions or proceedings, damages, costs (including without limitation attorneys' fees), injuries, or liabilities against the City or its agents, officers, or employees arising out of the City's approval of the CEQA determination (list); and following approvals (list). The applicant agrees to defend the City at the City's request and with counsel satisfactory to the City. The City shall promptly notify the applicant of any claim, action, or proceeding and the City shall cooperate fully in the defense. The City may, at its sole discretion, participate in the defense of any action with the attorneys of its own choosing, but such participation shall not relieve the applicant of any obligation under this condition, including the payment of attorneys' fees.

FISCAL IMPACT/FUNDING SOURCE

Up to \$16,000 excluding site work, installation and permitting costs. This includes two stations with the accessible option. The City would need to install two small concrete pads, which would likely be contracted out, thereby increasing the cost by approximately \$5,000. Shipping and Handling is factored in at a roughly estimated \$815. Blue Zones Project (BZP) would contribute the cost of the equipment. For approval, they would require a Memorandum of Understanding (MOU) with the City of Fort Bragg to ensure equipment maintenance after purchase. The MOU would include term/date details, costs, binocular details, City project planning approval, Blue Zones promotion requirements, i.e. donation plaque, etc. To receive funds, the city would be set up as a vendor with BZP, unless they purchase the equipment directly from the manufacturer. Costs over and above the equipment amount would come from the General Fund.

ENVIRONMENTAL ANALYSIS:

CEQA Exemptions

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 installation of the scenic viewer binoculars and associated concrete pad would be categorically exempt from CEQA as accessory structures.

Section 15303.e – Accessory Structures

Class 3 consists of construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure. The numbers of structures described in this section are the maximum allowable on any legal parcel. Examples of this exemption include but are not limited to:

- (a) One single-family residence, or a second dwelling unit in a residential zone. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.*
- (b) A duplex or similar multi-family residential structure totaling no more than four dwelling units. In urbanized areas, this exemption applies to apartments, duplexes, and similar structures designed for not more than six dwelling units.*
- (c) A store, motel, office, restaurant or similar structure not involving the use of significant amounts of hazardous substances, and not exceeding 2500 square feet in floor area. In urbanized areas, the exemption also applies to up to four such commercial buildings not exceeding 10,000 square feet in floor area on sites zoned for such use if not involving the use of significant amounts of hazardous substances where all necessary public services and facilities are available and the surrounding area is not environmentally sensitive.*
- (d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction.*
- (e) Accessory (appurtenant) structures including garages, carports, patios, swimming pools, and fences.*
- (f) An accessory steam sterilization unit for the treatment of medical waste at a facility occupied by a medical waste generator, provided that the unit is installed and operated in accordance with the Medical Waste Management Act (Section 117600, et seq., of the Health and Safety Code) and accepts no offsite waste.*

Section 15311 – Accessory Structures

Class 11 consists of construction, or placement of minor structures accessory to (appurtenant to) existing commercial, industrial, or institutional facilities, including but not limited to:

- a) On-premise signs;*
- b) Small parking lots;*

- c) *Placement of seasonal or temporary use items such as lifeguard towers, mobile food units, portable restrooms, or similar items in generally the same locations from time to time in publicly owned parks, stadiums, or other facilities designed for public use.*

The project is consistent with § 15303.e and 15311 and 15061(b)(3) because the scenic viewer binoculars are small structures that would be accessory to the existing Coastal Trail and will not significantly impact a sensitive environmental resource. Thus, the accessory structures exemptions can be applied.

Common Sense Exemption

The activity is covered by the common sense exemption because as conditioned, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.

STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY

General Plan Policy OS-17.3 Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.

Strategic Goal 4: Enhance public spaces, promote recreation, and cultivate civic pride.

Strategic Goal 4E: Expand, improve, and repair parks, green spaces, and urban forests to encourage nature-immersed recreation.

COMMUNITY OUTREACH

- CDC discussion March 3 and June 2, 2025
- Coastal Trail Binocular Demonstration Event on March 15, 2025
- Coastal Trail Binocular Survey initiated March 15, 2025
- City Council Conduct of Business Item on August 25, 2025, with opportunity for public input

COMMITTEE REVIEW AND RECOMMENDATIONS

Initiated through the Community Development Committee. See background section.

ALTERNATIVES:

1. Continue the public hearing to allow for additional information or analysis prior to a decision.
2. Continue the public hearing to a date certain with direction to staff to bring a Resolution denying Coastal Development Permit 7-25 (CDP 7-25) and Design Review 6-25 (DR 6-25) for the installation of scenic viewer binoculars in two locations along the Coastal Trail
3. Provide other direction to staff.

ATTACHMENTS:

1. CDP 7-25, DR 5-25 Approval Resolution
2. Community Wide Binocular Survey
3. City Council Staff Report 08252025
4. Pinnacle Scopes Models, Parts and Installation
5. Colors

NOTIFICATION:

“Notify Me” subscriber lists

RESOLUTION NO. PC XX-2025

RESOLUTION OF THE FORT BRAGG PLANNING COMMISSION APPROVING COASTAL DEVELOPMENT PERMIT 7-25 (CDP 7-25) AND DESIGN REVIEW 5-25 (DR 5-25) FOR INSTALLATION OF SCENIC VIEWER BINOCULARS IN TWO LOCATIONS IN NOYO HEADLANDS PARK ALONG THE FORT BRAGG COASTAL TRAIL, PARCELS 008-010-35 AND 018-430-11

WHEREAS, the City of Fort Bragg (“Applicant”), submitted an application for: Coastal Development Permit 7-25 (CDP 7-25) to install two sets of scenic viewer binoculars and associated concrete pads in Noyo Headlands Park along the Fort Bragg Coastal Trail; and

WHEREAS, the proposed project includes the following: 1) Installation of two approximately 3’x5’ concrete pads, one at the south end of the trail and one at the north end; 2) Installation of one set of scenic viewer binoculars on each concrete pad; and

WHEREAS, the parcels are located within the Parks and Recreation zoning district of the City’s Coastal Zone and no changes to the site’s current zoning designation are proposed under the Project; and

WHEREAS, the Project is subject to the Fort Bragg Coastal General Plan and Coastal Land Use and Development Code (CLUDC); and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 12, 2025, to consider the Project, accept public testimony, and make required findings for approval; and

WHEREAS, pursuant to the California Environmental Quality Act (“CEQA”) Guidelines, Section 15303(e) (New Construction of Small Accessory Structures), Section 15311 (Accessory Structures, and Section 15061(b)(3) (Common Sense Exemption), the project is exempt from CEQA; and

NOW, THEREFORE, BE IT RESOLVED that the City of Fort Bragg Planning Commission, based on the entirety of the record before it, which includes without limitation, CEQA, Public Resources Code §21000, et seq. and the CEQA Guidelines, 14 California Code of Regulations §15000, et seq.; the Fort Bragg Coastal General Plan; the Fort Bragg Coastal Land Use and Development Code; the Project applications; all site plans, and all reports and public testimony submitted as part of the Planning Commission meeting of November 12, 2025 and Planning Commission deliberations; and any other evidence (within the meaning of Public Resources Code §21080(e) and §21082.2), the Planning Commission of the City of Fort Bragg hereby find as follows, *per the analysis incorporated herein by reference to the project staff report, dated November 12, 2025*:

A. General Findings

1. The foregoing recitals are true and correct and made a part of this Resolution; and
2. The documents and other material constituting the record for these proceedings are located at the Community Development Department; and
3. The proposed project is consistent with the purpose and intent of the zoning

district, as well as all other provisions of the Coastal General Plan, Coastal Land Use and Development Code (ILUDC) and the Fort Bragg Municipal Code in general.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Fort Bragg Planning Commission makes the following required findings and determinations for Coastal Development Permit 7-25 and Design Review 5-25 to allow for the installation of two sets of scenic viewer binoculars in two locations in Noyo Headlands Park along the Fort Bragg Coastal Trail *per analysis incorporated herein by reference to the project staff report, dated November 12, 2025:*

COASTAL DEVELOPMENT PERMIT FINDINGS

1. The proposed development as described in the application and accompanying materials, as modified by any conditions of approval, is in conformity with the City of Fort Bragg's certified Local Coastal Program and will not adversely affect coastal resources;
2. The project is in conformity with the public access and recreation policies of Chapter 3 of the Coastal Act of 1976 (commencing with Sections 30200 of the Public Resources Code);
3. The proposed use is consistent with the purposes of the zone in which the site is located;
4. The proposed development is in conformance with the City of Fort Bragg's Coastal General Plan;
5. The proposed location of the use and conditions under which it may be operated or maintained will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity;
6. Services, including but not limited to, water supply, sewage disposal, solid waste, and public roadway capacity have been considered and are adequate to serve the proposed development;
7. The project, as proposed, will neither be subject to nor increase instability of the site or structural integrity from geologic, flood, or fire hazards due to project design, location on the site, or other reasons;
8. The project, as conditioned, will not have significant adverse impacts on site stability or structural integrity from geologic, flood, or fire hazards due to required project modifications, landscaping, or other conditions;
9. There are no alternatives to development that would avoid or substantially lessen impacts on site stability or structural integrity; and
10. The project will not block or impede the ability of the public to get to or along the tidelands, public recreation areas, or other public coastal resources or to see the shoreline.

BE IT FURTHER RESOLVED that the Fort Bragg Planning Commission does hereby approve Coastal Development Permit 7-25 (CDP 7-25) to install scenic viewer binoculars in two locations in Noyo Headlands park along the Fort Bragg Coastal Trail, one at the south end and one at the north end of the trail, subject to the following standard and special conditions:

STANDARD CONDITIONS

1. This action shall become final on the 11th calendar day following the decision unless an appeal to the City Council is filed pursuant to CLUDC Chapter 17.92 - Appeals.
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 CLUDC.
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 25 feet of the discovery; 2) notify the Fort Bragg Community Development Department within 24 hours of the discovery; and 3) retain a professional archaeologist to determine appropriate action in consultation with stakeholders such as Native American groups that have ties to the area.
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.
8. Unless a condition of approval or other provision of the Coastal 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 CLUDC Section 17.76.070 (B).

SPECIAL CONDITIONS

1. Best Management Practices (BMPs) shall be employed during construction activities to minimize any potential negative impacts to, and protection of, nearby biological resources. BMPs shall be submitted with the building permit for approval by the Director.

2. The concrete pads shall provide the minimum accessible route clearance and maneuvering space in accordance with the most current California Building Code, and the top of the concrete surface shall be flush with the existing pathway.

BE IT FURTHER RESOLVED that pursuant to all the evidence presented, both oral and documentary, and further based on the findings and conditions, Coastal Development Permit 7-25 is approved subject to the provisions of the City of Fort Bragg Local Coastal Program, and that this Resolution shall become effective immediately upon its passage and adoption.

The above and foregoing Resolution was introduced by Commissioner _____, seconded by Commissioner _____, and passed and adopted at a regular meeting of the Planning Commission of the City of Fort Bragg held on the 12th day of November 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

David Jensen, Chair

ATTEST:

Lisi Horstman, Administrative Assistant

What is your age range?	Are you local or visiting?	How often do you visit The Coast Headlands Trail in Fort Bragg?	On a scale of 1-5, how much do you enjoy binocular viewing in this location?	Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?	Would you be more likely to walk the Coast Headlands Trail if there were features such as mounted binoculars available for public use there?	Do you have any concerns with adding binoculars on the trail?	Would you pay money to use mounted binoculars if they were "pay-per-use?"	If there was fitness equipment along the trail, how likely would you be to use it?	Do you have any other suggestions for improving the Coast Headlands Trail?
35-44	Local	More than 10 times a year	4	5	Yes		Depends on who was receiving the fees.	5	
25-34	Local	More than 10 times a year	5	5	Yes	No	No	5	
35-44	Local	More than 10 times a year	5	5	Maybe	NA	No	3	NA
25-34	Local	More than 10 times a year	3	4	Maybe		No	5	
25-34	Visiting from 30-90 minutes away	2-4 times a year	5	5	Yes		Yes	5	
45-54	Local	More than 10 times a year	5	5	No	None	Yes i would but i wouldn't have had the means when I was a young parent. Please make them free	3	
25-34	Visiting from 30-90 minutes away	Once a year or less	4	5	Yes	Nope	Yes	3	No :)
35-44	Visiting from outside the area	2-4 times a year	4	5	Yes		Yes	3	Thank you
65 or older	Local	More than 10 times a year	4	5	Yes	no	No	4	convenience makes use more likely
65 or older	Local	More than 10 times a year	5	5	Maybe		Yes	2	
55-64	Local	More than 10 times a year	5	5	Maybe	Vandalism	If it's reasonable	4	
55-64	Visiting from outside the area	2-4 times a year		5	Maybe	Vandalism	Yes	1	Binoculars in other areas up and down the coast from fort bragg
35-44	Local	More than 10 times a year	1	5	Yes	Making them wheelchair accessible height	No	1	Better wheelchair access
65 or older	Local	More than 10 times a year	3	1	No	Ruins the natural beauty of the area. Spoils the sight-lines.	No	1	
35-44	Local	More than 10 times a year	5	3	No	Wondering how long it will last before someone decides to damage them and is it cost effective to repair?	No	5	To fix the spot that gets big puddle is a problem during running/walk events or walking with friends during winter. Overall great job maintaining the trail.
45-54	Local	5-10 times a year	5	5	No		Maybe	4	
45-54	Visiting from 30-90 minutes away	5-10 times a year		5	Yes	No	Yes	5	
45-54	Local	More than 10 times a year	5	2	No	Yes. Look around. The City doesn't have the resources or isn't capable of maintaining what they currently have. Most things have been become rundown and look worse every year. Before long the binoculars will become an unusable eyesore by vandalism and/or neglect.	Maybe if we had visitors and not enough binoculars to go around.	2	Clean up messes and vandalism more promptly and make better, more professional looking repairs.
45-54	Local	More than 10 times a year	5	5	No	If they are directly on the trail, they may impede pedestrian, bike, skate, or scooter traffic. It would be great if they had designated spaces with a bench or two.	Yes. If it took quarters, I would bring them with me on my walk!	1	No, it is phenomenal. Thank you!

What is your age range?	Are you local or visiting?	How often do you visit The Coast Headlands Trail in Fort Bragg?	On a scale of 1-5, how much do you enjoy binocular viewing in this location?	Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?	Would you be more likely to walk the Coast Headlands Trail if there were features such as mounted binoculars available for public use there?	Do you have any concerns with adding binoculars on the trail?	Would you pay money to use mounted binoculars if they were "pay-per-use?"	If there was fitness equipment along the trail, how likely would you be to use it?	Do you have any other suggestions for improving the Coast Headlands Trail?
55-64	Local	More than 10 times a year	5	5	Maybe	Yeah, they are going to be vandalized completely within 3 months just like the bike repair station at the Alder St bathrooms by the Mill pond. This is a great idea, but it will not work, and will fail as another disappointing public effort to make our city nicer. It's why we can't have nice things. I would be happy to be wrong, but I just see history repeating itself.	No	5	Empty trashcans daily and fix the ruts. Wildflowers would be nice and I would pledge good, hard, and substantial cash money for native wildflowers for the coastal trail and the mill site. A seeding project or similar.
35-44	Local	More than 10 times a year	5	5	Yes		Yes	4	
25-34	Local	More than 10 times a year	5	5	Maybe		Yes	1	
55-64	Local	More than 10 times a year	3	3	No	Vandals will break them and it will be costly to the city to maintain them. Sorry but that seems to be the case around here if it's not graffiti then it's destruction.	I would not, but a tourist probably would	1	Getting rid of the stinky smell of sewage by the crows nest
65 or older	Local	More than 10 times a year	3	2	No	Maintenance cost/vandalism?	No	1	Benches to sit on along the path
45-54	Local	More than 10 times a year	5	5	Yes	No concerns	I thi k they should be free for all	3	Center trail access parking lot should be paved
55-64	Local	More than 10 times a year	5	5	Yes	Vandalism	I'd prefer them to be free, everything now a days makes you pay for something.	3	
45-54	Local	More than 10 times a year	5	5	Maybe	Potential vandalism	No	1	
65 or older	Local	More than 10 times a year	5	5	Maybe	A way to protect them from vandalism	Yes	5	
35-44	Local	5-10 times a year	4	5	Yes	My only concern is the chance of them getting damaged by the weather/waves/salty air	Yes	5	More benches or seating areas. Maybe even a picnic table or few
45-54	Local	More than 10 times a year	5	5	Maybe	No	No	5	Simple/minimal exercise equipment would be spectacular along the coastal trail. The type of equipment they have in Santa Monica would be perfect. This community has a serious obesity problem, I think locals would be really into it. Having some for the younger kids would also be really great.
55-64	Local	More than 10 times a year	5	5	Yes	No	No	2	Work on removing the invasive non native wild radish and ice plant!
65 or older	Local	2-4 times a year	3	3	Maybe	People my vandalize them	Depends on how much.	4	More distance markers. More benches.

What is your age range?	Are you local or visiting?	How often do you visit The Coast Headlands Trail in Fort Bragg?	On a scale of 1-5, how much do you enjoy binocular viewing in this location?	Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?	Would you be more likely to walk the Coast Headlands Trail if there were features such as mounted binoculars available for public use there?	Do you have any concerns with adding binoculars on the trail?	Would you pay money to use mounted binoculars if they were "pay-per-use?"	If there was fitness equipment along the trail, how likely would you be to use it?	Do you have any other suggestions for improving the Coast Headlands Trail?
25-34	Local	More than 10 times a year	2	2	No	Unfortunately, mounted binoculars are a gimmicky tourist attraction (especially pay per use ones) and would cheapen the coastal trail. Perhaps the Noyo Center could own and rent out regular binoculars instead. The coast should avoid cheap attractions like this, as they will make FB feel like a tourist trap, rather than a living breathing cultural space.	No	5	A good test for adding anything to the coastline would be to ask if tourists and locals are likely to use it. Can it build community in any way? The trolley, for example, will be a failure if it's just for tourists, and isn't ultimately useful to locals. Exercise equipment would be both, and has potential to build community (similar to the exercise space on the beaches in Barcelona). Anything that would wear out its novelty so that locals won't like it in the end won't ultimately increase the experience for tourists either. Binoculars are not something that will actively increase tourism in Fort Bragg.
55-64	Local	More than 10 times a year	5	5	No	vandalism.	No	2	signage about proper trail behavior (ringing bike bells etc) and NOT FEEDING WILDLIFE- and ENFORCEMENT!
35-44	Local	More than 10 times a year	5	5	Maybe	No	Yes	5	
25-34	Local	More than 10 times a year	5	5	Yes	No	No	3	
25-34	Local	More than 10 times a year	5	5	Yes		No	2	
55-64	Local	More than 10 times a year	5	5	Maybe	vandalism is my only concern.	No	3	Plant native plants to attract more native species of birds and small mammals. Provide natural food and cover for them to feel safe. Don't BUILD anything more on the trail unless it's a gazebo-like structure to protect the scopes/binoculars. Don't clear the brambles of berries during Spring and Summer (wait til winter!). Consider that we have visiting rare species on that particular stretch of coastline every fall and winter - the Burrowing and Short-eared Owls, among them. It's a spectacular sight to witness a Short-eared Owl hunting over the wide open expanses of headlands, looking for food. If we plant native plants that bear fruits and seeds, that will attract the prey animals the owls are looking for. It will create a valuable ecosystem for them, especially if there's low disturbance. I like the idea of leaving most of the headlands wild and free, for the sake of the wildlife.
45-54	Local	More than 10 times a year	5	5	Maybe	No	Yes	5	
35-44	Local	5-10 times a year	2	4	No	No	Maybe	2	
65 or older	Visiting from outside the area	Once a year or less	4	5	Maybe	Vandalism and on going cost of repairs.	Yes	3	Not at this time.
35-44	Local	2-4 times a year	4	5	Yes		No	1	
18-24	Local	More than 10 times a year	5	5	Maybe		No	1	
25-34	Local	More than 10 times a year	4	4	Maybe	A couple here and there would be great, just hopefully with room in front of them to have an unobstructed view	I use my own	4	There are a few areas in the main part of the trail that become unusable when there's heavier rain. Needs to be fixed somehow

What is your age range?	Are you local or visiting?	How often do you visit The Coast Headlands Trail in Fort Bragg?	On a scale of 1-5, how much do you enjoy binocular viewing in this location?	Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?	Would you be more likely to walk the Coast Headlands Trail if there were features such as mounted binoculars available for public use there?	Do you have any concerns with adding binoculars on the trail?	Would you pay money to use mounted binoculars if they were "pay-per-use?"	If there was fitness equipment along the trail, how likely would you be to use it?	Do you have any other suggestions for improving the Coast Headlands Trail?
65 or older	Local	More than 10 times a year	4	3	No		No	1	Keep it as natural as possible. Don't make it into an amusement park. It is a beautiful place to observe and experience nature. Leave it that way.
45-54	Local	More than 10 times a year	3	3	Maybe	Will they be weather proof - our coastal is particularly rough on equipment like this. What is the cost and longevity when faced with the "coastal cancer" effect	No	1	seats/pick nic areas, parking areas for bikes, better historical/education maps
55-64	Local	More than 10 times a year		1	No	Visually unappealing, unsanitary, unnecessary- many people have binoculars and bring them with them.	No	1	
17 or younger	Local	More than 10 times a year	4	5	Yes	I worry if they are pay to use. They may be vandalized and they will not be used.	No	3	Add more garbage cans along the trail to reduce litter.
17 or younger	Local	More than 10 times a year	4	5	Yes	I worry if they are pay to use. They may be vandalized and they will not be used.	No	3	Add more garbage cans along the trail to reduce litter.
65 or older	Local	More than 10 times a year	4	5	No	no.	Yes	5	
45-54	Local	2-4 times a year	5	5	Yes	Vandalism	Yes	5	
35-44	Visiting from 30-90 minutes away	2-4 times a year	3	5	Maybe		Yes but not everyone may be able to afford	1	
65 or older	Local	5-10 times a year	3	1	No	I think they detract from the natural beauty of the area	No	2	I am not opposed to a "par course for fitness" as long as it is E of the trail
17 or younger	Local	5-10 times a year	5	5	Yes	Nope	Yes	5	Nope
45-54	Local	More than 10 times a year	5	5	Yes	Absolutely not i think is a grate idea especially if little kids can see the whales and boats and other marine animals.	Yes	3	Yes ha a bike trail and walking way for people separate.
17 or younger	Local	More than 10 times a year	5	5	Yes		Yes	5	
45-54	Local	More than 10 times a year	5	4	Yes	No	Yes	4	No
65 or older	Local	5-10 times a year		5	Yes		No	1	I'm very against charging money! I'm sick of having to pay for everything. Let all people have the opportunity to use the binoculars free of charge.
65 or older	Local	More than 10 times a year	5	2	No	Generally those type of mounted binoculars aren't very good and are difficult to adjust, especially for children and elderly folks.	No	4	perhaps putting a lane on the right side for bikes/roller blades and thereby separating the walkers from the bikers - it would be safer.
55-64	Local	More than 10 times a year	5	5	Maybe		Yes	1	
25-34	Visiting from 30-90 minutes away	2-4 times a year	5	5	Yes		No	4	
65 or older	Visiting from 30-90 minutes away	2-4 times a year	5	5	Maybe	I am always concerned with vandalism.	Yes	3	

What is your age range?	Are you local or visiting?	How often do you visit The Coast Headlands Trail in Fort Bragg?	On a scale of 1-5, how much do you enjoy binocular viewing in this location?	Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?	Would you be more likely to walk the Coast Headlands Trail if there were features such as mounted binoculars available for public use there?	Do you have any concerns with adding binoculars on the trail?	Would you pay money to use mounted binoculars if they were "pay-per-use?"	If there was fitness equipment along the trail, how likely would you be to use it?	Do you have any other suggestions for improving the Coast Headlands Trail?
35-44	Local	2-4 times a year	5	4	No	People don't know how to act right	No	1	PPV for nature viewing is lame, and won't work anyway because everyone uses credit card, nobody will have quarters/change. If it has to be PPV, let viewers know explicitly where the funds are going. If you do something involving people needing change, I recommend the penny smasher machine because people love a tangible souvenir. I don't know if permanent binocular stations are a thing of the past/nostalgia, I grew up with and love them, but/and I would love to know what younger people think, the attention span and interest is different. Please survey a lot of younger people for this. I support small QR codes with info about leave no trace/why (i.e. this won't be here anymore if you don't). With any viewing thing, always present info about preservation/how to act in multilingual format (beyond Spanish/English bilingual), there are tourists from everywhere who don't have context or know how to engage with the natural environment (no fault of their own, it is an education opportunity).
65 or older	Visiting from outside the area	Once a year or less	5	5	Yes			5	
35-44	Visiting from outside the area	This is my first time here	5	5	Yes		Yes	4	
65 or older	Visiting from outside the area	This is my first time here	5	5	Yes	vandals	Yes	1	
65 or older	Visiting from outside the area	Once a year or less	5	5	Yes	no	Yes	5	It's beautiful! Thank you
35-44	Visiting from outside the area	2-4 times a year	5	5	Yes	no	Yes	1	no
45-54	Visiting from outside the area	This is my first time here	5	5	Yes		Yes	5	
25-34	Visiting from outside the area	Once a year or less	5	5	Yes	no	No	5	
25-34	Local	More than 10 times a year	5	5	Yes	vandals		5	donation box
65 or older	Visiting from outside the area	2-4 times a year	1	1	No	no	No	1	
65 or older	Local	More than 10 times a year	5	5	Yes		Yes	5	

Distribution of Responses for "On a scale of 1-5, how much do you enjoy binocular viewing in this location?"



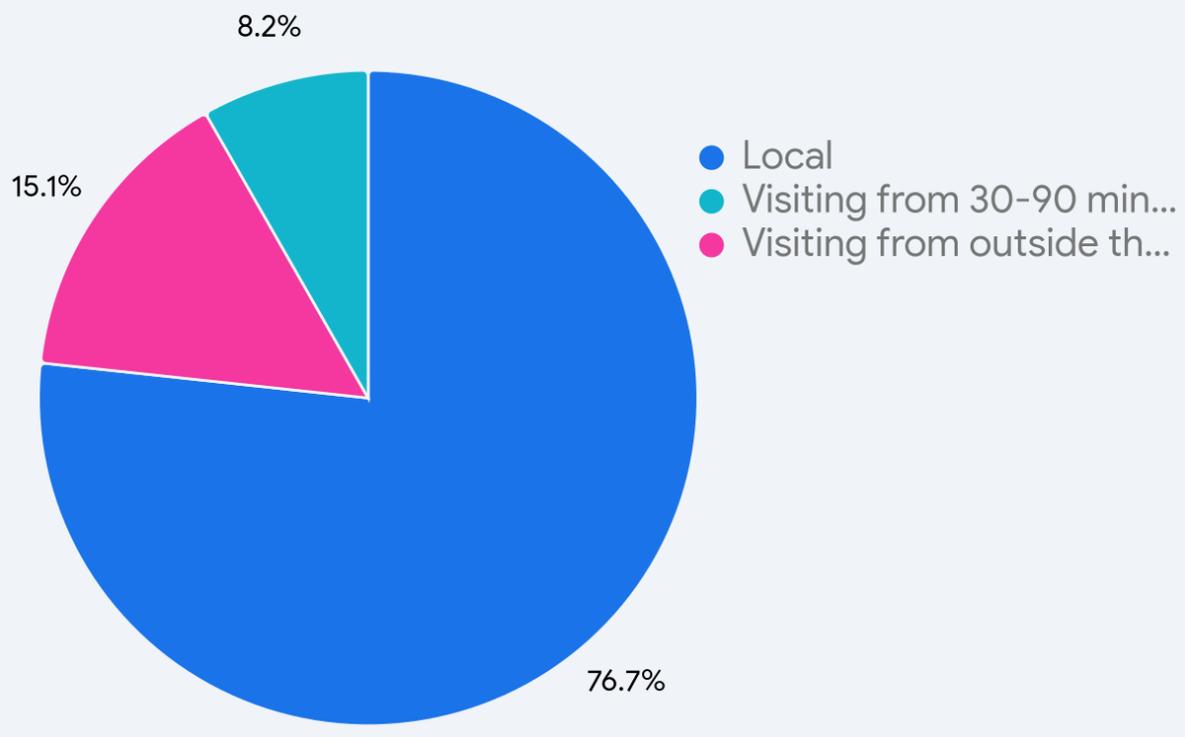
Distribution of Responses for "Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?"



Distribution of Responses for "If there was fitness equipment along the trail, how likely would you be to use it?"



Distribution of Respondents by Locality





CITY COUNCIL STAFF REPORT

TO: City Council **DATE:** August 25, 2025

DEPARTMENT: Community Development

PREPARED BY: Sarah Peters, Assistant Planner

PRESENTER: Sarah Peters, Assistant Planner

AGENDA TITLE: Receive Report and Provide Direction Regarding Installation of Scenic Tower Viewer Binoculars on the Fort Bragg Coastal Trail

BACKGROUND

At the March 3, 2025, Community Development Committee (CDC) meeting, members expressed interest in the possibility of installing binoculars on the Coastal Trail, and directed staff to include Binoculars as a subject for one of two Blue Zones Demonstration Projects that Blue Zones had allocated to the City of Fort Bragg. A Blue Zones Demonstration Project is a semi-permanent change to the physical infrastructure to prove a concept or need. It is a short-term project, typically research, that feeds into something permanent. The direction was that a demonstration project be done, similar to a pop-up event out on the Coastal Trail, that would allow users to use temporarily provided binoculars for viewing birds and the scenery out at the North Coastal Trail near Glass Beach, and to take a survey. Depending on the response and feedback obtained from this event, the binocular project could be considered for prioritization as a Marquee project, which is a permanent change to the built environment that encourages active transportation and living and that applies best practices for creating vibrant, livable communities and engaging people in collectively reimagining public spaces.

The Demonstration Project was held in coordination with the City of Fort Bragg, Blue Zones and Audubon, during the March 15 Whale Run, and the survey was launched.

Staff took both the fitness equipment and binocular projects to the City Council on June 9, 2025. At that meeting, Council directed staff to coordinate with Blue Zones Project Mendocino Coast to determine if the binocular project could become a Marquee project, and if so, to bring it back in more detail for Council consideration.

DISCUSSION AND ANALYSIS

Scenic tower viewer binoculars are often found at tourist destinations. Typically, the binoculars swivel side to side and are mounted on solid pedestal that keeps the view steady, unlike hand-held binoculars that can be difficult to hold still. Often the pedestal base will have steps to ease access for children and shorter adults. The purpose of these binoculars is to provide a more immersive and engaging way to enjoy the landscape by allowing users to see boats, birds, sea-life and other scenery more clearly and in greater detail than they

AGENDA ITEM NO. 8C

otherwise could. They can be used as an educational tool as well, as well as contribute to a positive recreational experience for visitors.

Regulatory Issues

A Coastal Development Permit (CDP) is required for any development in the coastal zone. Development means:

On land, in or under water, the placement or erection of any solid material or structure; discharge or disposal of any dredged material or of any gaseous, liquid, solid, or thermal waste; grading, removing, dredging, mining, or extraction of any materials; change in the density or intensity of use of land, including, but not limited to, subdivision pursuant to the subdivision map act (commencing with Government Code Section [66410](#)), and any other division of land except where the land division is brought about in connection with the purchase of such land by a public agency for public recreational use; change in the intensity of use of water, or of access thereto; construction, reconstruction, demolition, or alteration of the size of any structure, including any facility of any private, public, or municipal utility; and the removal or harvesting of major vegetation other than for agricultural purposes, kelp harvesting, and timber operations in accordance with a timber harvesting plan submitted pursuant to the provisions of the Z'berg Nejedly Forest Practice Act of 1973 (commencing with Public Resources Code Section [4511](#)).

Installation of binoculars falls within this definition. The CDP staff report would analyze coastal resources, such as visual, biological, and cultural resources.

Magnification, Locations, Maintenance, and Other Considerations

Magnification. These viewers commonly come with 10X or 20X magnification. 10X magnification allows objects to appear ten times closer than they appear to the naked eye. For example, a bird 300 feet away would appear as if it were only 30 feet away. The maximum distance will depend on factors like atmospheric conditions and the size of the object. Clear skies and good visibility will allow you to see farther than in hazy or foggy conditions. Higher quality binoculars with better lenses and coatings will provide a clearer image, allowing for better visibility over longer distances. Magnification also means a narrower field of view, which can make it harder to find and track moving objects.

The images below demonstrate the difference between the naked eye and 10X, 20X and 35X magnification.



Coin Operated vs. Non-Coin Operated Viewers. Most of the companies that sell or lease these viewers offer both coin operated or non-coin operated. Advantages and disadvantages of coin-operated are listed below.

Advantages	Disadvantages
Cost is minimal (1-2 quarters) for a set viewing time, thus accessible to a wide range of visitors.	Many people no longer carry quarters in their pockets.
Inserting a coin adds an interactive element to the sightseeing experience.	Malfunctions of the coin mechanism could block use and cause frustration.
Paid viewing times are roughly 1.5-2.5 minutes, which could limit viewers from monopolizing the binoculars for long periods of time.	Limitations on quarter storage would require timely collection to prevent the viewer from becoming full. The range is approximately 700-2,000 quarters.
Could provide a source of income for the location, as visitors pay to use them.	Reduced access and usage by trail visitors.

Weatherproofing and Durability. The marine environment with its high degree of moisture and salt air is very hard on materials. The viewers we have looked at claim to be very weather resistant to the coastal climates in which they are frequently found. Manufacturers often use materials like stainless steel and incorporate features to withstand weather, humidity, and vandalism. Many models are designed to be waterproof and resistant to fogging, often with nitrogen-filled optics.

Factors affecting durability include –

- **Frequency of Use:** While designed for public use, extremely high usage might necessitate more frequent maintenance or replacement parts over time.
- **Exposure to Extreme Conditions:** Prolonged exposure to very harsh environments, such as constant salt spray or exceptionally high humidity, might accelerate wear and tear, even with protective designs. Our salt spray environment is classed in this category.
- **Maintenance and Servicing:** Proper care, including regular cleaning and attention to potential issues like stiff focusing or seal deterioration, can significantly prolong the lifespan of the binoculars.

Maintenance. There will be some on-going maintenance. Depending on the machine type, examples include:

- Application of lubricant on a monthly basis.
- Routine cleansing of lenses.
- Touch-up paint as needed to cover any nicks or scratches on powder-coated surfaces.

- Polishing the viewer heads on which the finish may dull over time.
- Coin collection.

Age Restrictions. Most scenic tower viewers do not have specific age restrictions; however, the following considerations may influence ease of use for children:

- **Height:** Young children might need assistance or a boost to reach the eyepieces comfortably.
- **Interpupillary Distance (IPD):** These viewers often have a fixed IPD, which might not be ideal for very young children whose eyes are closer together.
- **Understanding the mechanism:** Children may need help understanding how to operate coin-operated models.

Accessibility. There are accessible options available from all of the manufacturers researched by staff. Some fit the standard equipment with an ADA compliant wheelchair accessible base that allows anyone in a wheelchair or at wheelchair height to access the viewer. Another option offered by at least two manufacturers is a “Dual Viewer” which is a model that provides two viewing heads off of one post – one at standard height and one at wheelchair (ADA) height. Below are examples of the two types:

Wheelchair Accessible



Dual Viewer Model



Utilization. Scenic viewer binoculars are popular at tourist destinations and are frequently found at scenic overlooks, observation decks, and other popular attractions to allow visitors to get a closer look at the surrounding landscape.

Survey.

A Demonstration Event was held on March 15, 2025, during the Whale Run event. It was coordinated by City staff, Blue Zones staff, and the local Audubon. A survey was conducted during that event and kept open online for one month. The results of the survey were mostly favorable to installation of binoculars along the trail. See graph below and full survey attached.

Distribution of Responses for "On a scale of 1-5, how much do you enjoy binocular viewing in this location?"



Distribution of Responses for "Do you believe permanently mounted binoculars would be a good addition to the Coast Headland Trail?"



Potential Locations. The maps below illustrate potential locations that may be suitable for installation of scenic viewer binoculars. The ideal location will already have concrete that the binocular base can be bolted to, which would streamline the process by not requiring new concrete pads to be poured.

South Coastal Trail Near the Crow's Nest



Otsuchi Point





FISCAL IMPACT/FUNDING SOURCE

Approximately \$22,500 - \$45,000 depending on chosen model/vendor and excluding site work, installation or permitting fees. This includes three stations with the accessible option. If bolting onto existing pads, installation could be done by Public Works staff. If the City needs to install pads, this would likely need to be contracted out, thereby increasing the cost. Shipping and Handling is factored in at a roughly estimated \$1,500 but could be more or less than that. Costs over and above \$35,000 could come from the General Fund. The manufacturers we are looking at include *SeeCoast Manufacturing Company, Inc.*, *Tower Optical Co., Inc.*, and *Hi-Spy Viewing Machines*.

Blue Zones Project (BZP) would contribute up to \$35,000. For approval, they would require a Memorandum of Understanding (MOU) with the City of Fort Bragg to ensure equipment maintenance after purchase. The MOU would include term/date details, costs, binocular details, City project planning approval, Blue Zones promotion requirements, i.e. donation plaque, etc. The city would need to be set up as a vendor with BZP to receive funds, unless Blue Zones purchases the equipment directly from the manufacturer.

BRANDING AND RECOGNITION

If the City of Fort Bragg accepts Blue Zones Project funding to purchase and install the mounted binoculars as considered in this report, the gift would be recognized by a donation plaque, powder-coated logo on the equipment, or something comparable as mutually agreed upon by the City of Fort Bragg staff and Blue Zones Project Mendocino County.

ENVIRONMENTAL ANALYSIS

The direction requested is covered by the 15061(b)(3) 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. Direction from the Council does not commit the City to installation of the binoculars which is subject to a CDP. Environmental impacts would be analyzed in a Coastal Development Permit concurrent with the City committal to the installation.

TIMELINE

Blue Zones Program funding to be expended and equipment installed by the end of December.

STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY

General Plan Policy OS-17.3 Recreational Facilities: Provide recreational facilities to meet the needs of all Fort Bragg citizens, especially children and teenagers.

Strategic Goal 4: Enhance public spaces, promote recreation, and cultivate civic pride.

Strategic Goal 4E: Expand, improve, and repair parks, green spaces, and urban forests to encourage nature-immersed recreation.

COMMUNITY OUTREACH

- CDC discussion March 3 and June 2, 2025
- Coastal Trail Binocular Demonstration Event on March 15, 2025
- Coastal Trail Binocular Survey initiated March 15, 2025

COMMITTEE REVIEW AND RECOMMENDATIONS

Initiated through the Community Development Committee. See background section.

RECOMMENDATION

That the City Council: 1) receive staff report; 2) take public comment; 3) deliberate; and 4) provide direction to staff regarding whether or not staff should undertake permitting, environmental review and installation of scenic tower viewer binoculars on the Coastal Trail and if yes, provide feedback to staff regarding whether to install coin operated machines, whether to include ADA binoculars and preferred locations.

ALTERNATIVES

Provide other direction to Staff.

ATTACHMENTS

1. Survey
2. Vendor Comparison

NOTIFICATION

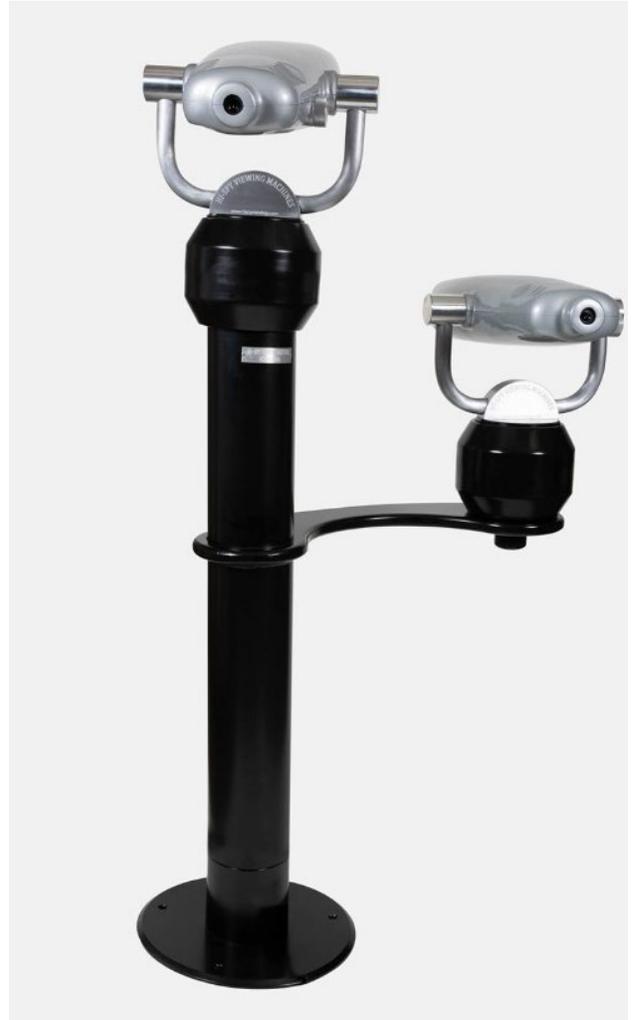
“Notify Me’ subscriber lists

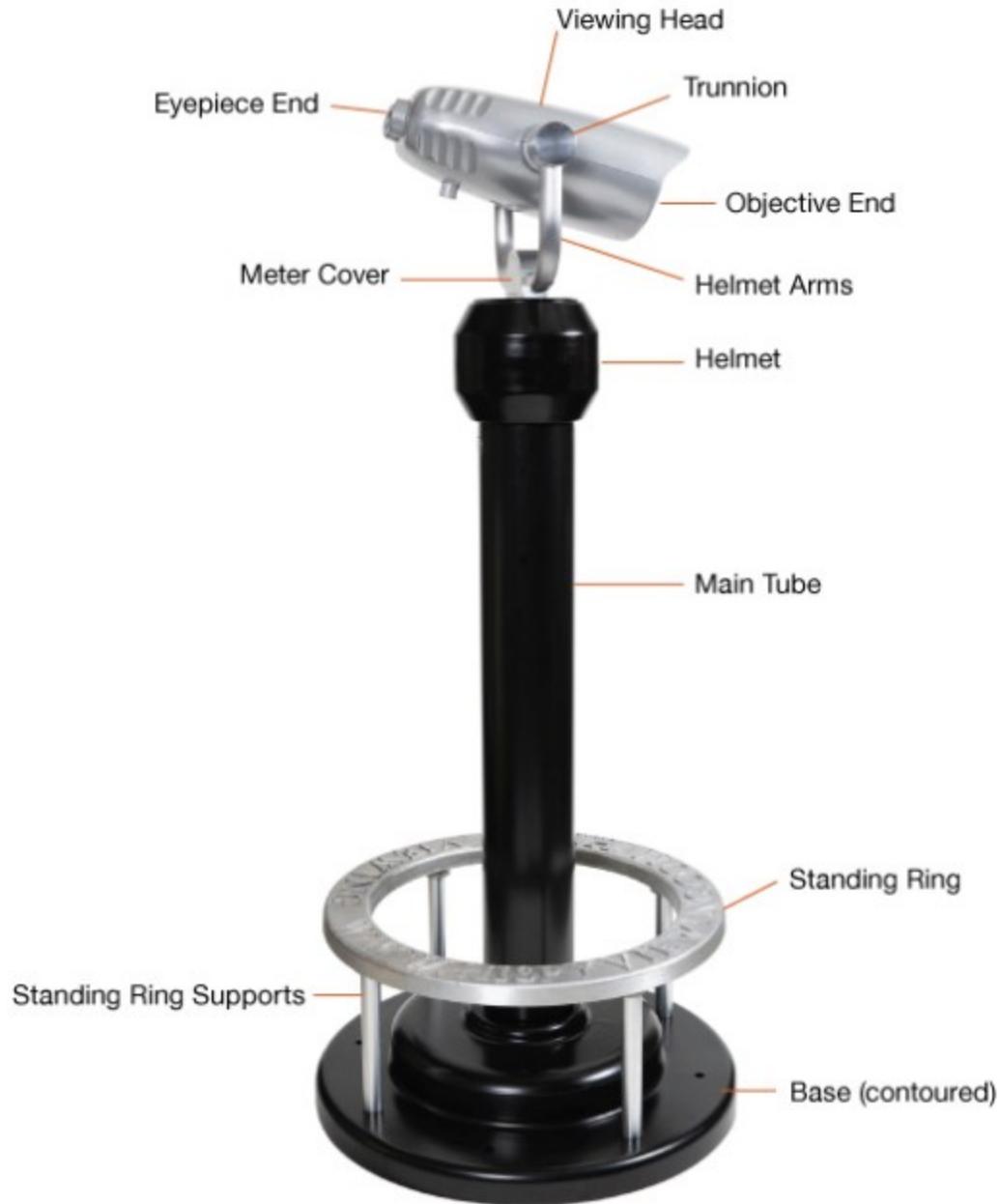
PINNACLE SCOPES
Hi-Spy Models

Standard model – non-coin operated



Dual model with standard and accessible viewers





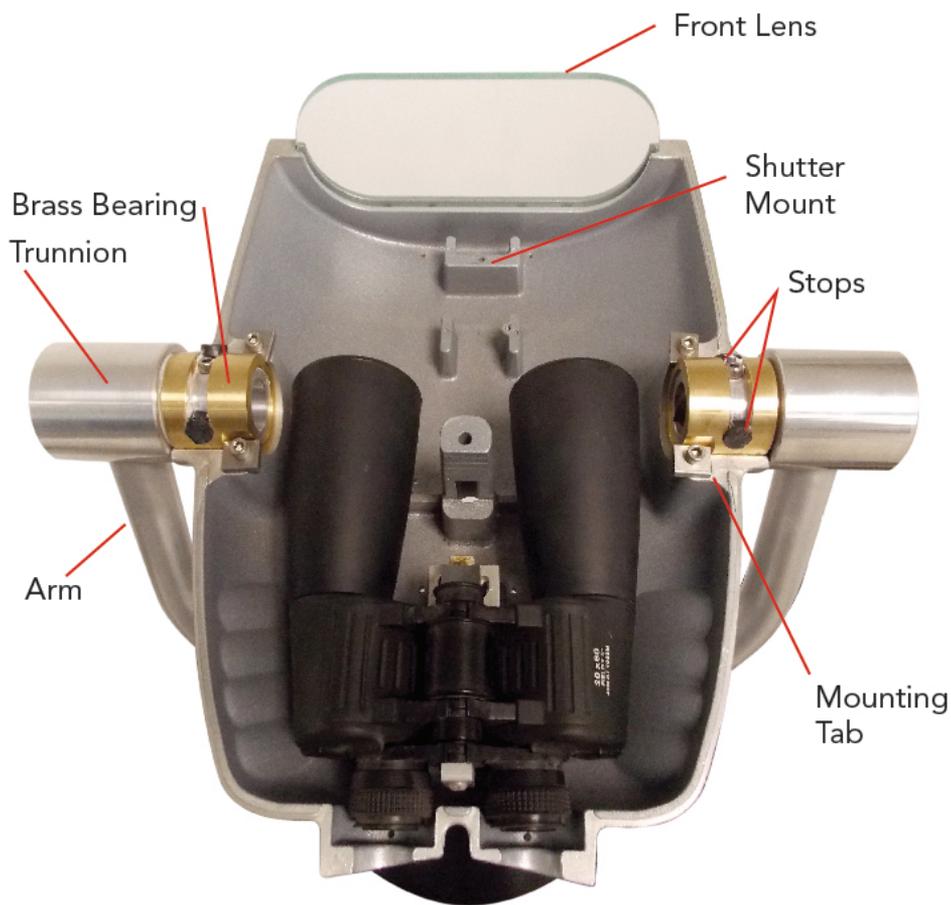
Base Options

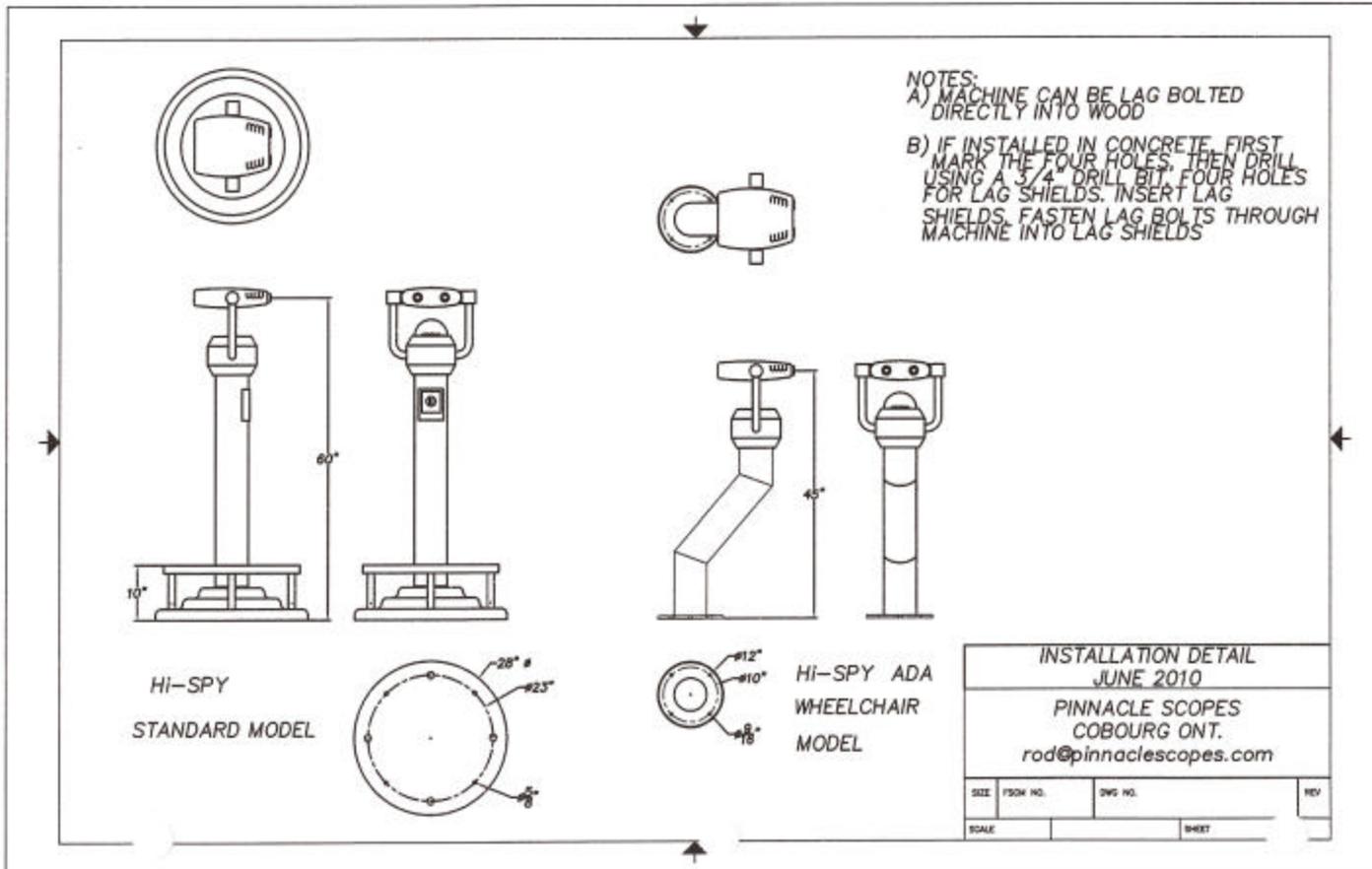
There are two base options for all models including the wheelchair accessible machines. The options are:

1. Our Standard Base is a contoured 28" Steel Base with standing ring
2. Flat Aluminium Baseplate (12" diameter, but can be smaller diameter on request)

Note: Regardless of base options, all machines (except wheelchair ADA models) are made to be 5' 0" at the eyepieces

Parts of Head

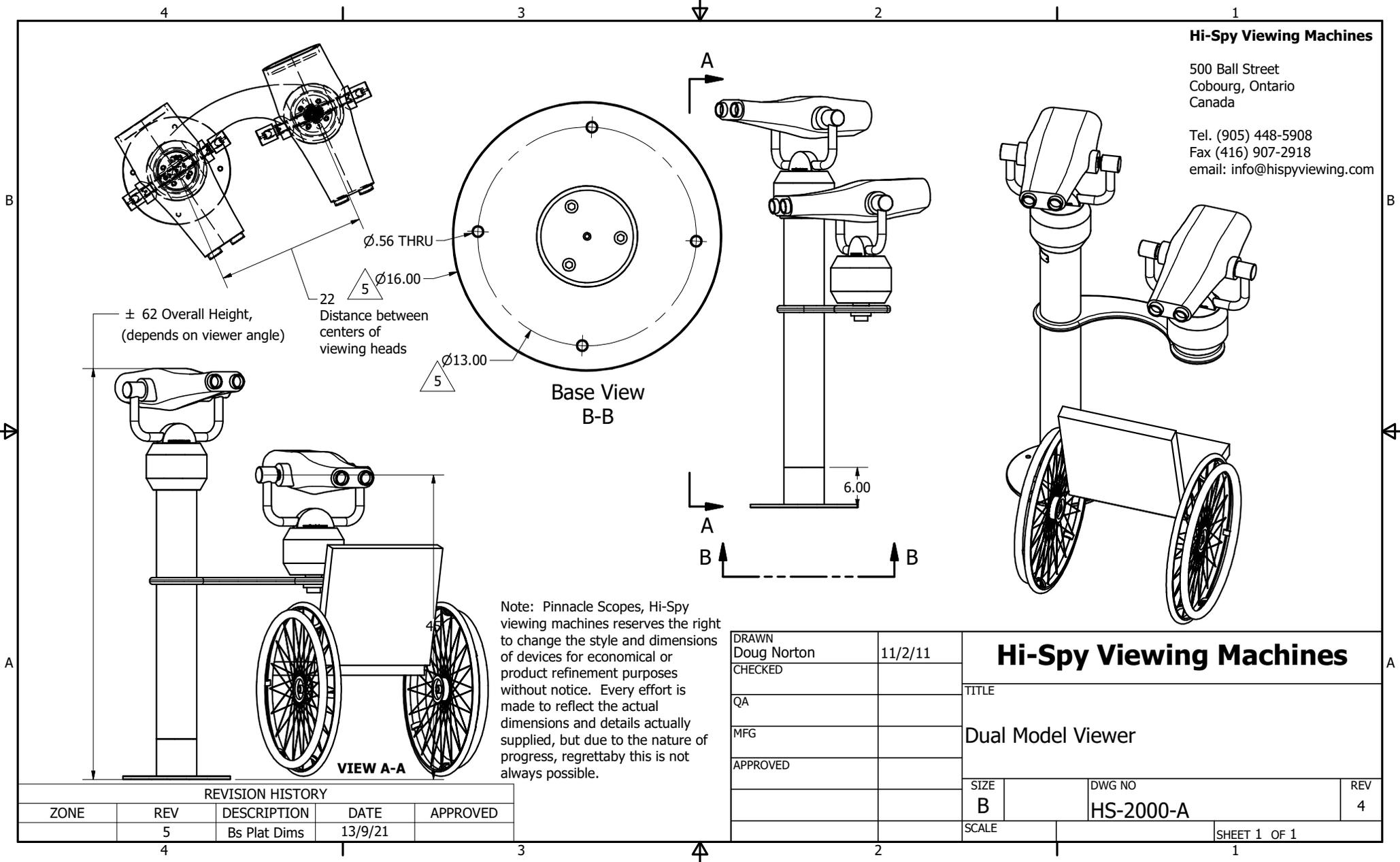




Hi-Spy Viewing Machines

500 Ball Street
Cobourg, Ontario
Canada

Tel. (905) 448-5908
Fax (416) 907-2918
email: info@hispyviewing.com



Note: Pinnacle Scopes, Hi-Spy viewing machines reserves the right to change the style and dimensions of devices for economical or product refinement purposes without notice. Every effort is made to reflect the actual dimensions and details actually supplied, but due to the nature of progress, regrettably this is not always possible.

REVISION HISTORY

ZONE	REV	DESCRIPTION	DATE	APPROVED
	5	Bs Plat Dims	13/9/21	

DRAWN Doug Norton	11/2/11
CHECKED	
QA	
MFG	
APPROVED	

Hi-Spy Viewing Machines		
TITLE		
Dual Model Viewer		
SIZE B	DWG NO HS-2000-A	REV 4
SCALE	SHEET 1 OF 1	

Maintenance and Troubleshooting User Manual

(2022 Update)



Pinnacle Scopes

Tel. (289) 252-2019

Hi-Spy Viewing Machines
www.hispyviewing.com



CONTENTS

- A. Assembly
- B. Care and Maintenance
- C. Usage and Care of Keset coin door locks
- D. Troubleshooting Coin Viewers
- E. Keys and hex wrenches
- F. Freeplay on Coin Models
- G. Parts of Machines

**(Helpful videos are available on our website
<http://hispyviewing.com/product-information/product-videos>)**

A. Assembly of your Hi-Spy Viewing Machine

Standard

STEP 1

When you receive your machine it will come in two boxes: one large box and one smaller box.

Open the boxes.



STEP 2

The small box contains the base and standing ring already built and the large box contains the built viewer.



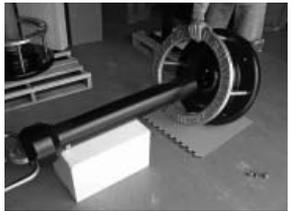
STEP 3

You will also find three short bolts with two washers each along with tools and keys in the package at the bottom of the box. These bolts connect the base to the viewer.



STEP 4

Using a piece of the packing around the viewing head to support the tube, turn the base on its side at bottom of viewer as in Photo Assembly 4 and bolt viewer to base as in Photo Assembly 5. Two people, one to steady the tube, is preferable.



You are done.



Dual

You will receive three (3) boxes. The large one contains the main tube with the ADA arm attached and also the 16" base with its bolts. The other two boxes contain each of the completely built viewing heads.

Assembly is easy and straightforward. Follow these steps:

STEP 1

Open large box.

Take out the small 16" base and its accompanying bolts (3 plus washers).

See Photo 1 showing small base.

Bolt small base onto bottom of main tube through bottom side of small base. The lock washer goes onto bolt first, then the flat washer before you do up each bolt.

STEP 2

Now that you have attached the base you will appreciate that with the viewing heads in place the unit is heavy to the one side and will fall over unless you either:

- a) place weights on base (40-50 lbs) on opposite side from ADA arm or
- b) install the tube with base as is and then install heads at final location – we recommend this one since it is very easy to install heads and it is easier to handle tube without heads attached.

STEP 3 - Head On Main Tube

Once tube is upright and either weighted or installed you can install the heads.

Open the two remaining boxes. Each has a complete head. If the heads you ordered were different from each other (example a 10X bino and a 20x bino) please select the one for the main tube accordingly and make sure the head you want on the main tube is selected first.

Take the head out of the box. On bottom of head unit is a spindle that will be inserted into spindle socket on top of main tube and locked in place with a spindle bolt. See Photos 2 and 3 below of spindle on bottom of viewing head and the cut-out.



PHOTO 1



PHOTO 2

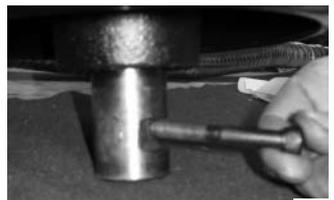


PHOTO 93

Look into the spindle socket – see where spindle bolt enters the socket.

The spindle on the bottom of the head must be placed in such a way in socket that the cut-out on spindle lines up with the spindle bolt – since once that bolt is secure into the cut-out the head cannot come off.

See Photo 4.

Place head and its spindle correctly into socket. Secure spindle bolt tightly. See Photos 5 and 6 below.

Lastly cover spindle bolt hole with larger of two cover plates. Holes are bored. Use rivets and rivet gun provided to rivet on the plate to cover hole. See Photo 7 and 8 below.

STEP 4 - Head on ADA Arm

(Refer back to photos in Step 3 — only difference is smaller screw instead of bolt and it is already in place – but may need to be backed off — and smaller plate for cover)

Take the remaining head out of the box. On bottom of head unit is a spindle that will be inserted into spindle socket on top of ADA arm and locked in place with a spindle screw (already in place in arm).

Look into the spindle socket – see where spindle screw enters the socket.

The spindle on the bottom of the head must be placed in such a way in socket that the cut-out on spindle lines up with the spindle screw -since once that screw it is secure into the cut-out the head cannot come off.

Place head and its spindle correctly into socket. Secure spindle screw tightly.

Lastly cover spindle screw hole with smaller of two cover plates. Holes are bored. Use rivets provided to rivet on the plate to cover hole.



PHOTO 4



PHOTO 5



PHOTO 6



PHOTO 7



PHOTO 8

VistaViewers



VistaViewers come fully assembled.

B - Care and Maintenance Instructions

Congratulations on the acquisition of your new Hi-Spy Viewing Machine!

Your viewer is built to last many years with a minimum of maintenance required. However, there are a few care and maintenance items listed below that should be performed periodically in order to maximize the uptime and service life of your machine.

Please review the following information when you receive your machine.

1. Coin machines come with three t-handle hex wrenches and two keys. The smaller key is for the head lock (a pop-lock) on the underside of the head. This lock covers a bolt which comes out with the smaller ($\frac{3}{16}$ ths) hex wrench. The larger key is for the Keset lock which covers the bolt in the coin door. Take the lock out and use the larger ($\frac{3}{8}$ ths) hex wrench to open the coin door. The longest hex wrench is for the the four bolts holding in the coin acceptor (in machine), in case you need to replace the coin acceptor. **Please read carefully the care and use of the Keset lock which is attached. These locks are excellent but they need to be used properly and tenderly.**
2. Non-coin machines, including VistaViewers and Duals come with one t-handle hex wrench and one key (in duplicate). The smaller key is for the head lock (a pop-lock) on the underside of the head. This lock covers a bolt which comes out with the smaller ($\frac{3}{16}$ ths) hex wrench.

All machines (Coin and non-coin):

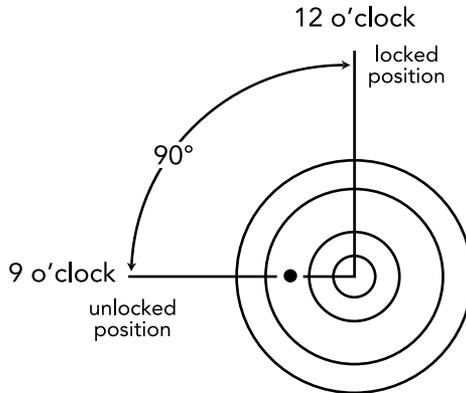
- Remove head lock and door lock and spray with WD-40 lubricant or equivalent every 6 months. (3 months in harsh or salt water environments).
NOTE: do not use a grease based lubricant on door lock.
- Check all bolts, tighten and adjust as necessary.
- Lenses:
 - > Clean binocular and telescope eyepiece lenses with soft dry cloth only. The surfaces of the lenses are coated and can be easily damaged.

- > Clean large outer lenses of head with soft cloth and water. Do not use harsh detergents as this can make them permanently foggy.
- > NOTE: If moving machine from a cool location to a warmer location the lenses may get temporarily foggy on the outside of the lenses (even with waterproof optics). This is just condensation on the outsides of the lenses and will clear itself as temperatures equalize.
- Apply anti-seize lubricant on door bolt on the inside of door annually.
- If removing the viewer or step ring from the base of the machine for any reason, apply anti-seize lubricant to threads before re-assembly.
- Apply white grease annually to the viewer head brass bearings.
- DO NOT use WD-40 on viewing head bearings for up and down movement. WD-40 will wash away the lubricant that already exists.
- If the bearings are dry use a white grease
- If required use touch-up paint to cover any nicks and scratches on powder-coated surfaces.
- (Coin only) Changing batteries - Four AA batteries are in a battery pack on wire descending down into the tube. Battery pack is usually taped to circuit board which is encased in black plastic. To ensure a good battery contact and to stop corrosion at contact in battery pack, apply a little dillectic grease (especially made for this purpose) to each contact - both ends of each battery.
- Plastic stops in viewing head. Whenever you open viewing head be careful not to lose the two stops in each trunnion in viewing head. They stay in place better with a dab of white grease. If you need more stops we have them available.

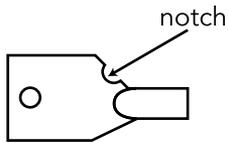
C - Usage and Care of KeSet High Security Locks

All Hi-Spy coin-operated viewing machines come equipped with Keset high security locks on the coin access door. Keset locks require precise treatment when being operated. It is important to maintain inward pressure on keys at all times. Never force any key into a lock or forcefully pull on any key with hands, key ring, or any other instrument. Read these instructions carefully. Failure to follow these instructions could cause lock to become inoperative.

- 1) All Keset locks provided by Hi-Spy are of counter-clockwise rotating movement, as shown below, and are shipped already programmed such that for normal service only the silver service key is required.



- 2) To unlock the door, insert silver colored service key with notch on key head (as shown below) aligned with dot on lock. Maintain slight pressure on key while turning counter-clockwise to the unlocked position and gently slide lock outward from its holder. NOTE: key is retained in lock at this position. Do not try to remove key from lock while in this position or damage will occur.
- 3) To lock the door, slide the lock and key back into the lock holder in the door with the dot at the 9 o'clock position. Maintain slight pressure on key and turn to the 12 o'clock position and remove key gently from lock.



- 4) Periodic use of WD-40, or equivalent, is recommended for spraying into lock and onto the cam at the rear of the lock.

D - Troubleshooting Mechanical Coin Viewers

Note there are only four coin components : battery, coin acceptor, circuit board (encased in plastic) and shutter.

When troubleshooting a mechanical coin acceptor (Beaver) viewer *follow these steps every time*:

Note: *When testing, always listen closely for the noise the shutter makes. This will always tell you something and help in troubleshooting a problem.*

Error 1:

If the shutter is not opening when a coin is cranked though the coin acceptor (no shutter noise at all):

ALWAYS PROCEED IN THIS ORDER

- First: check battery voltage (replace batteries that read below 5.7V). If it's reading close to zero, it's probably the batteries not making good contact within the battery holder. Push each battery with your fingers in the direction the spring is trying to push them, and recheck voltage. In some cases you may need to wrap electrical tape tightly around the ends of the battery case to hold the ends of the battery holder against the battery terminals, or try a different battery holder. Reconnect battery pack, and Re-test. Also check all the connections -reseat them if necessary.

- Second: (this should only apply to a new machine when it first arrives- once connections are correct they should stay correct): when you open the coin door you will see two sets of connections. One comes from the coin acceptor to the control board, and the other comes from the shutter to the control board. Swap these two sets of connections. Re-test. (If no change, immediately put the connectors back to the way they were previously. The wire colors are meant to match up with each other when plugged in correctly.

- Third: Try another control board

Error 2:

If you hear a noise from the shutter at cycle start, but shutter not opening or moving:

-Wait for 2 minutes for cycle to time out and watch to see if it opens when the cycle finishes (this would be an error). If it does, reverse the connectors on the shutter wires inside of the head.

Error 3:

If you hear a noise from the shutter at the start AND end of the cycle, and nothing is moving:

- Servo is probably broken. Replace servo motor in shutter.

Error 4:

Check the operation of the micro-switch on the coin acceptor. The micro-switch is a little black plastic switch on the back side of the coin acceptor with a lever on it, and two wires coming from it. Press lever with your fingers and see if shutter opens. If the machine works by doing this, but NOT by cranking a coin through it, then the coin acceptor needs to be replaced because the micro-switch is then not being activated by the coin (and it should be)

E - Keys and Hex Wrenches

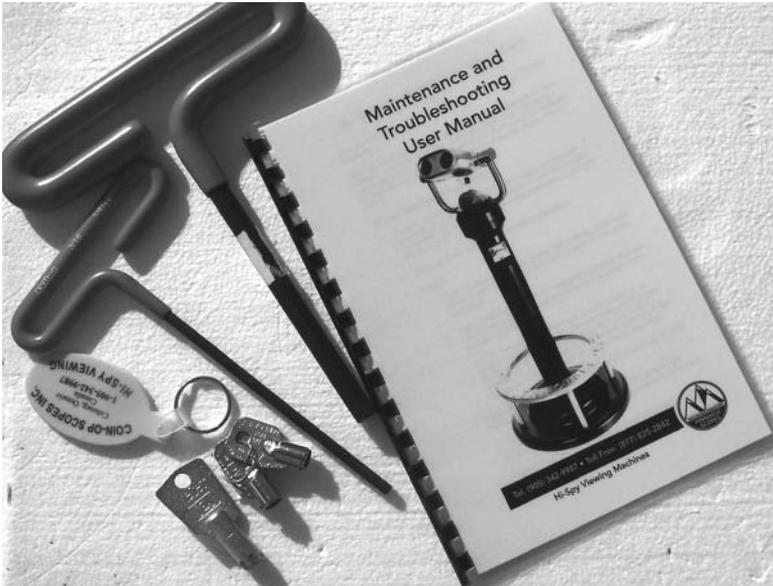


Photo shows two sizes of t-handle hex key (hex wrench) and two sizes of keys plus key fob. Larger key opens coin door lock and larger t-handle hex key(3/8") opens coin door after lock removed. Smaller key opens head lock (underside of head) and smaller hex key(3/16") removes bolt revealed by removing that lock and allows access to head.

F. Freeplay on Coin Models

Freeplay: On coin models if you wish to change unit to freeplay (no money required to open shutter) simply do one of the two following methods:

1. A) Open coin door.
- B) Activate coin acceptor switch either with a coin or by pressing switch contact inside on back of acceptor
- C) When shutter opens disconnect battery so it cannot close
- D) Close coin door

Now in freeplay.

OR

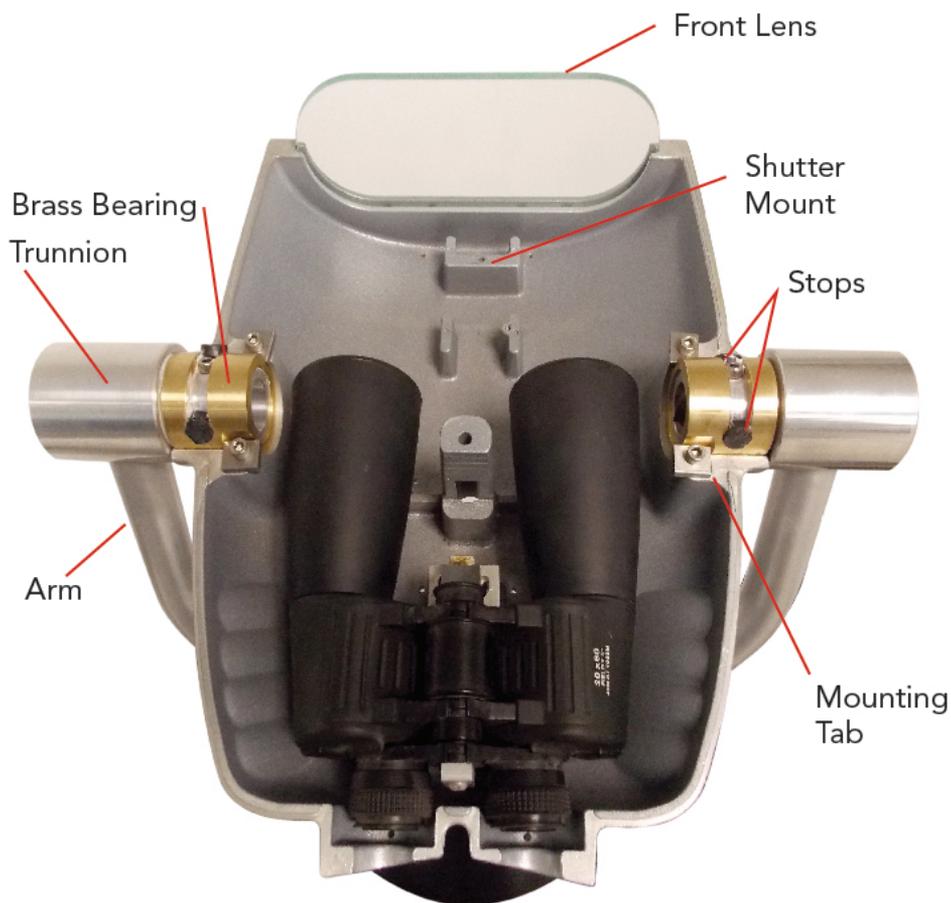
2. A) Open head
- B) Manually move shutter to open position
- C) Open coin door and disconnect battery
- D) Close coin door

Now in freeplay.

G. Parts of Machines



Parts of Head



Standard Color Options

Hi-Spy is pleased to offer a range of colour choices, each in our durable textured surface.

Choose from Black, Green, Red, Blue, Sierra Tan and Moss Green.

Specialty colours available on request



Standard Color Options

Hi-Spy is pleased to offer a range of colour choices, each in our durable textured surface.

Choose from Black, Green, Red, Blue, Sierra Tan and Moss Green.

Specialty colours available on request



Standard Color Options

Hi-Spy is pleased to offer a range of colour choices, each in our durable textured surface.

Choose from Black, Green, Red, Blue, Sierra Tan and Moss Green.

Specialty colours available on request



Standard Color Options

Hi-Spy is pleased to offer a range of colour choices, each in our durable textured surface.

Choose from Black, Green, Red, Blue, Sierra Tan and Moss Green.

Specialty colours available on request





138/15002



Sierra Tan

Smooth / Satin

- Exterior Super Durable



Please log in to see prices and order pro

Log In >>

Please note: the colors and effects shown herein will deviate from the original color and effect due to screen technology reasons. Please ask for an original powder coated sample to verify the color/effect.