



**CITY OF FORT BRAGG**

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**DATE:** August 22, 2025  
**TO:** Sarah Peters (CDD), Marie Jones (Agent)  
**FROM:** Alfredo Huerta, Assistant City Engineer  
**SUBJECT:** Public Works Comments for **Library Annex – 421 Whipple St**

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**1. Frontage and Circulation:**

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

**2. Impact Fees:**

- a. **Water and Sewer Capacity Fees:** Impact fees will be required based on the proposed use and shall be calculated and paid prior to building permit issuance.
- b. **Drainage Fees –** are required (12.14.030). The City "shall not issue a building permit for construction resulting in a 120-square-foot or more increase in ground coverage...until the fees as set forth in this ordinance have been paid." The drainage fee will be based on the increase in impervious surface and shall be calculated at the time of the building permit submittal. Current fee is \$0.74 per SF of impervious surface.

- c. **Fire/Police Facilities Fees** – In accordance with City Ordinance 987-2024, which established an impact fee program to impose fees upon development projects that fully or partially offset the costs of public facilities that are needed to serve the demand created by development projects, the Police/Fire Facilities Fees are required and shall be calculated and paid prior to building permit issuance.

3. **Water and Sewer Connection:**

- a. **Water Connection(s):** Connection fees vary depending on desired connection and meter sizes, based on the cost to the City to make the connections. Applicant may connect to the existing water meter, but this project may require additional or upsized connection(s) to meet project demands. Applicant to specify what size of connections will be needed for this project, including any fire connection for sprinkling purposes. Please notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined. Current Wait time for new connections is 2-3 months.
- b. **Sewer Connection:** Although historical information indicates that there may be an existing sewer lateral on the property, the exact location is unknown. Applicant/property owner is responsible for locating the existing lateral for connection. If unable to locate, a new connection must be installed. Connection fees vary depending on desired connection, based on the cost to the City to make the connections. Applicant to specify what size of connections will be needed for this project. Please notify the Public Works Department as soon as possible once the desired connection size(s) has/have been determined.
- c. Final location of the proposed water and sewer connections in the City right of way will need to be coordinated with public works staff and shown on the site plan submitted with the building permit application.
- d. **Backflow required:** on commercial water line and any water line associated with fire sprinklers. Backflow devices shall be installed prior to final of Building Permit. Contact Heath Daniels at (707) 813-8031 for more information.
- e. Sewer Cleanout is required, if not already present.

4. **Grading:** If total site work is in excess of 5,000 CY, an engineered grading plan shall be provided, per Municipal Code Section 18.60.030, and a separate grading permit will be required for the site work. The final grading plan can be submitted at the time of Building Permit application if necessary.

5. **Stormwater:**

- a. Storm water runoff shall be minimized by incorporation of Low Impact Development (LID) strategies that minimize impermeable areas, maximize permeable areas, and that slow, spread, and sink runoff so as to recharge groundwater and minimize runoff. Runoff that is expected shall be collected at vegetative swales or bio retention facilities and overflow finally conveyed by a storm drain system approved by the City Engineer.

- b. *Treatment Control BMPs shall be sized and designed to retain and infiltrate runoff produced by all storms up to and including the 85<sup>th</sup> percentile (.83" in 24-hours).*
- c. Because this project proposes to replace >5,000 SF of impervious surface, it's defined as a "regulated project", and installation of LID features in compliance with regulations outlined in the County of Mendocino Low Impact Development Standards Manual (LID Manual) will be required. The manual is located at <https://www.mendocinocounty.org/home/showpublisheddocument/43360/637583284035530000>
- d. Applicant must follow instructions in Part C of the Lid Manual. Applicant to complete and provide to the City the appropriate Site Design Measure Sheet(s) from the Appendices of the Mendocino County LID Manual. The Applicant has submitted a Preliminary Stormwater Control Plan with their planning application. Public works will review and return with any comments/corrections if necessary.
- e. If construction is to be conducted between October and April (the rainy season) approval from the Public Works Department and additional construction BMP's will be required.
- f. It is not permitted for construction debris and soil to be placed in the City right-of-way. All construction debris/soil shall be properly disposed of.
- g. Applicant shall submit the 6-page Storm Water Control Plan at the time of building permit submittal and adhere to the storm water measures outlined in the document.
- h. Applicant to ensure that there is no increase in runoff to adjacent properties or to the Public Right of Way.**

6. **Landscaping:** All landscaping and irrigation shall be California Model Water Efficient Landscape Ordinance (MWELO) compliant.

Call [Assistant City Engineer Alfredo Huerta](#) if you have any questions or to schedule inspections: [707-961-2823](tel:707-961-2823) x 138.