



COUNTY OF MENDOCINO

DEPARTMENT OF PLANNING AND BUILDING SERVICES

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August 28, 2025

PUBLIC NOTICE OF PENDING ACTION COASTAL DEVELOPMENT ADMINISTRATIVE PERMIT

The Mendocino County Coastal Permit Administrator will report proposed issuance of the below described project located in the Coastal Zone to the Board of Supervisors at their regular meeting to be held on September 9, 2025, at 9:00 a.m. or as soon thereafter as the item may be considered. This meeting will be held in the Board of Supervisors Chambers, located at 501 Low Gap Road, Ukiah, California, 95482. Meetings are live streamed and available for viewing on the Mendocino County YouTube page, at <https://www.youtube.com/MendocinoCountyVideo> or by toll-free, telephonic live stream at 888-544-8306.

CASE#: CDP_2025-0002

DATE FILED: 1/17/2025

OWNER/APPLICANT: Lisa Clifton-Bumpass & Loril Fong-Jean

AGENT: Wynn Coastal Planning & Biology, Inc., Meghan Durbin

REQUEST: Administrative Coastal Development Permit to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling. Upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage.

ENVIRONMENTAL DETERMINATION: Categorically Exempt

LOCATION: In the Town of Mendocino, on the east side of State Route 1 (SR 1), at the northeast corner of its intersection with Little Lake Road (CR 408), located at 44780 Little Lake Road, Mendocino; APN: 119-140-16.

SUPERVISORIAL DISTRICT: 5th (Williams)

STAFF PLANNER: Jessie Waldman

As you are an adjacent property owner and/or interested party, you are invited to submit comments. Mendocino County provides for digital attendance through Zoom. Zoom webinar information will be provided on the published agenda for the meeting. Remote Zoom participation for members of the public is provided for convenience only. In the event that the Zoom connection malfunctions for any reason, the Board reserves the right to conduct the meeting without remote access. Therefore, the only ways to guarantee that your participation or comments are received and considered by Board are to attend the meeting in person or submit your comment in writing in advance of the meeting.

Comments can be submitted using our online eComment platform at <https://mendocino.legistar.com/Calendar.aspx>. All submitted eComments will be made available to the Supervisors, staff, and the general public immediately upon submittal.

For details and a complete list of the latest available options by which to engage with agenda items, please visit: <https://www.mendocinocounty.gov/government/board-of-supervisors/public-engagement>.

Coastal Development Administrative Permits are considered on the consent calendar, and the Board of Supervisors will not conduct a public hearing on this item.

If, at the meeting, at least one (1) member of the Board of Supervisors so requests, the permit shall not go into effect, and it shall be referred back to the Department of Planning and Building Services to be scheduled for a hearing by the Coastal Permit Administrator. Public notice for the time and place of the public hearing will be provided.

Action on this permit is not appealable to the Coastal Commission. Therefore, the permit will become effective and action will be final upon approval by the Board of Supervisors. If the permit is referred to the

Coastal Permit Administrator the decision of the Administrator shall be final unless a written appeal is submitted to the Board of Supervisors with a filing fee within ten calendar days of the Administrator's action.

If you challenge the above case in court, you may be limited to raising only those issues described in this notice or that you or someone else raised at the public hearing, or in written correspondence delivered to the Board of Supervisors or the Department of Planning and Building Services at, or prior to, any hearing. Additional information regarding the above noted case may be obtained prior to the Board of Supervisors meeting by calling the Department of Planning and Building Services at 964-5379, Monday through Friday.

The County of Mendocino complies with ADA requirements and upon request, will attempt to reasonably accommodate individuals with disabilities by making meeting material available in appropriate alternative formats (pursuant to Government Code Section 54953.2). Anyone requiring reasonable accommodation to participate in the meeting should contact the Department by calling 463-4441 at least five days prior to the meeting.

JULIA KROG, Director of Planning and Building Services



**COASTAL PERMIT ADMINISTRATOR
STAFF REPORT- ADMINISTRATIVE CDP**

**SEPTEMBER 9, 2025
CDP_2025-0002**

PROJECT PLANNER CONTACT

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PROJECT SUMMARY

OWNER/APPLICANT: Lisa Clifton-Bumpass & Lorril Fong-Jean
P.O. Box 959
Mendocino, CA 95460

AGENT: Wynn Coastal Planning & Biology, Inc.
Meghan Durbin
703 N Main Street
Fort Bragg, CA 95437

REQUEST: Administrative Coastal Development Permit to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling. Upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage.

LOCATION: In the Town of Mendocino, on the east side of State Route 1 (SR 1), at the northeast corner of its intersection with Little Lake Road (CR 408), located at 44780 Little Lake Road, Mendocino; APN: 119-140-16.

TOTAL ACREAGE: 0.91± Acres (39,645 Square Feet)

GENERAL PLAN: Rural Residential (RR2:U)
General Plan, Chapter 4.13 – Coastal Element – Mendocino Town Plan (MTP)

ZONING: Mendocino Rural Residential (MRR:2)
Mendocino Town Zoning Code (MTZC), Title 20, Division III
Mendocino County Code (MCC), Title 20, Division II

CODE REFERENCE: Residential/Accessory Use/Temp Use
Mendocino Town Zoning Code (MTZC) Sections 20.644.010(A), 20.704.015 & 20.708.010(B)

APPEALABLE NO

SUPERVISORIAL DISTRICT: District 5 (Williams)

ENVIRONMENTAL DETERMINATION: Categorical Exemption

RECOMMENDATION: APPROVE WITH CONDITIONS

PROJECT BACKGROUND & INFORMATION

PROJECT DESCRIPTION: Administrative Coastal Development Permit to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling. Upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage. The project site is developed with an existing single-family residence, historically known as the Emil Seman House, and a degraded driveway. The project will connect to the on-site well and the existing sewer connection to the Mendocino City Community Services District (MCCSD).

Multiple studies were provided by the landowner as part of the CDP Application, including the following:

- Biological Scoping Survey Report, prepared by Wynn Coastal Planning & Biology, Inc., dated December 2, 2024
- Hydrological Assessment Report, prepared by Hurvitz Environmental Services, Inc., dated December 19, 2024
- Archaeological Survey Report, prepared by Alta Archaeological Consulting, dated October 28, 2024

SITE CHARACTERISTICS: The project site is located within the Coastal Zone, just east of the Town of Mendocino center, at the northeast corner of the intersection of State Route 1 (SR 1) Little Lake Road (CR 408), located at 44780 Little Lake Road (CR 408), as shown on the *Location and Aerial* maps. Access to the subject parcel is directly off Little Lake Road (CR 408). The surrounding lands are classified and zoned Mendocino Rural Residential (MRR) and developed with residential uses, with the exception of the neighboring lands just north of the subject parcels classified as Mendocino Open Space (MOS), as shown on the *Aerial Imagery, Zoning Display and General Plan Classifications* maps. The subject site is situated approximately 160 feet above sea level, as shown on the *Topographical* map. The project site is located within the boundaries of the Local Coastal Program (LCP) area, as shown on the *LCP Land Use Map 17: Mendocino* map. The parcel is mapped as “Beach Deposits and Stream Alluvium and Terraces (Zone 3) – Intermediate Shaking” and “Non-Prime Agricultural Land”, as shown on the attached *LCP Land Capabilities and Natural Hazards* map. The *LCP Habitats and Resources* map indicates the parcel is mapped with “Barren”. The *Appealable Areas* map shows the entire parcel is not within the appeal jurisdiction boundary, as the parcel is located east of State Route 1 (SR 1). The site is mapped as a “High Fire Hazard” area and is located within a State Responsibility Area and within a Local Responsibility Area of Mendocino Fire Volunteer District, as shown on the attached *Fire Hazard Zones and Responsibility Areas* map. The site is designated as a Critical Water Resource area, as shown on the *Ground Water Resources* map. The attached *Estimated Slope* map shows estimated slopes between 0 and 10 degrees. Soils present on the parcel are Cabrillo-Heeser complex (0 to 5 percent slopes), as shown on the attached *Local Soils* map. The *Farmland Classification* map designates the parcel as *Urban & Built-Up Land (D)*. The parcel is located within the Mendocino City Community Services District (MCCSD) for groundwater management and sewer service and has met MCCSD requirements, as shown on the *MCCSD Will Serve, dated March 11, 2025*, map. The subject parcel is located with the *Russian Gulch To Van Damme State Park Planning Area (Big River Planning Area)* of the Coastal Element Chapter 4, Section 4.7.

Public Services:

Access: Little Lake Road (CR 408)
Water District: On-Site well; Mendocino City Community Services District (MCCSD)
Sewer District: Mendocino City Community Services District (MCCSD)
Fire District: Mendocino Volunteer Fire District (MVFD)

RELATED APPLICATIONS: The following applications have occurred on the subject parcel or on the surrounding properties and are relevant to the proposed project.

Subject Parcel Projects:

- **Record of Survey:** (Map Drawer 91 Page 69 of Mendocino County Records)
- **#19695:** Shower Install. **(Final) 07/23/1984**
- **FB_84-94:** Rebuild Porch. **(Final) 01/21/1987**
- **FB_85-461:** Re-roof Single-Family Residence. **(Final) 01/21/1987**
- **FB_86-541:** Remodel Single-Family Residence. **(Final) 01/21/1987**
- **MHRB 86-26:** Mendocino Historical Review Board request to remodel front porch and roof, replace for

(4) windows (wood frame), add 10-lite French door, transom above (2 lite) and redwood deck and roof. **(APPROVED) 07/07/1986**

- **FB_969-801:** Re-roof Single-Family Residence. **(Final) 11/21/1996**
- **MHRB 02-05:** Mendocino Historical Review Board request to add handrail at front porch steps (south elevation) and add a 6' x 10' addition on the first floor (north elevation), add a 4' x 10' addition on the second floor (north elevation), and reuse or replace existing windows, where all materials, colors, finishes and trim to match existing residence, and as much of the existing material as possible shall be used. **(APPROVED) 05/06/2002**
- **BF_2002-0384:** Addition to Single-Family Residence. **(Final) 11/05/2002**
- **BF_2022-0322:** Re-roof Single-Family Residence. **(Final) 08/15/2022**

Surrounding Properties Projects:

- **APN: 119-140-17: CDP 56-97:** Administrative Coastal Development Permit for the demolition of an existing garage and storage shed and construction of a swimming pool, game room and workshop. **(APPROVED) 09/12/1997**
 - **MHRB 92-10:** Mendocino Historical review Board request to add a 26' wide shed dormer as a second story addition and addition of new windows. **(APPROVED) 05/04/1992**
- **APN: 119-140-23 (HISTORICAL): CZC_84-10**
 - **MHRB 89-31:** Mendocino Historical review Board request for window replacement and construction of a porch. **(APPROVED) 09/12/1989**
 - **MHRB 04-01:** Mendocino Historical review Board request to demolish and replace (to match) 2 brick chimneys in their existing locations, old bricks to be reuses, chimneys to be approximately 2' above the roof ridge and approximately 36" x 36" in width and install spark arrestors and paint black. **(APPROVED) 05/04/1992**
 - **CDMS 10-2009:** Coastal Development Minor Subdivision of a 6.24+/- acre parcel to create two parcels of approximately 2.81+/- acres and 3.43+/- acres. **(APPROVED) 03/18/2010**

AGENCY COMMENTS: On February 19, 2025, project referrals were sent to the following responsible or trustee agencies with jurisdiction over the Project. Agency submitted recommended conditions are discussed in this staff report and contained in the recommended Conditions of Approval. A summary of the submitted agency comments is listed below, on Table 1.

TABLE 1: Referral Agency Responses	
REFERRAL AGENCIES	COMMENT
Archaeological Commission	Comments
Assessor's Office	No Response
Building Division (Fort Bragg)	No Response
Mendocino County Department of Transportation (DOT)	Comments
Environmental Health (EH) (Fort Bragg)	Comments
Mendocino City Community Services District (MCCSD)	No Response
Mendocino Historical Review Board (MHRB)	No Comment
Mendocino Volunteer Fire District (MVFD)	No Response
Planning Division (Ukiah)	No Response
Northwestern Information Center (NWIC)	Comments
CAL FIRE (Land Use)	No Response
California Coastal Commission (CCC)	No Response
California Dept. of Fish & Wildlife (CDFW)	No Response
CALTRANS	No Response
Cloverdale Rancheria	No Response
Redwood Valley Rancheria	No Response
Sherwood Valley Band of Pomo Indians	Comments
Round Valley Tribe	No Response

Archaeological Commission (ARCH) Comments: On February 21, 2025, the Mendocino County Archaeological Commission (ARCH) responded recommending the project be scheduled for the ARCH Hearing, depending on Comments provided by Northwest Information Center (NWIC). On January 17,

2025, the applicant submitted an Archaeological Survey prepared by Abigail Bennett and Alex DeGeorgey, of ALTA Archaeological Consulting (ALTA), dated October 28, 2024. The project and survey were reviewed by the Mendocino County Archaeological Commission, on April 9, 2025. The survey was accepted with recommended conditions of approval including the "Discovery Clause". This is discussed further within the Archaeological/Cultural Resources section of this staff report.

Mendocino County Department of Transportation (DOT) Comments: On March 6, 2025, the Mendocino County Department of Transportation (DOT) recommended the following conditions of approval:

1. *Prior to commencement of construction activities or issuance of a building permit, the applicant shall construct a residential driveway approach onto Little Lake Road (CR 408), in accordance with Mendocino County Road and Development Standards No. A51A, or as modified by applicant and approved by Department of Transportation staff during field review, to be paved with asphalt or comparable surfacing to the adjacent road. Concrete driveways shall not be permitted.*
2. *The property owner shall remove all dirt/debris from the portion of sidewalk fronting the property. It is the property owner's responsibility to maintain the sidewalk per Streets and Highway Code Section 5610.*
3. *Applicant shall obtain an encroachment permit from the Mendocino County Department of Transportation for any work within County right-of-way.*

This is discussed further within the Transportation, Utilities and Public Services section of this staff report.

Mendocino County Division of Environmental Health (DEH) Comments: On March 6, 2025, the Mendocino County Division of Environmental Health (DEH) recommended the following conditions of approval:

1. *Applicant will need to submit a proof of water test performed by a licensed site evaluator or a letter from a water supplier for the guest cottage; and*
2. *Applicant will need to submit a letter from the sanitation district (MCCSD) stating their willingness to serve the ADU.*

This is discussed further within the Groundwater Resources and Transportation, Utilities and Public Services sections of this staff report.

Mendocino Historical Review Board (MHRB): The project was reviewed by the Mendocino Historical Review Board (MHRB), on April 7, 2025. The Review Board agreed the parcel is located within Zone B of the Mendocino Town Plan and the proposed development is not capable of being seen by a person standing on any point in Historical Zone A. MHRB provided no further comment. This is discussed further within the Zoning and Visual Resources sections of this staff report.

Northwest Information Center (NWIC) Comments: On March 5, 2025, NWIC provide comment that their "office has no record of any previous cultural resource field survey for the proposed project area conducted by a professional archaeologist or architectural historian. NWIC further recommended "the proposed project area has the possibility of containing unrecorded archaeological sites due to the proximity of known archaeological sites located in similar environments as the proposed project area. Given this sensitivity and lack of prior survey of the proposed project area, we therefore recommend that a qualified archaeologist conduct further archival and field study of the project area to identify cultural resources. ... Since the Office of Historic Preservation has determined that any building or structure 45 years or older may be of historical value, if the project area contains such properties, it is recommended that prior to commencement of project activities, a qualified professional familiar with the architecture and history of Mendocino County conduct a formal CEQA evaluation." This is discussed further within the Archaeological/Cultural Resources section of this staff report.

Sherwood Valley Band of Pomo Indians Comments: On April 15, 2025, Sherwood Valley Band of Pomo Indians submitted comments supporting the Mendocino County Archaeological Commission acceptance to the Archaeological Survey, prepared by ALTA recommendations and provided the Tribes availability, in the

event of an inadvertent discovery. This is discussed further within the Archaeological/Cultural Resources section of this staff report.

PROJECT ANALYSIS

LOCAL COASTAL PROGRAM CONSISTENCY: The proposed project involves the renovation of an existing single-family residence and constructing a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling. Upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage.. The project will retain a connection to both Mendocino City Community Services District and Pacific Gas & Electric (PGE) and make improvements at the existing residential driveway access via Little Lake Street (CR 408). The project is consistent with the goals and policies of the Local Coastal Program, General Plan, and Zoning Codes, as detailed below:

Land Use and Planning Areas: The subject parcel is located within the Town of Mendocino, Zone B. The Town of Mendocino is the only recognized special community in the Local Coastal Plan, as stated within the Coastal Element Land Use Plan, Chapter 3. The project site is classified as Rural Residential (RR-2) in Coastal Element Chapter 4.13 Mendocino Town Plan (MTP).

Coastal Element Chapter 4.13, Section 3 (1992 Town Plan Setting, Description, and Background) provides *“The Mendocino Town Plan and Mendocino Town Land Use Map (Figure 4.13-3) include six residential land use classifications in the Town: Multi-Family Residential (RM), Town Residential (R+), Suburban Residential (SR), Rural Residential (1-acre minimum, RR-1), Rural Residential (2- acre minimum, RR-2), and Rural residential Planned Development (RR2-PD). The designated residential land use areas contain approximately 319.81 acres.”*

Coastal Element Chapter 4.13, Section 4, (Town Plan Policies) *“sets forth the required (mandatory) conservation and development policies and actions of the Mendocino Town Plan to conform to, and implement, (a) the California Coastal Act of 1976, as amended (the “Coastal Act”, Division 20, Public Resources Code), (b) the State Planning and Zoning Laws (Title 7, Division 1, Government Code), and (c) other local, State, and federal laws as referenced herein,”* including the following applicable policies:

Coastal Element Chapter 4.13, Section 4.2 GM (Town Growth Management Policies) applicable policies are as follows:

GM-1 states: *The Town of Mendocino is a special community under the meaning of Public Resources Code Section 30253(e). New development shall protect this special community which, because of its unique characteristics, is a popular visitor destination point for recreational uses and a recognized coastal resource of local, regional, State, and national significance.*

GM-2 states, in part: *Mendocino is a historical residential coastal community, with limited commercial services that are important to the daily life of the Mendocino Coast.*

GM-7 states: *All work or activity, as set forth in the Historical Preservation District for Town of Mendocino (Mendocino Town Zoning Code Sections 20.760.030, 20.760.035, and 20.760.045), that is located in Historical Zone A or Historical Zone B as shown on Figure 4.13-2, shall require Mendocino Historical Review Board review and approval to ensure that such work or activity is designed in scale, architecture, and materials to preserve the Town character, consistent with its special community designation, except as exempted pursuant to Section 20.760.040.*

GM-16 states: *Existing legal non-conforming uses and existing legal non-conforming lots which contribute to the Town’s unique community character shall be allowed to continue, provided that (a) the Mendocino Town Zoning Code regulations for maintenance, alteration, and continuance of legal non-conforming uses, structures, and lots shall apply.*

GM-22 states: *Action GM-22.4 No coastal development permit shall be required for the following, provided that work, as defined in Section 2.90, within Historical Zone A or Historical Zone B shall require review and approval by the Mendocino Historical Review Board pursuant to Mendocino Town Zoning Code Chapter*

20.760:

- (a) *Repair and maintenance activities which do not result in an addition to or enlargement or expansion of the object of such activities, except as otherwise specified in Title 14, California Administrative Code Section 13252 and any amendments thereafter adopted;*
- (b) *Activities of public utilities as specified in the Repair, Maintenance and Utility Hookup Exclusion adopted by the Coastal Commission on September 5, 1978;*
- (c) *Improvements to single family residences except as otherwise specified in Title 14, California Administrative Code Section 13252 and any amendments thereafter;*
- (d) *Improvements to any structure other than single family residence or a public works facility, except as otherwise specified in Title 14, California Administrative Code Section 13253 and any amendments thereafter.*
- (e) *The replacement of any structure, other than a public works facility, destroyed by a disaster. The replacement structure shall conform with Section 20.716.020, shall be for the same use as the destroyed structure, shall not exceed either the floor area, height, or bulk, of the destroyed structure by more than ten percent (10%) and shall be sited in the same location on the affected property as the destroyed structure.*
- (f) *Those specified developments categorically excluded from development by Categorical Exclusion Order Number E-96-1, subject to the terms and conditions of the Categorical Exclusion Order, including but not limited to ensuring that the development under this exclusion shall conform with all Town LCP policies.*

GM-26 states: *All legally created nonconforming lots shall be deemed potential building sites, subject to the same controls as lots 12,000 square feet or larger.*

Coastal Element Chapter 4.13, Section 5, (Mendocino Town Land Use Classifications) intent states: (a) *describe the way use classifications are applied on the Mendocino Town Land Use Map and (b) guide specific Mendocino Town zoning regulations and the Mendocino Town Zoning Map. Legal nonconforming lots that are smaller than the permitted minimum size will be developable for principal permitted uses and conditional uses, subject to the same limitations as lots that meet minimum size standards.*

Existing legal uses on legal lots that are smaller than the stated permitted minimum size, where all required state and local permits have been approved for such uses, will also be considered to be legal nonconforming uses. The Mendocino Town zoning regulations will assure the right of such uses to continue consistent with Mendocino Town Plan policies, as well as their right to replacement if destroyed by disaster.

Section 5 of the MTP provides that the intent of the Rural Residential (RR-2) land use classification is “*to be a low density residential growth area*” Principal permitted uses include *single family dwelling unit and associated utilities and appurtenances.*”

Coastal Element Chapter 4.13 MTP, Subsection 5.2 is *intended to be a low density residential growth area and identifies single family dwelling unit, associated utilities and appurtenances as principal permitted uses.* Coastal Element Chapter 4.13 MTP, Subsection 5.2 limits density and development within the RR-2 classifications to *one (1) primary dwelling per legally created lot and one second residential dwelling unit on parcels larger than 40,000 square feet.*

As proposed, the proposed development would be consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP) and the intent of the Rural Residential (RR-2) land classification. The site would include one (1) single-family residence, accessory uses, including a garage and guest cottage, and a temporary dwelling during the renovation of the existing single-family residence.

Without added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with the Mendocino Town Local Coastal Program Policies in Rural Residential (RR-2) land classifications, as outlined in Chapter 4.13 regulations related to renovation

of a historical structure and construction of new structures within Zone B of the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP).

Zoning: The project site is located within the coastal Mendocino Rural Residential (MRR-2) zoning district, as shown on the *Zoning Display Map*. The MRR district, per MTZC Section 20.644.005, is intended to,

“... create and enhance residential areas, and is intended to be a low density residential growth area, while allowing a second residential dwelling unit, subordinate in size and scale, in keeping with the existing pattern of development, ...”

A single-family residence is a principally permitted use in an MRR-2 zoning district, pursuant to MTZC Section 20.644.010(A)(1). The proposed renovation of the existing single-family residence will exceed the definition of repairs and maintenance (more than 50%) and constitute as a replacement of the structure, thus requires the issuance of an Administrative Coastal Development Permit (CDP), pursuant to MTZC Section 20.720.020(A)(4) and Title 14, California Code of Regulations Section 13252(b).

MTZC Section 20.704.015 allows for the construction of *“accessory buildings and uses shall be permitted in all Zoning Districts which allow a single-family residence,”* such as private garages and accessory living units. MTZC Section 20.720.020(A)(3) and Title 14, California Code of Regulations Section 13250(a)(2) allows for exemptions for the construction of garages, but not including guest cottages or self-contained units, such as a temporary dwelling during construction. MTZC Section 20.608.020(G) defines *“Accessory Living Unit” means a guest cottage as defined in Section 20.608.026(H).* Guest cottages are define as *“Guest Cottage” means a detached building (not exceeding six hundred forty (640) square feet of gross floor area), of permanent construction, without a kitchen, that is clearly subordinate and incidental to the primary dwelling on the same lot, and intended for use without compensation by guests of the occupants of the primary dwelling”,* pursuant to MTZC Section 20.608.026(H). MTZC Section 20.720.020(A)(3) and Title 14, California Code of Regulations Section 13250(a)(2) requires the issuance of a Coastal Development Permit for an *“Accessory Living Unit”* such as a guest cottage.

MTZC Section 20.708.010(B) allows for *“temporary buildings and structures, without a permanent foundation, supporting permitted residential development and/or major construction.”* MTZC Section 20.708.025(B) requires the issuance of an Administrative Coastal Development Permit (CDP) for the temporary use and occupancy of an existing dwelling while constructing a new residence. MTZC Section 20.720.020(A)(3) and Title 14, California Code of Regulations Section 13250(a)(2) requires the issuance of a Coastal Development Permit for an *“Accessory Living Unit”* such as temporary occupancy of buildings during construction of a new residence. While the parcel is developed with an existing single-family residence, the proposed temporary occupancy of the guest cottages to be used as a dwelling while a complete renovation of the existing single-family residence occurs. Upon completion of the single-family residence renovation, the temporary occupancy dwelling will be converted into a guest cottage. MTZC Section 20.708.010(B) requires permitted temporary uses shall be terminated not later than twenty-four (24) months after issuance of building permits therefore, unless a written request for extension of time has been submitted to and approved by the Director prior to the expiration of said twenty-four (24) months.

A summary of the applicable Mendocino Town Zoning Code (TZC) regulations for the Rural Residential (RR-2) district, accessory uses and temporary uses, and the proposed projects consistency is listed below, on Table 2.

TABLE 2: MRR-2 District, Accessory Use and Temporary Use Regulations		
MTZC Section	Standard	Proposed
20.644.010(A)(1) Residential Use Types	Single-Family Residential	Single-Family Residential
20.644.035 Minimum Front and Rear Yards	20 feet	125.5 feet front 151.8 feet rear
20.644.035 Minimum Side Yard	6 feet	62.5 feet west 24 feet east
20.644.040 Maximum Building Height	28 feet	24 feet 4 inches
20.644.045(A) Minimum Vehicle Parking	2 spaces/dwelling	6 spaces
20.644.050 Maximum Lot Coverage	20%	5%

TABLE 2: MRR-2 District, Accessory Use and Temporary Use Regulations		
MTZC Section	Standard	Proposed
20.704.015(A) Accessory Use Types	Garage	Garage
20.704.015(G) Accessory Use Types	Accessory Living Unit - Guest Cottage	Guest Cottage
20.708.025(B) Construction Support	Minor Construction. Temporary use and occupancy of an existing dwelling while constructing a new residence.	Minor Construction. Temporary use and occupancy of an existing dwelling while constructing a new residence.

The proposed project will be consistent with the required setbacks, which are 20 feet for front and rear yard setbacks, 6 feet for side yards, as shown on the *Site Plan* map. The parcel is considered a corner lot, with a 45-foot corridor preservation setback at State Route 1 (SR 1) and a 35-foot corridor preservation setback at Little Lake Road (CR 408), a minor collector, as shown on the *Site Plan* map. As currently proposed, the development will be a maximum height of 24 feet 4 inches above natural grade and will be consistent with the RR-2 district maximum of 28-foot building height allowance, as shown on the *Elevations* maps. The proposed development will result in an overall lot coverage of 5 percent (1,995 square feet), which is consistent with the 20 percent allowable coverage. A minimum of two off-street parking spaces is required per residential unit; six off-street parking spaces are proposed.

A summary of the Mendocino Rural Residential (RR-2) zoning lot coverage limitations, pursuant to MTZC Section 20.644.050, and the proposed projects consistency for an increase of lot coverage is listed below, on Table 3.

TABLE 3: MTZC Section 20.644.050 Lot Coverage		
Parcel Size sf	39640	
Maximum Allowed sf	7928	
Change in %	2	
Change in sf	711	
	Existing	Proposed
Original SFR - 1st floor	836	836
Original SFR - 2nd floor	724	724
Porch, Decking & Stairs at SFR	286	286
Pump Shed	42	42
Shed	120	120
Garage - 1st floor	0	576
Temp Occupancy/Guest Cottage - 2nd floor	0	576
Balcony & Stair at Garage/Guest Cottage	0	135
Total Lot Coverage sf	1284	1995
20% Lot Coverage	3.2	5.0

Condition 11 is recommended to ensure the guest cottage will not have a kitchen, or cooking facilities, will be clearly subordinate, and incidental to the primary dwelling, and will not be separately rented, let, or leased whether compensation be direct or indirect. **Conditions 12, 13 and 14** are recommended to ensure the temporary occupancy of the guest cottage will have an issued building permit for the renovation of the single-family residence and the use will not exceed twenty-four (24) months.

MTZC Chapter 20.760 provides preservation of the Historical Preservation District for Town of Mendocino, where Section 20.760.035 requires approval of the Mendocino Historical Review Board (MRHB) when development is capable of being seen by a person standing on any point in Historical Zone A. A site visit was conducted on April 7, 2025, where Staff determined the proposed 2-story garage will not be visible by a person standing on any point in Historical Zone A. At that site visit, Staff determined the southern elevation of the existing single-family residence is not visible from a person standing on any point in Historical Zone A. The proposed renovation of the existing single-family residence does not propose modifications or exterior alterations, thereby exempt from the approval of the MHRB.

While the proposed garage location is not visible from any person standing on any point in Historical Zone A, the proposed project is subject MTZC Section 20.760.050 which standards for MHRB Design Guidelines, including colors, materials and architectural design. The application proposed materials not consistent with the MHRB standards, pursuant to MTZC Section 20.760.050. **Condition 15** is recommended to ensure the 2-story garage structure materials and colors will be consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies and MTZC Section 20.760.050 for MHRB Design Standards and Design Guideline Policies. **Condition 15** is recommended to require an exterior finish schedule for proposed materials and colors which will be visually compatible with the character of the surrounding area consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050 for Special Communitates and MHRB Design Standards and Design Guideline Policies. **Condition 16** is recommended to require exterior lighting be kept to the minimum necessary for safety and security purposes and to be downcast, shielded and positioned in a manner that will not shine light or allow light glare to extend beyond the boundaries of the parcel in compliance with Mendocino County Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with principally permitted uses, accessory uses, appurtenant structures and utilities outlined in the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies and MTZC Chapters 20.644, 20.704, and 20.708 and Chapters 20.720, and 20.760.

Grading, Erosion, and Runoff: The Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 (Sustainability Policies Water Conservation/Stormwater Management) requires protection of and restoration of the quality of coastal waters consistent with Coastal Act policies, in particular Sections 30230 and 30231. The MTZC Chapter 20.717 establishes standards for water quality protections and is intended to be used in conjunction with Chapter 20.492, *Grading, Erosion and Runoff*, of Mendocino County Coastal Zoning Code Division II. Where the standards or provisions overlap or conflict, the resolution that is on balance most protective of coastal resources shall apply.

MCC Chapter 20.492 establishes standards for grading, erosion, sedimentation, and runoff. The subject site for the proposed project to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence, is relatively flat with a gentle slope towards the west at State Route 1 (SR 1), as shown on the *Topographic* map. The *Estimated Slope* map shows estimated slopes between 0 and 14 degrees.

While there is no proposed grading within the submitted application request, for the construction of the 2-story garage/guest cottage structure. Minimal grading may be required for construction of the foundation of the above-mentioned structure, trenching for the connection to utilities, not limited to water, sewer and utilities, and any driveway extensions at Little Lake Road (CR 408).

Condition 5 is recommended for the applicant to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction and ensures any grading, erosion and runoff protection and hazard area policies or plans will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction. Grading activities, including establishing and maintaining the proposed driveway and parking areas, shall comply with MTZC Chapters 20.717 and Mendocino County Code (MCC) Chapters 20.492 regulations.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with Local Coastal Program Chapter 4.13, Subsection 4.6, MTZC Chapters 20.717 and MCC Chapter 20.492 and MCC Section 18.70.027 related to grading, erosion, and runoff protection.

Groundwater Resources: The Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 (Sustainability Policies Water Conservation/Stormwater Management) requires protection of and

restoration of the quality of coastal waters consistent with Coastal Act policies, in particular Sections 30230 and 30231. Coastal Element Chapter 4.13, Section 4.6 **Action S-2.1** states: *All development applications shall submit proof (a) of an adequate water supply throughout the year, including the dry season; and (b) that well production of groundwater will not (1) deplete the ground water table of contiguous or surrounding uses and (2) have a significant direct or cumulative adverse effect on coastal resources.* Coastal Element Chapter 4.13, Section 4.6 **Action S-2.2** states: *All new and existing development shall, in addition, (a) comply with all applicable adopted Mendocino City Community Services District water conservation regulations and standards, and (b) incorporate all water conservation measures required by the State of California.* MTZC Chapter 20.744 for Groundwater Evaluation is intended to “...establish requirements for the evaluation of the adequacy of ground water resources for development in the Town of Mendocino. This Chapter is adopted specifically to implement water policies in the Mendocino Town Plan portion of the Mendocino County General Plan Coastal Element. MTZC Section 20.744.010(1) defines “Adequate Water Supply” means sufficient quantities of water to support proposed uses and to maintain contiguous and surrounding uses as determined by the District or as defined by the Division of Environmental Health in its publication “Land Division Requirements,” as revised.” This document is now known as the County of Mendocino Coastal Groundwater Development Guidelines. MTZC Section 20.744.015(A) requires all development to complete a hydrological study; except, a hydrological study would not be required in cases where it is determined by Mendocino City Community Services District (MCCSD) that the development will not have any foreseeable impact on hydrologically contiguous wells.

The project site is within the Critical Water Resources (CWR) zone established by the Mendocino County Coastal Groundwater Study. The parcel and proposed development is located within the Mendocino City Community Services District (MCCSD) for groundwater management and sewer service and has met MCCSD requirements, as shown on the *MCCSD Will Serve, dated March 11, 2025*, map. The project was referred MCCSD and the Mendocino County Division of Environmental Health (DEH).

On March 6, 2025, the Mendocino County Division of Environmental Health (DEH) recommended the following conditions of approval:

1. *Applicant will need to submit a proof of water test performed by a licensed site evaluator or a letter from a water supplier for the guest cottage; and*
2. *Applicant will need to submit a letter from the sanitation district (MCCSD) stating their willingness to serve the ADU.*

The Hydrological Assessment Report, prepared by Hurvitz Environmental Services, Inc., dated December 19, 2024, determined that the increase from 260-gallons per day to or 360-gallons per day, is unlikely to result in significant declines in groundwater resources over time, and is not expected to have an adverse impact on neighboring wells.

The proposed development of a garage with a guest cottage, to be used temporarily as a dwelling during the renovation of the existing single-family residence, will be served by an on-site well and connection to the sewer district, MCCSD. **Condition 5** is recommended to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction to ensure any groundwater protection policy or plan will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with the Mendocino Town Local Coastal Program Policies 4.13, Subsection 4.6, MTZC Chapter 20.744, and MCCSD, and DEH regulations related to groundwater resources.

Environmentally Sensitive Habitat and Other Resource Areas: The Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 (Sustainability Policies Water Conservation/Stormwater Management) requires protection of and restoration of Environmentally Sensitive Habitat Area (ESHA). The parcel is mapped as “*Beach Deposits and Stream Alluvium and Terraces (Zone 3) – Intermediate Shaking*” and “*Non-Prime Agricultural Land*”, as shown on the attached *LCP Land Capabilities and Natural Hazards*

map. Coastal Element Chapter 4.13, Section 4.6 S (Sustainability Policies Water Conservation/Stormwater Management) applicable policy **S-11** states: *In areas in or adjacent to an Environmentally Sensitive Habitat Area (ESHA), permitted development shall be sited and designed to protect the ESHA from any significant disruption of habitat values resulting from the discharge of stormwater or dry weather runoff flows.* MTZC Chapter 20.719 (Environmentally Sensitive Habitat Areas (ESHA)) is intended *“to ensure that environmentally sensitive habitat in the Town is protected for both the flora and fauna that does inhabit, or may likely inhabit such habitat, as well as for the enjoyment of it by present and future residents of, and visitors to, the Town.”*

At time of submitting this request application, the applicants provided a Biological Scoping Survey Report, prepared by Wynn Coastal Planning & Biology, Inc. (WCPB), dated December 2, 2024. WCPB's report determined that no ESHA, including wetlands, habitats for special status plants or animals were present during the evaluation, as shown on the *WCPB ESHA Maps, dated December 2, 2024* map. WCPB determined there were no native plant communities present on the subject parcel and the habitat present, non-native grassland, non-native Monterey cypress plantations, landscaping, and patches of invasive plants are unlikely to support rare plants or rare animal habitat. WCPB provided that no significant negative impact to special status natural resources is likely to occur. WCPB also provided recommendations to avoid potential impacts to ESHA, specifically for amphibians and bird species, to minimize impacts from development to animals that may be seasonally or temporarily present within the study area. These avoidance measures are given as recommendations because birds may be present in any habitat and several species of amphibians travel overland between wet resources so that their presence during at least a portion of the year cannot be completely ruled out.

Conditions 18, 19, and 20 are recommended to avoid potential impact of the project, restore, and enhance ESHA located on or adjacent to the parcel and ensure the proposed project is consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 and MTZC Chapter 20.719 regulations relating to ESHA. Staff recommends **Condition 21** to avoid potential impacts to ESHA, specifically for bat species, specifically towards the renovation of the existing single-family residence.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, will not impact sensitive habitats or resources and is consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 and MCC Section 20.532.060, and MTZC Chapter 20.719 regulations.

Hazards Areas: The project site is not located within or adjacent to any faults, bluff geology or tsunami inundation zones. The parcel is mapped as *“Beach Deposits and Stream Alluvium and Terraces (Zone 3) – Intermediate Shaking”* and *“Non-Prime Agricultural Land”*, as shown on the attached *LCP Land Capabilities and Natural Hazards* map. The site is mapped as a *“High Fire Hazard”* area and is located within a State Responsibility Area and within a Local Responsibility Area of Mendocino Volunteer Fire District (MVFD), as shown on the attached *Fire Hazard Zones and Responsibility Areas* map. The subject parcel is relatively flat with a gentle slope towards the west at State Route 1 (SR 1), as shown on the *Topographic* map. The *Estimated Slope* map shows estimated slopes between 0 and 14 degrees.

Fire protection services are provided by the California Department of Forestry and Fire Protection (CAL FIRE) and the Mendocino Volunteer Fire District (MVFD). The project was referred to CAL FIRE and MVFD, no response has been received from either agency at time of this staff report. **Condition 5** is recommended for the applicant to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction, which ensures any fire protection and hazard area policies or plans will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction.

With added conditions, the proposed project renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 and MCC Chapter 20.500 and MTZC Section 20.720.035(E) regulations for

hazard areas, including geologic hazards (faults, bluffs, tsunamis, landslides, and erosion), fire and flood hazards.

Visual Resources and Special Treatment Areas: The subject parcel is not mapped within a Highly Scenic Area, however the parcel is located within the Town of Mendocino. The Town of Mendocino is the only recognized special community in the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Section 4.2. Coastal Element Chapter 4.13, Section 4.2 GM (Town Growth Management Policies) and Section 4.3 DG (Mendocino Town Design Guideline Policies) applicable policies are as follows:

GM-9 states: *Consistent with Public Resources Code Section 30253, new development in the Town shall meet all of the following requirements, while assuring protection of the Town's unique characteristics as a special community: (a) Minimize risk to life and property in areas of high geologic, flood, or fire hazard; (b) Assure stability and structural integrity; (c) Neither create nor contribute significantly to erosion, geologic instability, or destruction of the development site or surrounding area; (d) Not require the construction of protective devices that would substantially alter natural landforms or movement of sand along coastal bluffs, sea cliffs, and beaches; (e) Be consistent with the requirements of the Mendocino County Air Quality Management District or the State Air Resources Board as to each particular development; (f) Minimize energy consumption and vehicle miles traveled, including, but not limited to, by inclusion of pedestrian and bicycle ways in any arterial street, road, highway, bridge, or causeway.*

DG-1 states: *All new development shall be designed to be compatible with the historical design character of the Town.*

DG-5 states: *Exterior lighting in permitted new development shall be required to (a) be compatible with the historical character of the Town, and (b) avoid light intrusion on adjoining properties, Mendocino Headlands State Park, and natural areas.*

MCC Section 20.504.020(A), states *"the Town of Mendocino is the only recognized special community in the Coastal Element and Division III of Title 20 provides specific criteria for new development in Mendocino."*

MTZC Section 20.720.035(E) requires *proposed development is in conformance with the design standards of Section 20.760.050.* The project was reviewed by the Mendocino Historical Review Board (MHRB), on April 7, 2025. The Review Board agreed the parcel is located within Zone B of the Mendocino Town Plan and the proposed development is not capable of being seen by a person standing on any point in Historical Zone A. MHRB provided no further comment. MTZC Chapter 20.760 provides preservation of the Historical Preservation District for Town of Mendocino, where Section 20.760.035 requires approval of the Mendocino Historical Review Board (MRHB) when development is capable of being seen by a person standing on any point in Historical Zone A. A site visit was conducted on April 7, 2025, where Staff determined the proposed 2-story garage will not be visible by a person standing on any point in Historical Zone A. At that site visit, Staff determined the southern elevation of the existing single-family residence is visible from a person standing on any point in Historical Zone A. The proposed renovation of the existing single-family residence does not propose modifications or exterior alterations, thereby exempt from the approval of the MHRB.

While the proposed garage location is not visible from any person standing on any point in Historical Zone A, the proposed project is subject MTZC Section 20.760.050 which standards for MHRB Design Guidelines, including colors, materials and architectural design. The application proposed materials not consistent with the MHRB standards, permutant to MTZC Section 20.760.050. **Condition 15** is recommended to require an exterior finish schedule for proposed materials and colors which will be visually compatible with the character of the surrounding area consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050 for Special Communes and MHRB Design Standards and Design Guideline Policies. **Condition 16** is recommended to require exterior lighting be kept to the minimum necessary for safety and security purposes and to be downcast, shielded and positioned in a manner that will not shine light or allow light glare to extend beyond the boundaries of the parcel in compliance with Mendocino County Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a

temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is visually compatible with the character of surrounding areas, and will be consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050 for Special Communes and MHRB Design Standards and Design Guideline Policies.

Transportation, Utilities, and Public Services: Coastal Element Chapter 4.13, Section 4.2 GM (Town Growth Management Policies), and MTZC Chapter 20.714 (Circulation and Parking), and MTZC Chapter 20.718 (Public Access) requires that availability of water, sewage disposal system, and other known planning factors, including access, shall be considered when reviewing applications for development permits. Coastal Element Chapter 4.13, Section 4.2 GM (Town Growth Management Policies) policy **GM-17** states: *The scale and combination of commercial development shall (a) be consistent with the Town's historical architectural character, (b) complement existing uses, and (c) be supported by adequate public services or by adequate on-site private utilities where no public services are provided.*

Solid waste service is available either as curbside pick-up or at the Caspar Transfer Station, a few miles northeast of the subject parcel. Water is provided through an on-site well and Sewer connections will be maintained with the Mendocino City County Water District, as shown on the *MCCSD Will Serve, dated March 11, 2025*, map. Access to the subject site is provided by an existing deteriorated driveway from Little Lake Road (CR 408). The infrastructure necessary for electrical, telecommunications, water supply and wastewater collection systems will be installed as part of the proposed project. The project may result in minimal population growth, however existing governmental facilities are adequate to provide service to the project site and elsewhere within respective service areas.

Mendocino County Department of Transportation (MC DOT) provided comments recommending three conditions of approval including obtaining an encroachment permit for any work within the County right-of-way, the establishment of a residential driveway, in accordance with Mendocino County Road and Development Standards No. A51A, or as modified by applicant and approved by Department of Transportation staff during field review, and the removal of all dirt/debris from the portion of sidewalk fronting the property along Little Lake Road (CR 408) and continued maintenance of debris removal at the sidewalk per Streets and Highway Code Section 5610. **Condition 22** is recommended to ensure the proposed project has access and is consistent with MC DOT regulations. A minimum of two off-street parking spaces is required per residential unit; six off-street parking spaces are proposed and is consistent with MTZC Chapters 20.644 and 20.714.

The project site is located within the *Mendocino Historical Preservation District*. The nearest signalized intersection is State Route 1 and Little Lake Road and the *State Route 1 Corridor Study Update* provides traffic volume data for this intersection. The existing level of service at peak hour conditions at the intersection of State Route 1 and Little Lake Road is considered a Level of Service C. When the Coastal Element Chapter of the General Plan was adopted, transportation and circulation was considered. The proposed project is not anticipated to change transportation or circulation patterns within the Town of Mendocino. The Town of Mendocino is co-terminus on its south, west, and north boundaries with Mendocino Headlands State Park. The State Park provides public access to the shore, Pacific Ocean, and Mendocino Bay. The site is located east of State Route 1 (SR 1) and the proposed project would not affect public access to the shore and is consistent with MTZC Chapter 20.718.

The parcel and proposed development is located within the Mendocino City Community Services District (MCCSD) for groundwater management and sewer service and has met MCCSD requirements, as shown on the *MCCSD Will Serve, dated March 11, 2025*, map. The project was referred MCCSD and the Mendocino County Division of Environmental Health (DEH). The Hydrological Assessment Report, prepared by Hurvitz Environmental Services, Inc., dated December 19, 2024, determined that the increase from 260-gallons per day to or 360-gallons per day, is unlikely to result in significant declines in groundwater resources over time, and is not expected to have an adverse impact on neighboring wells. The proposed development to a garage with a guest cottage, to be used temporarily as a dwelling during the renovation of the existing single-family residence, will be served by an on-site well and connection to the sewer district, MCCSD. **Condition 5** is recommended to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction to ensure any groundwater protection policy or plan will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction.

With additional conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, does not contribute to the increase of water or sewer usage, nor will it add additional traffic on local and regional roadways. The proposed project is consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Chapter 20.516, MTZC Chapters 20.644, 20.714, and 20.718 and 20.744 regulations and policies for transportation, circulation, utilities, and public services protection.

Archaeological and Cultural Resources: In accordance with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.9 (Conservation) and MCC Chapter 22.12, the proposed development was referred to Northwest Information Center (NWIC) and the Mendocino County Archaeological Commission (ARCH). The applicant submitted an Archaeological Survey prepared by Abigail Bennett and Alex DeGeorge, of ALTA Archaeological Consulting (ALTA), dated October 28, 2024.

Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.9 (Conservation) policy **CNS-9** states: *Where development may have a direct, indirect, or cumulative impact on archaeological or paleontological resources, including, but not limited to, as identified by the County or the State Historic Preservation Officer, mitigation measures, consistent with all applicable California and federal laws and regulations, shall be required as a condition of County approval of any application for development or for work that is subject to Mendocino Historical Review Board review. The project applicant shall be responsible for retaining a registered professional archaeologist to provide any required archaeological investigation monitoring.*

On February 21, 2025, the Mendocino County Archaeological Commission (ARCH) responded recommending the project be scheduled for the ARCH Hearing, depending on Comments provided by Northwest Information Center (NWIC). On March 5, 2025, NWIC provide comment that their “office has no record of any previous cultural resource field survey for the proposed project area conducted by a professional archaeologist or architectural historian. NWIC further recommended “the proposed project area has the possibility of containing unrecorded archaeological sites due to the proximity of known archaeological sites located in similar environments as the proposed project area. Given this sensitivity and lack of prior survey of the proposed project area, we therefore recommend that a qualified archaeologist conduct further archival and field study of the project area to identify cultural resources. ... Since the Office of Historic Preservation has determined that any building or structure 45 years or older may be of historical value, if the project area contains such properties, it is recommended that prior to commencement of project activities, a qualified professional familiar with the architecture and history of Mendocino County conduct a formal CEQA evaluation.” The project and survey were reviewed by the Mendocino County Archaeological Commission, on April 9, 2025. The survey was accepted with recommended conditions of approval including the “Discovery Clause”. **Condition 9** advises the property owners of a “Discovery Clause,” which prescribes the procedures subsequent to the discovery of any cultural resources during construction activities associated with the project.

The project was referred to three local tribes for review and comment, including the Sherwood Valley Rancheria, Redwood Valley Rancheria, and the Cloverdale Rancheria and Round Valley Tribe. On April 15, 2025, Sherwood Valley Band of Pomo Indians submitted comments supporting the Mendocino County Archaeological Commission acceptance to the Archaeological Survey, prepared by ALTA recommendations and provided the Tribes availability, in the event of an inadvertent discovery. As of this date, no response has been received from the remaining local tribes mentioned.

With added conditions, the proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with Mendocino County policies for the protection of the paleontological and archaeological resources, including Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.9 (Conservation) and MCC Chapter 22.12 regulations.

Public Access: The Town of Mendocino is co-terminus on its south, west, and north boundaries with Mendocino Headlands State Park. The State Park provides public access to the shore, Pacific Ocean, and

Mendocino Bay. The site is located east of State Route 1 (SR 1) and the proposed project would not affect public access to the shore and is consistent with MTZC Chapter 20.718.

ENVIRONMENTAL DETERMINATION: The Secretary for Resources has found that certain classes or projects have been determined not to have a significant effect on the environment and are therefore exempt from the requirement for the preparation of environmental documents. The proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, meets the criteria for a Categorical Exemption from the California Environmental Quality Act (CEQA) under California Code of Regulations under Title 14, Division 6, Chapter 3, Article 19, Guidelines Section 15301; Class 1; which includes the permitting of the *...repair, maintenance, ... of existing ... private structures, ... , involving negligible or no expansion of existing or former use and Section 15303 Class 3 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 and (d) Water main, sewage, electrical, gas, and other utility extensions, including street improvements, of reasonable length to serve such construction, and (e) new construction or conversion small structures, including Accessory (appurtenant) structures including garages ...* from CEQA. Staff finds that the project would not have a significant impact on the environment and is declared to be categorically exempt from further environmental review within the meaning of CEQA.

PROJECT FINDINGS & CONDITIONS OF APPROVAL

Pursuant to the provisions of Chapter 20.720 of the Mendocino County Mendocino Town Zoning Code (MTZC), the Coastal Permit Administrator approves CDP_2025-0002, finds the project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, Categorical Exempt from the California Environmental Quality Act, and adopts the following findings and conditions.

FINDINGS:

1. Pursuant to MTZC Section 20.720.035(A)(1), the proposed project to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence is consistent with the Mendocino Town Local Coastal Program Policies in Rural Residential (RR-2) land classifications, as outlined in Coastal Element Chapter 4.13 Mendocino Town Plan (MTP) regulations related to renovation of a historical structure and construction of new structures within Zone B of the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP); and
2. Pursuant to MTZC Section 20.720.035(A)(2), the proposed development to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence will be provided with adequate utilities, access roads, drainage, and other necessary facilities. **Condition 5** is recommended to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction to ensure any groundwater protection policy or plan will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction. The proposed project does not contribute to the increase of water or sewer usage, nor will it add additional traffic on local and regional roadways. The proposed project is consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Chapter 20.516, MTZC Chapters 20.644, 20.714, and 20.718 and 20.744 regulations and policies for transportation, circulation, utilities, and public services protection; and
3. Pursuant to MTZC Section 20.720.035(A)(3), the proposed development to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence is consistent with the purpose and intent of the Mendocino Rural Residential (MRR-2) zoning district applicable to the property, as well as the provisions of this Division and preserves the integrity of the Mendocino Rural Residential

(MRR-2) zoning district. **Condition 11** is recommended to ensure the guest cottage will not have a kitchen, or cooking facilities, will be clearly subordinate, and incidental to the primary dwelling, and will not be separately rented, let, or leased whether compensation be direct or indirect. **Conditions 12, 13 and 14** are recommended to ensure the temporary occupancy of the guest cottage will have an issued building permit for the renovation of the single-family residence and the use will not exceed twenty-four (24) months. **Condition 15** is recommended to ensure the 2-story garage structure materials and colors will be consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies and MTZC Section 20.760.050 for MHRB Design Standards and Design Guideline Policies. **Condition 15** is recommended to require an exterior finish schedule for proposed materials and colors which will be visually compatible with the character of the surrounding area consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050 for Special Communes and MHRB Design Standards and Design Guideline Policies. **Condition 16** is recommended to require exterior lighting be kept to the minimum necessary for safety and security purposes and to be downcast, shielded and positioned in a manner that will not shine light or allow light glare to extend beyond the boundaries of the parcel in compliance with Mendocino County Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050. The proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, is consistent with principally permitted uses, accessory uses, appurtenant structures and utilities outlined in the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies and MTZC Chapters 20.644, 20.704, and 20.708, and Chapters 20.720, and 20.760; and

4. Pursuant to MTZC Section 20.720.035(A)(4), the proposed development to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence, if completed in compliance with the conditions of approval, will not have any significant adverse impacts on the environment within the meaning of the California Environmental Quality Act. The Secretary for Resources has found that certain classes or projects have been determined not to have a significant effect on the environment and are therefore exempt from the requirement for the preparation of environmental documents. The project meets the criteria to be Categorically Exempt from the California Code of Regulations under Title 14, Division 6, Chapter 3, Article 19, Guidelines Section 15301; Section 15303 Class 3, and Section 15303 Class 3(d), and Section 15303 Class 3(e); and
5. Pursuant to MTZC Section 20.720.035(A)(5), the proposed development to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence will not have any adverse impacts on any known archaeological or paleontological resource. The proposed project, is consistent with Mendocino County policies for the protection of the paleontological and archaeological resources, including Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.9 (Conservation) and MCC Chapter 22.12 regulations. **Condition 9** advises the property owners of a "Discovery Clause," which prescribes the procedures subsequent to the discovery of any cultural resources during construction activities associated with the project; and
6. Pursuant to MTZC Section 20.720.035(A)(6), other public services, including but not limited to, solid waste and public roadway capacity have been considered and are adequate to serve the proposed development to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence. Solid waste service is available either as curbside pick-up or at the Caspar Transfer Station, a few miles northeast of the subject parcel. Water is provided through an on-site well and Sewer connections will be maintained with the Mendocino City County Water District. Access to the subject site is provided by an existing deteriorated driveway from Little Lake Road (CR 408). **Condition 5** is recommended to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction to ensure any groundwater protection policy or plan will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction. **Condition 22** is recommended to ensure the proposed project has access and is consistent with MC DOT regulations. The proposed project to renovate an existing single-family residence and construct a detached garage with a guest cottage on the second floor,

including the use of the guest cottage as a temporary dwelling, where upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage, does not contribute to the increase of water or sewer usage, nor will it add additional traffic on local and regional roadways. The proposed project is consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Chapter 20.516, MTZC Chapters 20.644, 20.714, and 20.718 and 20.744 regulations and policies for transportation, circulation, utilities, and public services protection; and

7. Pursuant to MTZC 20.720.035(D)(1) through (5), the proposed development is not located within 100 feet of an Environmentally Sensitive Habitat Area (ESHA). **Condition 5** is recommended to secure all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction to ensure any groundwater protection policy or plan will be addressed. **Condition 17** is recommended to ensure Best Management Practices (BMP's) will be implemented at the time of construction; and **Conditions 18, 19, and 20** are recommended to avoid potential impact of the project, restore, and enhance ESHA located on or adjacent to the parcel and ensure the proposed project is consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 and MTZC Chapter 20.719 regulations relating to ESHA. Staff recommends **Condition 21** to avoid potential impacts to ESHA, specifically for bat species, specifically towards the renovation of the existing single-family residence. the proposed project to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence will not impact sensitive habitats or resources and is consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.6 and MCC Section 20.532.060, and MTZC Chapter 20.719 regulations.; and
8. Pursuant to MTZC Section 20.720.035(A)(7), the proposed project to construct a detached garage with a guest cottage on the second floor, including the use of the guest cottage as a temporary dwelling, during the renovation of the existing single-family residence was reviewed by the Mendocino Historical Review Board (MHRB), on April 7, 2025. The Review Board agreed the parcel is located within Zone B of the Mendocino Town Plan and the proposed development is not capable of being seen by a person standing on any point in Historical Zone A. **Condition 15** is recommended to ensure the 2-story garage structure materials and colors will be consistent with the Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies and MTZC Section 20.760.050 for MHRB Design Standards and Design Guideline Policies. **Condition 15** is recommended to require an exterior finish schedule for proposed materials and colors which will be visually compatible with the character of the surrounding area consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050 for Special Communes and MHRB Design Standards and Design Guideline Policies. **Condition 16** is recommended to require exterior lighting be kept to the minimum necessary for safety and security purposes and to be downcast, shielded and positioned in a manner that will not shine light or allow light glare to extend beyond the boundaries of the parcel in compliance with Mendocino County Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050.

CONDITIONS OF APPROVAL:

1. This action shall become final on the 11th day following the decision unless an appeal is filed pursuant to Mendocino Town Zoning Code Section 20.728.015. The permit shall become effective after the ten (10) calendar day appeal period to the Board of Supervisors has expired and no appeal has been filed with the Board of Supervisors, pursuant to MTCZ Section 20.720.045. The permit shall expire and become null and void at the expiration of two years after the effective date except where construction and/or use of the property in reliance on such permit has been initiated prior to its expiration. Such permit vesting shall include approved permits associated with this project (i.e. building permits, septic permits, well permits, etc.) and physical construction in reliance of such permits, or a business license demonstrating establishment of a use proposed under this project.
2. The use and occupancy of the premises shall be established and maintained in conformance with the provisions of Division III of Title 20 of the Mendocino County Code.
3. To remain valid, progress towards completion of the project must be continuous. The Applicants have sole responsibility for renewing this application before the expiration date. The County will not provide

a notice prior to the expiration date.

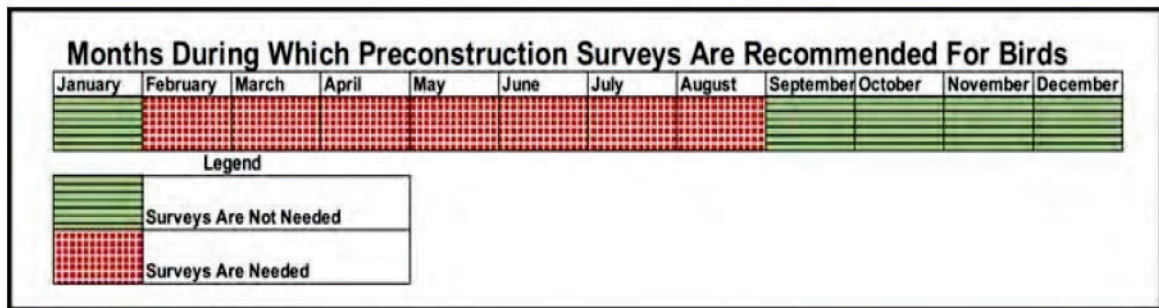
4. The application, along with supplemental exhibits and related material, shall be considered elements of this permit, and that compliance therewith is mandatory, unless an amendment has been approved by the Coastal Permit Administrator.
5. This permit shall be subject to the securing of all necessary permits for the proposed development from County, State and Federal agencies having jurisdiction.
6. This permit shall be subject to revocation or modification upon a finding of any one or more of the following:
 - a. The permit was obtained or extended by fraud.
 - b. One or more of the conditions upon which the permit was granted have been violated.
 - c. The use for which the permit was granted is conducted so as to be detrimental to the public health, welfare or safety, or 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 such conditions.
7. This permit is issued without a legal determination having been made upon the number, size or shape of parcels encompassed within the permit described boundaries. Should, at any time, a legal determination be made that the number, size or shape of parcels within the permit described boundaries are different than that which is legally required by this permit, this permit shall become null and void.
8. Any building permit request shall include all conditions of approval of this Coastal Development Permit. Conditions shall be printed on the plans submitted.
9. If any archaeological sites or artifacts are discovered during site excavation or construction activities, the property owner shall cease and desist from all further excavation and disturbances within 100 feet of the discovery and make notification of the discovery to the Director of the Department of Planning and Building Services. The Director will coordinate further actions for the protection of the archaeological resources in accordance with Section 22.12.090 of the Mendocino County Code.
10. To record the Notice of Exemption, the applicant shall pay a fee of \$50.00 for the filing of the Notice of Exemption which shall be made payable to the Mendocino County Clerk and submitted to the Department of Planning and Building Services within 5 days of the end of any project action.
11. Prior to issuance of a building permit for the guest cottage in reliance of this Coastal Development Permit, the applicants shall execute and record a deed restriction in a form and content acceptable to the Coastal Permit Administrator and County Counsel, stating that the guest cottage shall not contain facilities, either permanent or temporary and portable, for the cooking or preparation of food, shall not be used as an independent dwelling unit until such time as appropriate permits are obtained, shall be clearly incidental and subordinate to the primary dwelling on the parcel, and shall not be separately rented, let, or leased whether compensation be direct or indirect as defined by MTZC Section 20.608.026(H).
12. Pursuant to MTZC Section 20.708.025(B), the owner may occupy the Guest Cottage as a temporary dwelling during the construction and renovation of the existing single-family residence. Prior to final inspection of the renovated single-family residence, a Building Inspection shall confirm conversion of the temporary dwelling unit into a Guest Cottage. Order of construction shall follow the phases as described below:
 - a. Phase 1: Building permit for the garage/guest cottage; and
 - b. Phase 2: Building permit for the renovated single-family residence with condition requiring that

- Prior to final inspection of the renovated single-family residence, a Building Inspection shall confirm conversion of the temporary dwelling unit into a Guest Cottage; and
- c. Phase 3: Building permit for the guest cottage to be used as temporary dwelling unit with a kitchen.
13. Prior to issuance of occupancy or building permit of a temporary dwelling unit structure, the applicant shall obtain a building permit for the renovation of the existing single-family residence, pursuant to pursuant to MTZC Section 20.708.025(C).
14. The Applicant shall cease use of the temporary dwelling unit, and the use shall be terminated not later than twenty-four (24) months after issuance of building permits therefore, unless a written request for extension of time has been submitted to and approved by the Director prior to the expiration of said twenty-four (24) months, pursuant to MTZC Section 20.708.025(C). The Applicant shall cease use of the temporary dwelling unit concurrent with the expiration of a building permit for the renovation of the existing single-family residence. Upon completion of the renovation of the existing single-family residence or expiration of its associated building permit(s), the use of this temporary dwelling unit shall be converted to a guest cottage, and the Administrative Coastal Development Permit for temporary uses will expire. The term of this Administrative Coastal Development Permit for temporary uses shall not exceed its associated building permit for the renovation of the existing single-family residence, which is set to expire twenty-four (24) months after issuance, and prior to the final of said renovation building permit, the applicant shall obtain an issued building permit for the conversion of the temporary dwelling unit into a guest cottage, The applicant has sole responsibility for acknowledging this limitation, and the County will not provide notice prior to the expiration date.
15. Prior to issuance of any building permit request in reliance of this Coastal Development Permit, the property owner shall furnish exterior finish schedule consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050, for approval from the Coastal Permit Administrator or to the satisfaction of the Director of Planning and Building Services; and
- a. Exterior building materials shall be natural materials such as Lap siding, V-rustic, T&G, ship-lap siding, Ansac, wood shingles, vertical Board and Batten or similar. New or replacement exterior building materials shall not include use of imitation or synthetic materials, such as aluminum or vinyl siding, imitation stone, imitation brick and "Rustic", used brick, plastic, laminated beams and laminated wood panels, concrete block, stucco, asbestos or asphalt shingles or panels, or plywood panels.
16. Prior to issuance of any building permit request in reliance of this Coastal Development Permit, the property owner shall furnish exterior lighting details consistent with Coastal Element Chapter 4.13 Mendocino Town Plan (MTP), Subsection 4.3 Policies, MCC Section 20.504.020(A), and MTZC Section 20.760.050, for approval from the Coastal Permit Administrator or to the satisfaction of the Director of Planning and Building Services.
17. Standard Best Management Practices (BMPs) shall be employed to ensure minimization of erosion resulting from construction. Ground disturbance shall be limited to the minimum necessary and disturbed soil areas shall be stabilized as soon as feasible. Any soil stockpiles shall be covered or otherwise stabilized to prevent dust impacts. Any bare soil created by the construction phase of the project shall be revegetated with native vegetation and/ or native seed mixes for soil stabilization. Construction activities within 500 feet of residential uses shall be limited to the hours of 7:00 a.m. and 7:00 p.m. weekdays, using quiet models of air compressors and other stationary noise sources where technology exists, use of mufflers on all internal combustion engine-driven equipment, and locating staging areas as far away as possible from noise-sensitive land use areas.
18. General recommendation protection of Environmentally Sensitive Habitat Areas (ESHA) conditions are as follows:
- a. Site preparation and construction will occur during the general dry season April 1 through October 15; and

- b. If a rain event occurs in excess of one inch over a 24-hour period occurs during the construction phase, all activities shall cease for 24 hours after perceptible rain ceases; and
- c. Construction shall occur during daylight hours to limit disturbing construction noise and minimize disturbance; and

19. Protection of Environmentally Sensitive Habitat Areas (ESHA) conditions, specific to **Potential Impact to Nesting Birds**, are as follows:

- a. Removal of vegetation and construction activity near trees and vegetated areas has the potential to disturb birds' nesting process if it occurs during the nesting season; and



- b. No nesting bird surveys are recommended if activity occurs in the non-breeding season (September to January). If vegetation removal or development is to occur during the breeding season (February to August) (Table above), a pre-construction survey is recommended within 14 days of the onset of vegetation removal or construction to ensure that no nesting birds will be disturbed during development; and
 - c. If active native bird nests are observed, no vegetation removal or construction activities with the potential to disrupt nesting shall occur within a 100-foot exclusion zone. These exclusion zones may vary depending on species, habitat and level of disturbance. The exclusion zone shall remain in place around the active nest until all young are no longer dependent upon the nest. A biologist shall monitor the nest site weekly during the breeding season to ensure the buffer is sufficient to protect the nest site from potential disturbance; and
 - d. Construction shall occur during daylight hours to limit disturbing construction noise and minimize artificial lights; and
20. Protection of Environmentally Sensitive Habitat Areas (ESHA) conditions, specific to **Potential Impact to Special Status Amphibians**, are as follows:

- a. Construction activities will involve driving vehicles and walking across areas where amphibians may be traveling. Staging of materials and removal of construction debris could also disturb special status amphibians that may be hiding underneath these materials. Silt fencing, straw wattles, fences, or walls may intercept and redirect the travel of amphibians traveling through the area. Amphibians may fall into and become trapped within holes left open overnight. To minimize impacts to amphibians, the following avoidance measures shall be followed; and
- b. Project contractors shall be trained by a qualified biologist in the identification of the frogs and salamanders that occur along the Mendocino County coast. Workers shall be trained to differentiate between special status and common species and instructed on actions and communications required to be conducted in the event that special status amphibians are observed during construction; and
- c. During ground disturbing activities, construction crews shall begin each day with a visual search around the staging and impact area to detect the presence of amphibians; and

- d. During construction and debris removal, any wood stockpiles shall be moved carefully by hand in order to avoid accidental crushing or other damage to amphibians; and
 - e. If silt fencing or straw wattles are prescribed for a project, they shall be installed at the edge of the project site in locations where they will intercept erosion runoff. Extraneous barriers may funnel amphibians toward the project and shall not be installed. Silt fencing and straw wattles shall not be used to surround and isolate sensitive resources such as wetlands and riparian areas. Silt fencing and straw wattles shall be examined each morning to ensure amphibians are not caught along their length; and
 - f. Holes such as fence post holes, holes for septic tank installation, trenches for pipes and electric lines, soil test pits, etc. shall be dug at times as close to when they will be utilized to minimize open pits may entrap amphibians. Amphibians often travel at night. Holes shall be filled or covered at the end of the workday. Sticks or boards can be leaned as ramps within larger holes that cannot be covered in order to allow a means of escape for amphibians that may fall in. Holes shall be examined for trapped amphibians each morning and before they are filled; and
 - g. If an amphibian that is a Species of Special Concern is detected in the construction area during activities with the potential to harm the animal, it shall be relocated out of the work area into a safe and appropriate habitat area. Construction workers shall photograph the amphibian and notify the biologist that trained the crew. Special status species observed during the course of the project shall be documented with a CNDDDB form submitted to CDFW; and
 - h. If a California or Federally listed threatened or endangered species (e.g. California red-legged frog, foothill yellow-legged frog) is detected in the construction area during activities with the potential to harm the animal, work shall stop until the animal leaves the area on its own or it shall be relocated out of the work area into a safe and appropriate habitat area by an individual authorized to handle the listed species. Construction workers and/or the biologist moving the animal shall photograph the amphibian and notify the relevant agencies of the action taken. Special status species observed during the course of the project shall be documented with a CNDDDB form submitted to CDFW; and
21. Protection of Environmentally Sensitive Habitat Areas (ESHA) conditions, specific to **Potential Special-status Wildlife – Bats**, are as follows:
- a. Demolition shall be initiated and completed between March 1 and April 15th or September 1 through October 15 to avoid bat torpor season or bat maternity roosting season; and
 - b. Removal of vegetation removal and initiation of construction shall be done during non-roosting season (between March 1 and April 15 or September 1 and October 15); and
 - c. If demolition cannot be initiated and completed in that timeframe, pre-construction surveys will be necessary to determine if bats are roosting. Surveys shall be conducted by a qualified biologist and include a visual survey of the structure and an emergence survey in the evening. These emergence survey shall be conducted between May 15 and August 15, beginning 30 minutes prior to sunset and until one hour after sunset.
 - d. Bat emergence surveys shall not be conducted when the following conditions exist:
 - i. temperatures that fall below 50 degrees; and
 - ii. precipitation, including rain and/or fog, that exceeds 30 minutes or continues intermittently during the survey period; and
 - iii. sustained wind speeds greater than 9 miles per hour.
 - e. If bats are observed, demolition shall not occur until bats have left the structure, as determined by a qualified biologist. Additionally, a no-disturbance buffer of 50-feet or greater shall be observed around the structure until the end of the maternity roosting season, or when determined bats no longer occupy the structure. If no evidence of bats is observed, demolition may begin with no further recommendations.
 - f. Demolition shall be initiated within 7 days of the presence/absence survey.

- g. If evidence of bats use is observed, then biologists shall conduct acoustic surveys under appropriate conditions using an acoustic detector, to determine whether a site is occupied.
22. Prior to issuance of any building permit request in reliance of this Coastal Development Permit, the applicant shall furnish evidence of access to the parcel to Planning and Building Services, per Mendocino County Department of Transportation (DOT) regulations and MCC Chapter 20.516, as follows:
- a. Construct a residential driveway approach onto Little Lake Road (CR 408), in accordance with Mendocino County Road and Development Standards No. A51A, or as modified by applicant and approved by Mendocino County Department of Transportation staff during field review, to be paved with asphalt or comparable surfacing to the adjacent road. Concrete driveways shall not be permitted; and
 - b. Removal of all dirt/debris from the portion of sidewalk fronting the property at Little Lake Road (CR 408). It is the property owner's responsibility to maintain the sidewalk per Streets and Highway Code Section 5610; and
 - c. Obtain an encroachment permit from the Mendocino County Department of Transportation for any work within the County right-of-way.

08/14/2025

DATE



JESSIE WALDMAN
PLANNER II

08/14/2025

DATE

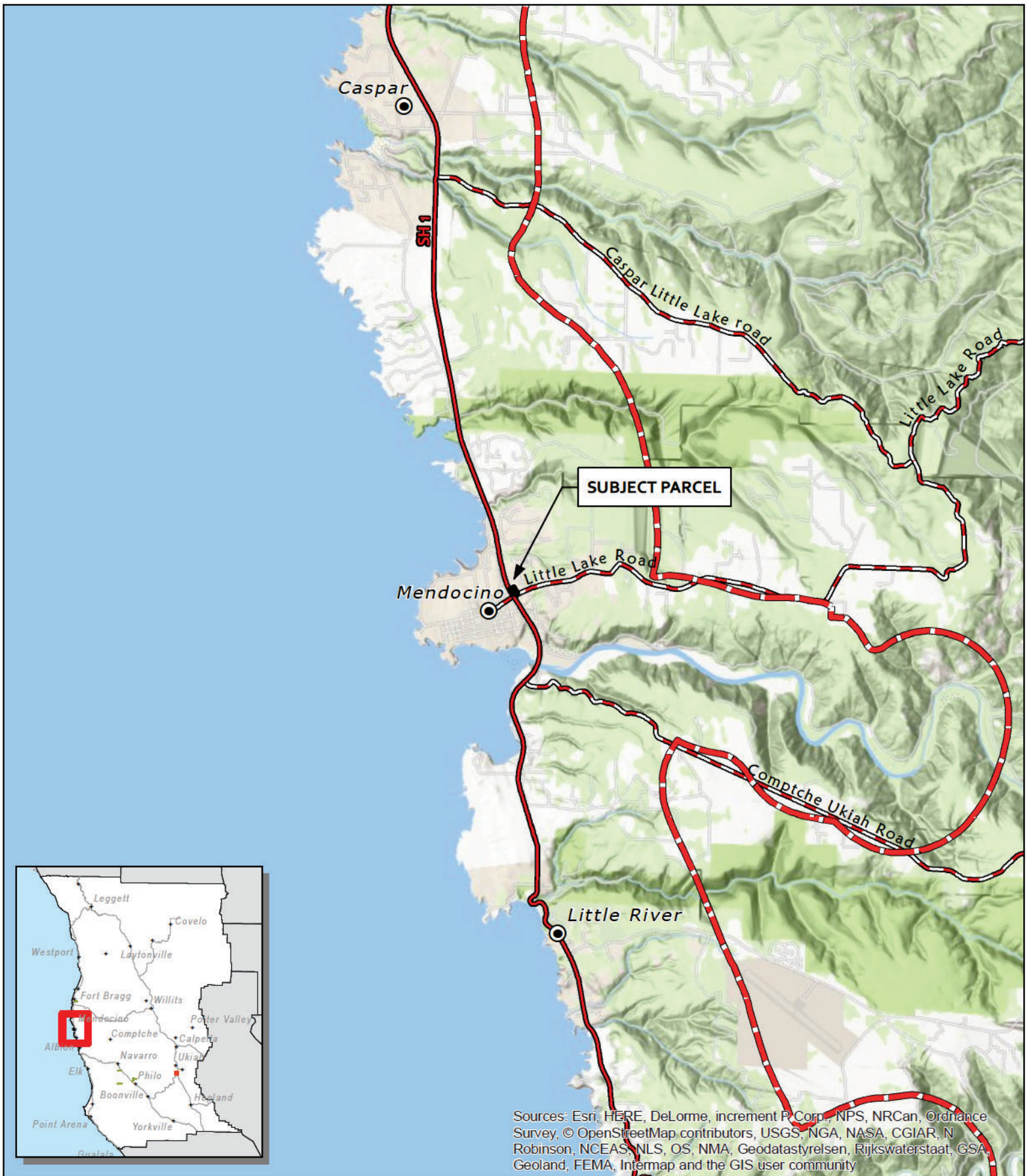


JULIA KROG
COASTAL PERMIT ADMINISTRATOR

Appeal Period: 10 Days
Appeal Fee: \$2,354.00

ATTACHMENTS:

- | | |
|--|---|
| A. Location Map | O. Adjacent Owner Map |
| B. Aerial Map (Vicinity) | P. Fire Hazards Map |
| C. Aerial Map | Q. Ground Water Resource Area |
| D. Topographical Map | R. Slope Map |
| E. Site Plan | S. Soils Map |
| F. Detailed Site Plan | T. Landslide |
| G. Revised Floor Plans | U. Farmlands |
| H. Revised Elevations | V. Crops |
| I. Zoning Map | W. School |
| J. General Plan Map | X. Water District |
| K. LCP Land Use Map 17: Mendocino | Y. MCCSD Will Serve, dated March 11, 2025 |
| L. LCP Land Capabilities & Natural Hazards | Z. WCPB ESHA Maps, dated December 2, 2024 |
| M. LCP Habitats & Resources | |
| N. Appeals | |



CASE: CDP_2025-0002
OWNER: Lisa Clifton-Bumpass
APN: 119-140-16

APLCT: Lorri Fong-Jean
AGENT: Wynn Coastal Planning
ADDRESS: 44780 Little Lake Rd, Mendocino

Major Towns & Places
 Major Roads
 Coastal Zone Boundary
 Highways

0 2,750 5,500 Feet
 0 0.5 1 Miles
 1:63,360
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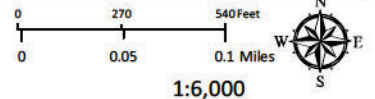
LOCATION

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 DO NOT USE THIS MAP TO DETERMINE LEGAL PROPERTY BOUNDARIES**



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- Major Towns & Places
- Private Roads
- Highways (2017)
- Public Roads
- Driveways/Unnamed Roads



AERIAL IMAGERY

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Source: Esri, Maxar, Earthstar Geographics, IGN, and the GIS User Community

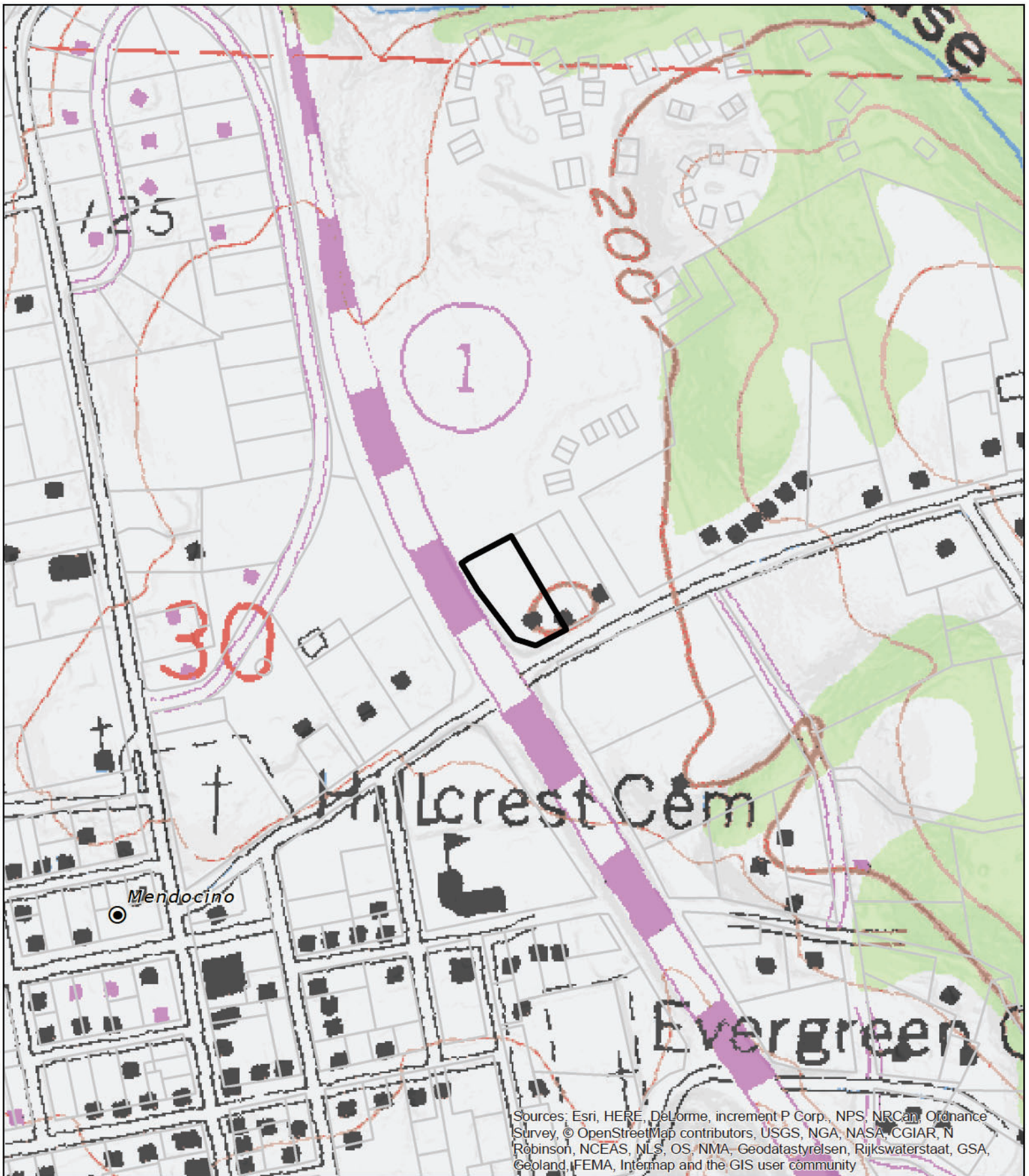
CASE: **CDP_2025-0002**
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— Highways (2017)
— Public Roads



AERIAL IMAGERY

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Sources: Esri, HERE, DeLorme, increment P Corp., NPS, NRCAN, Ordnance Survey, © OpenStreetMap contributors, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatasysteisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

CASE: CDP_2025-0002
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Major Towns & Places
Assessors Parcels

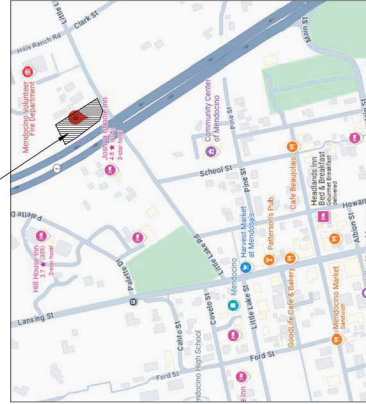
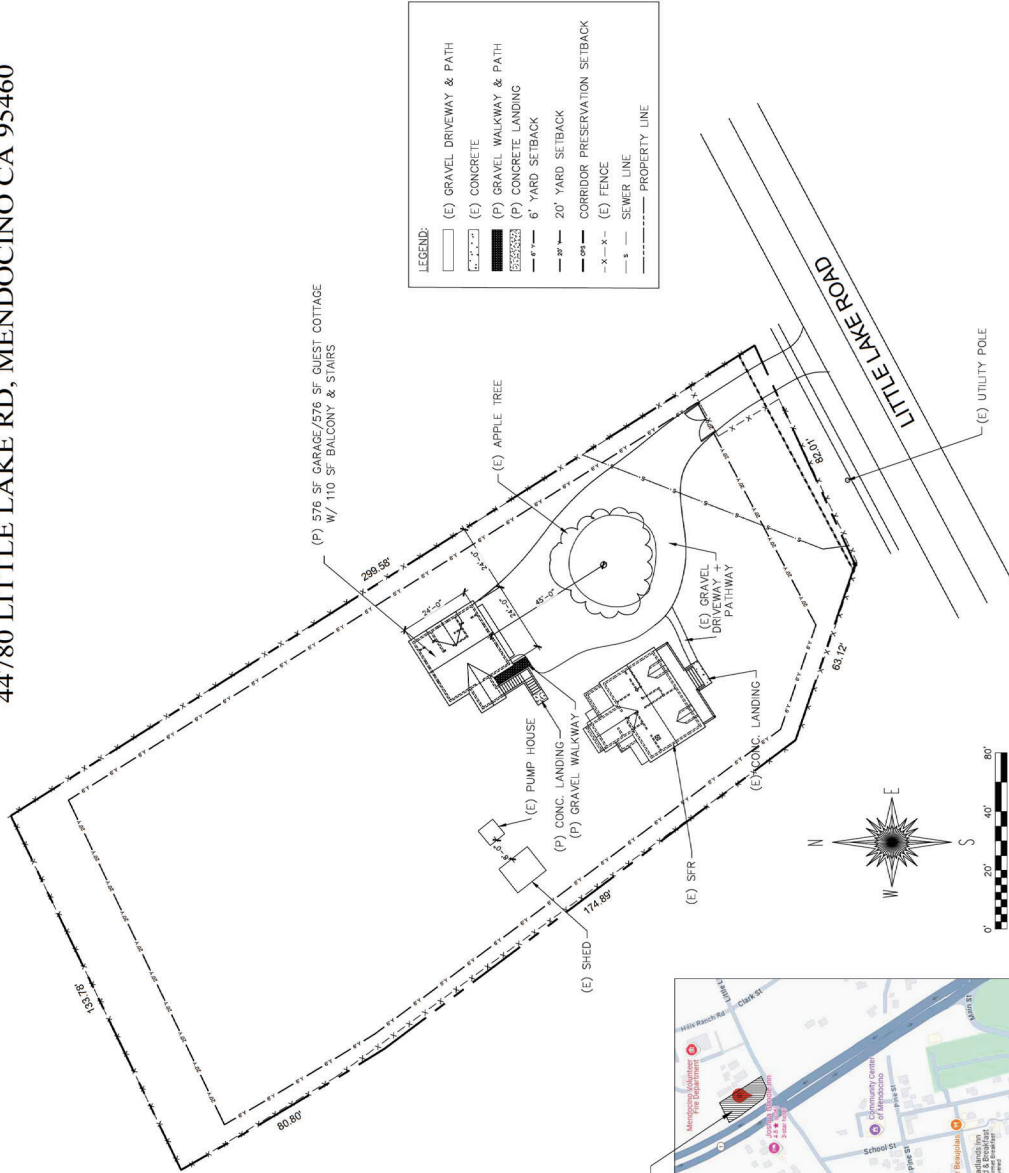
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TOPOGRAPHIC MAP
CONTOUR INTERVAL IS 40 FEET

**THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.
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PROPOSED GARAGE & GUEST HOUSE

for LISA CLIFTON-BUMPASS & LORRIL FONG-JEAN
44780 LITTLE LAKE RD, MENDOCINO CA 95460



VICINITY MAP

NTS

EXISTING/PROPOSED PLOT PLAN

SCALE: 1"=20'

PROJECT DESCRIPTION:
Construct a detached garage with guest cottage on second floor. During renovation of the existing single dwelling, the guest cottage will be converted to a guest cottage as a temporary dwelling. Upon completion of the renovation of the residence, the temporary dwelling will be converted to a guest cottage.

INDEX OF DRAWINGS	
ARCHITECTURAL	
A1	PROJECT INFORMATION, LOCATION MAP
A1.1	PLOT PLAN
A2.1	PROPOSED FLOOR PLANS
A3.1	PROPOSED ELEVATIONS

SITE AND BUILDING NOTES:	
ZONING: MRR-2	
AREA CALCULATIONS	
LOT SIZE: 0.91+ ACRE	
EXISTING:	
RESIDENCE	636 SF
INTERIOR	120 SF
1ST FLOOR	120 SF
2ND FLOOR	120 SF
TOTAL	240 SF
PROPOSED:	
GARAGE/GUEST COTTAGE	576 SF
1ST FLOOR	576 SF
2ND FLOOR	576 SF
TOTAL INTERIOR	1152 SF
BALCONY & STAIR	135 SF
TOTAL	1287 SF

CONSTRUCTION NOTES:
DO NOT SCALE DRAWINGS. THE CONTRACTOR SHALL VERIFY DIMENSIONS PRIOR TO CONSTRUCTION, AND ANY DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT OF THE ARCHITECT SO THAT CLARIFICATION CAN BE MADE.
IN DISCREPANCIES BETWEEN WRITTEN DESCRIPTIONS AND DRAWINGS, WRITTEN DESCRIPTIONS SHALL GOVERN.

SITE INFORMATION PROVIDED BY:
MENDOCINO SURVEYORS, INC.



Debra Lennox
Architect
CA #
PO Box 798
Mendocino, CA 95460
www.dbiennox.com
707-937-0770

REVISIONS	BY

PROJECT INFO & PLOT PLAN
for LISA CLIFTON-BUMPASS & LORRIL FONG-JEAN
44780 LITTLE LAKE RD, MENDOCINO CA 95460

SCALE: AS NOTED
DRAWN: 1.14.25
FILE: LR
DATE: ACAD2024
SHEET:

A1
OF SHEETS



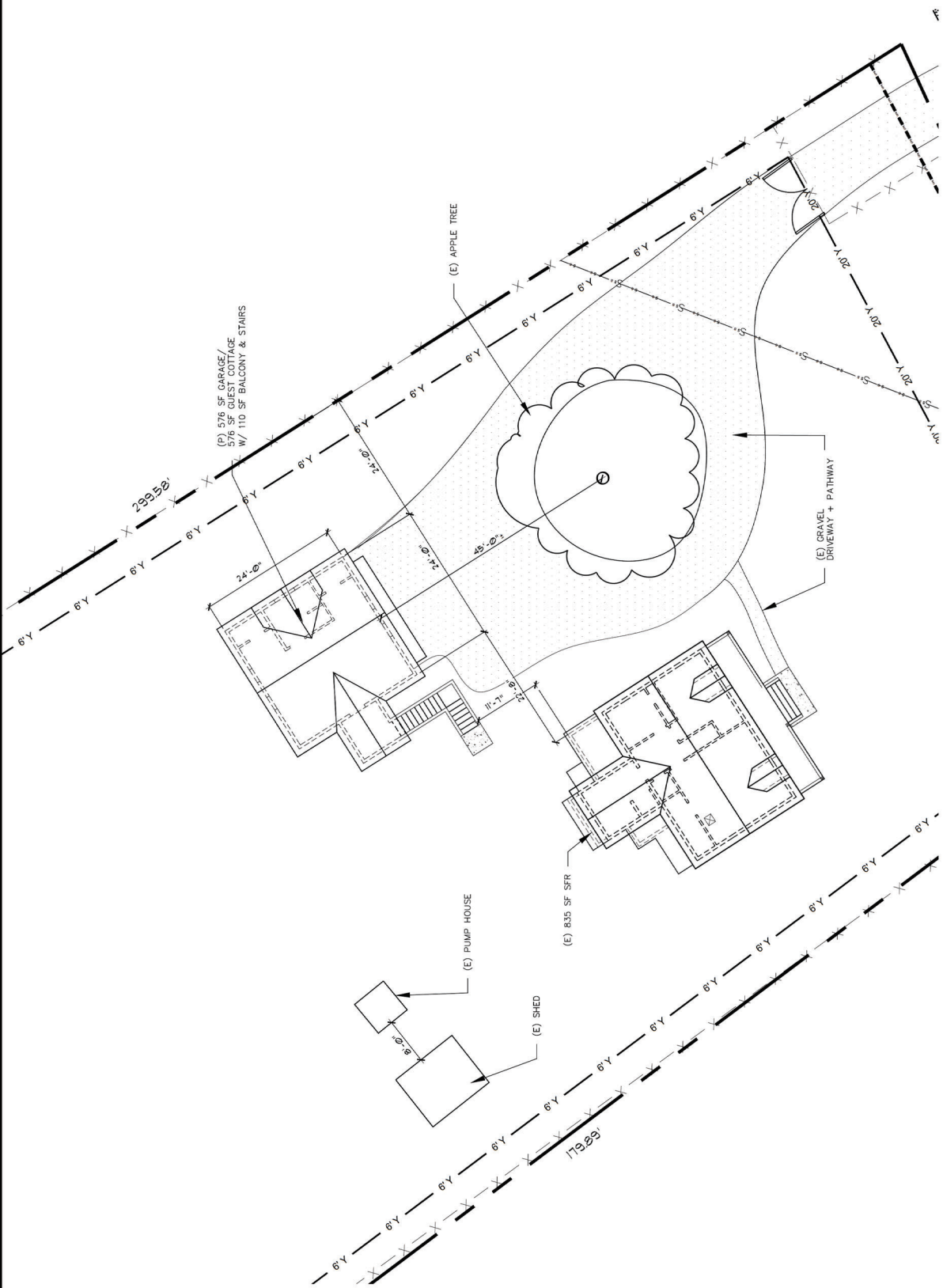
Debra Lennox, AIA
ARCHITECT
PO Box 198
Mendocino, CA 95460
707-931-0710
www.dblarchitect.com

REVISIONS	BY

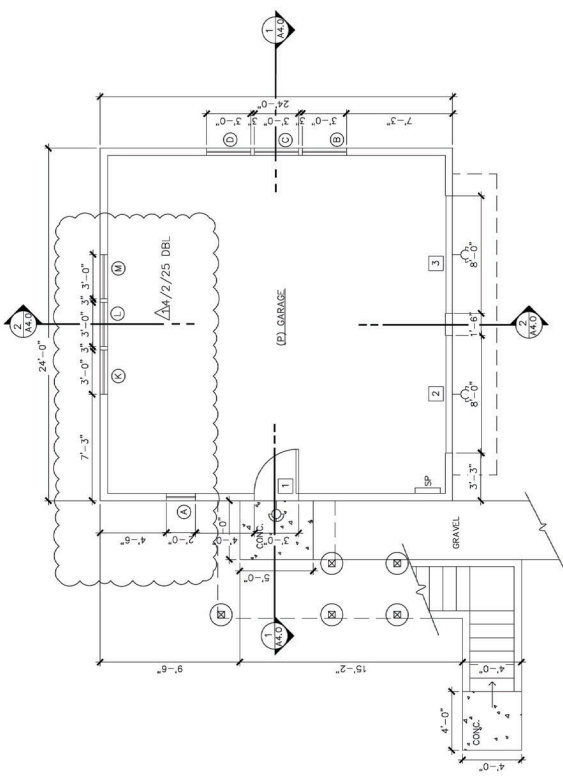
PROPOSED PLOT PLAN DETAIL
GARAGE/ GUEST COTTAGE
for LISA CLIFTON-BUMPASS & LORRIL FONG-GEAN
44780 LITTLE LAKE RD., MENDOCINO CA 95460

SCALE AS NOTED
DRAWN: 12/6/2024
FILE: LR
DATE: ACAD2024
SHEET: A1.1

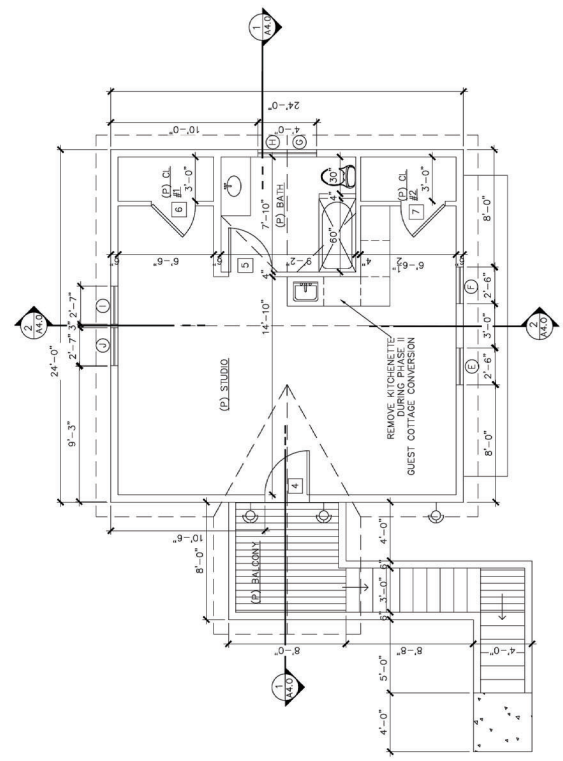
OF SHEETS



PROPOSED PLOT PLAN DETAIL
SCALE: 1/8"=1'-0"

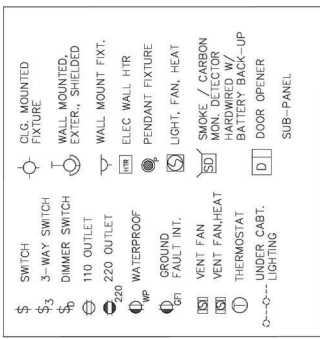


PROPOSED GARAGE MAIN FLOOR PLAN
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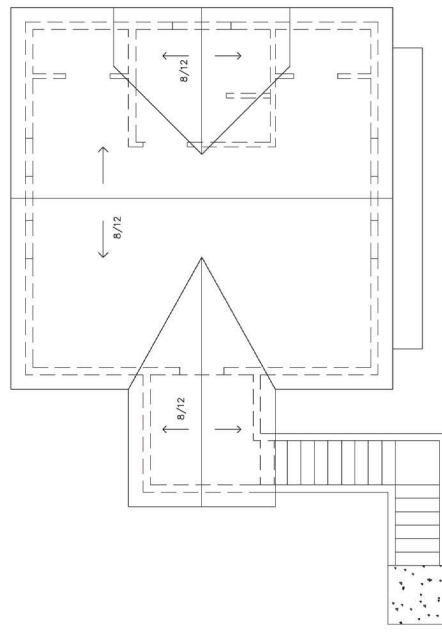


PROPOSED GARAGE 2ND FLOOR PLAN
SCALE: 1/4" = 1'-0"

ELECTRICAL LEGEND



- NOTES:
1. SMOKE DETECTOR TO BE HARD-WIRED WITH BATTERY BACKUP
 2. ALL LIGHTING TO BE LED
 3. ALL LIGHTS TO BE LOW VOLTAGE - SOLAR ACTIVATED
 4. ALL 125V THROUGH 250V RECEPTACLES TO BE AFCI PROTECTED
 5. ALL 125V, 15A & 20A RECEPTACLES SHALL BE LISTED TAMPER RESISTANT PER CEC 2019
 6. FLUSH VOLUME OF ALL W/C SHALL NOT EXCEED 1.28 GAL/FLUSH
 7. FLOORHEADS SHALL HAVE A MAX FLOW RATE OF NOT MORE THAN 1.8 GAL/MINUTE @ 80 PSI
 8. LAVATORY FAUCETS SHALL HAVE A MAX FLOW RATE NOT TO EXCEED 1.2 GAL/MIN @60 PSI, MIN FLOW OF FAUCETS SHALL NOT BE LESS THAN 0.8 GAL/MINUTE @ 20 PSI.
 9. BATHROOM FANS SHALL BE ENERGY STAR COMPLIANT AND BE HUMIDITY CONTROLLED.
 10. ANNULAR SPACES AROUND PIPES, ELECTRICAL CABLES, CONDUITS OR OTHER OPENINGS IN PLATES AT EXTERIOR WALLS SHALL BE PROTECTED AGAINST THE PASSAGE OF RODENTS BY CLOSING SUCH OPENINGS WITH CEMENT MORTAR, CONCRETE MASONRY OR SIMILAR METHODS
 11. ALL EXTERIOR LIGHTING TO HAVE DUSK TO DAWN OR MOTION SENSORS
 12. BATHROOM RECEPTACLE OUTLETS SHALL BE SUPPLIED BY ONE AT LEAST 20A BRANCH CIRCUIT. NO OTHER OUTLETS ARE ALLOWED ON THAT CIRCUIT.
 13. ELECTRICAL RECEPTACLE OUTLETS, SWITCHES AND CONTROLS (INCLUDING CONTROLS FOR EXTERIOR LIGHTING) SHALL BE LOCATED AT LEAST 18" ABOVE FINISH FLOOR AND NOT LESS THAN 15 INCHES MEASURED FROM THE TOP OF THE OUTLET BOX AND NOT LESS THAN 15 INCHES MEASURED FROM THE BOTTOM OF THE OUTLET BOX ABOVE THE FINISH FLOOR.



PROPOSED GARAGE ROOF PLAN
SCALE: 1/4" = 1'-0"



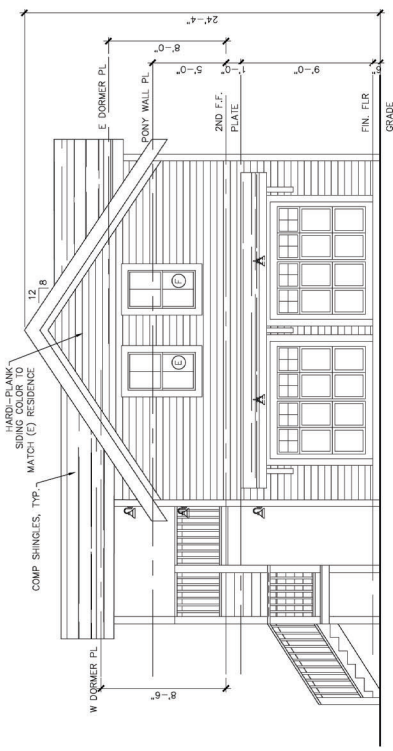
Debra Lennox, AIA
ARCHITECT
CA # Box798
Mendocino, CA 95460
707-937-0770
www.dblennox.com

REVISIONS	BY
Δ 12/25 DB	

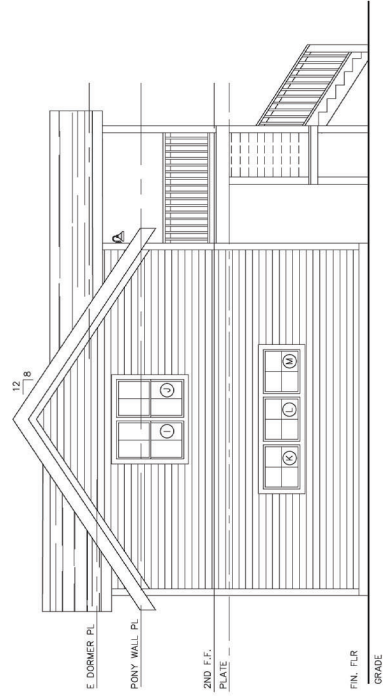
PROPOSED ELEVATIONS
GARAGE/GUEST COTTAGE
for LISA CLIFTON-BUMPASS & LORRIL FONG-GEAN
44780 LITTLE LAKE RD., MENDOCINO CA 95460

SCALE: AS NOTED
DRAWN: 12.16.2022
FILE: LR
DATE: ACAD2024
SHEET:

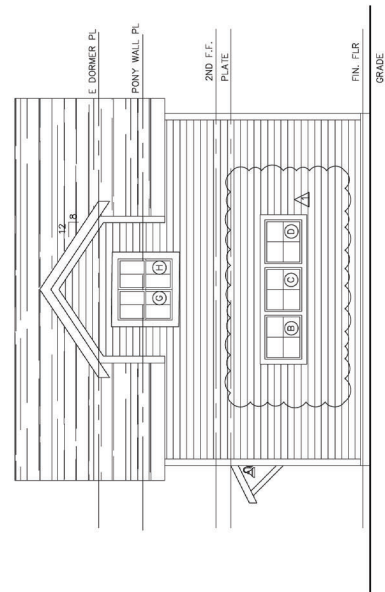
A3.1
0" = 5'-0"



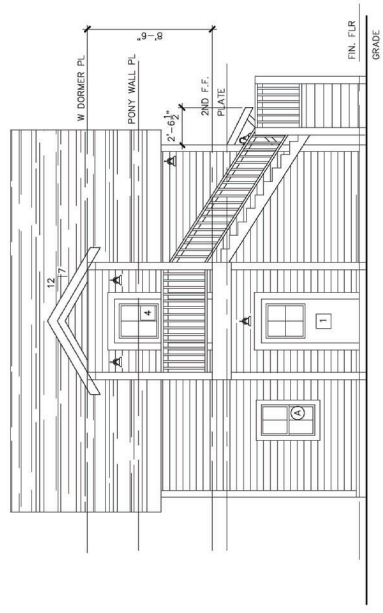
(P) SOUTH ELEVATION
SCALE: 1/4" = 1'-0"



(P) NORTH ELEVATION
SCALE: 1/4" = 1'-0"



(P) EAST ELEVATION
SCALE: 1/4" = 1'-0"

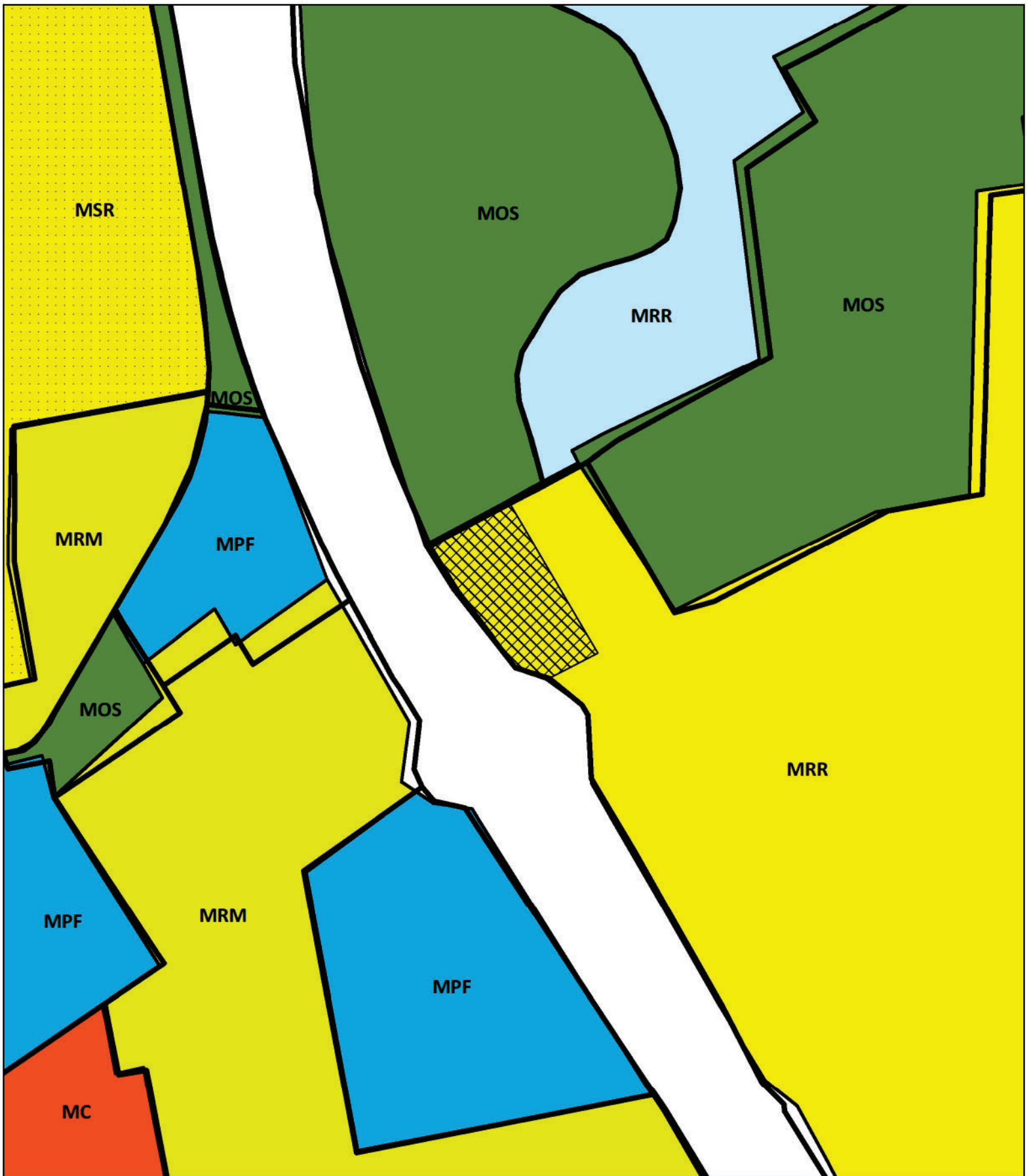


(P) WEST ELEVATION
SCALE: 1/4" = 1'-0"



OR EQUIV.

(P) EXT. LIGHT FIXTURE
NTS



CASE: CDP_2025-0002
OWNER: Lisa Clifton-Bumpass
APN: 119-140-16
APLCT: Lorri Fong-Jean
AGENT: Wynn Coastal Planning
ADDRESS: 44780 Little Lake Rd, Mendocino



Zoning Districts

Mendocino Town Zoning 020521

ZONEDISP



MC



MOS



MPF



MRM



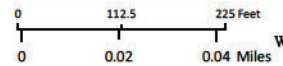
MRR-2



MRR-2-PD



MSR

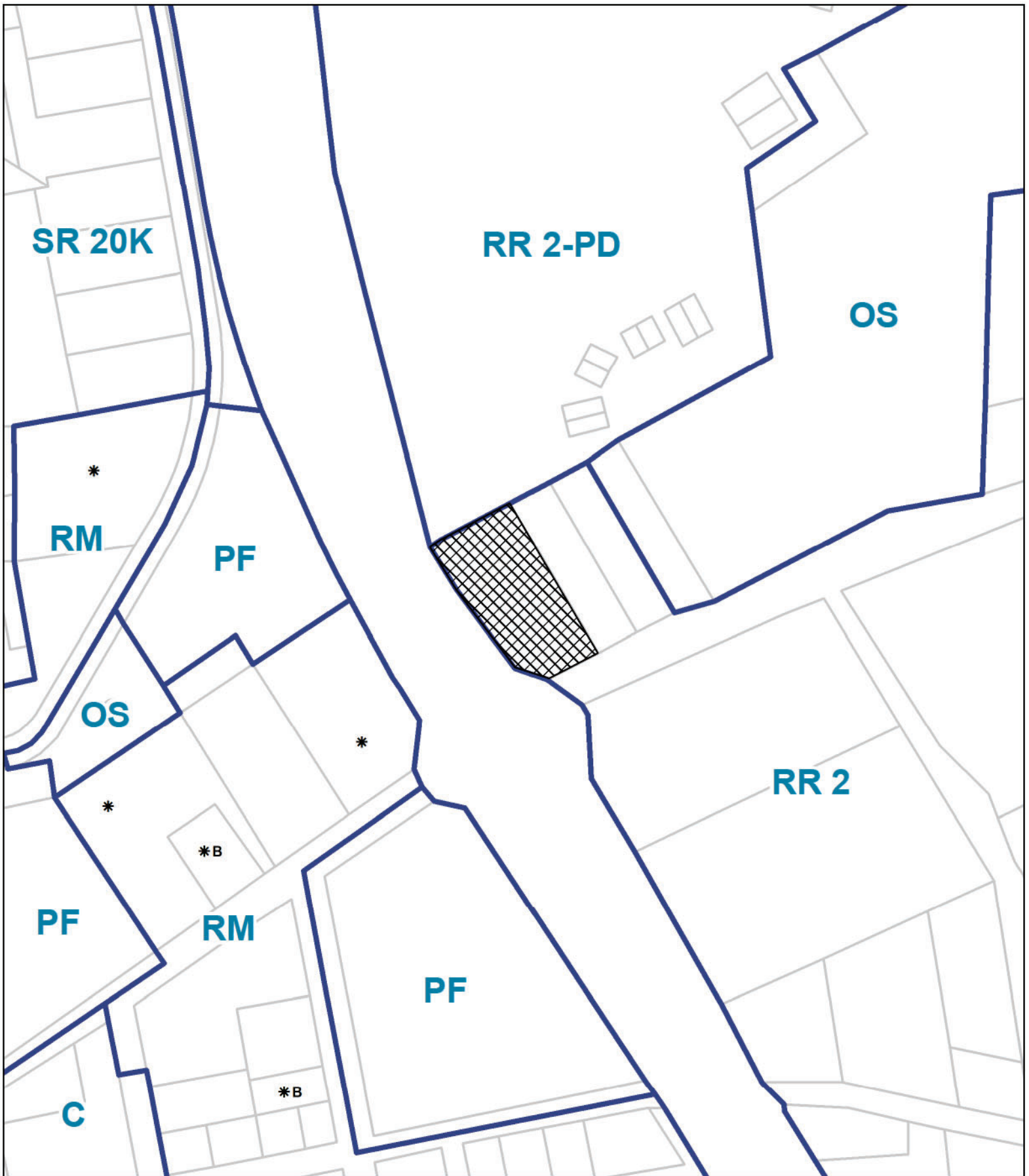


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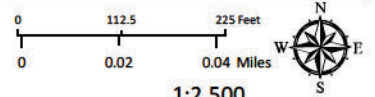
MENDOCINO TOWN ZONING

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OWNER: Lisa Clifton-Bumpass
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APLCT: Lorri Fong-Jean
AGENT: Wynn Coastal Planning
ADDRESS: 44780 Little Lake Rd, Mendocino

- * Visitor Accomodation & Services
- *B Mendo Town B&Bs
- Assessors Parcels



1:2,500
GENERAL PLAN

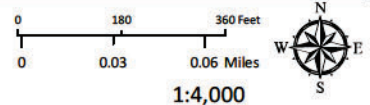
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OWNER: Lisa Clifton-Bumpass
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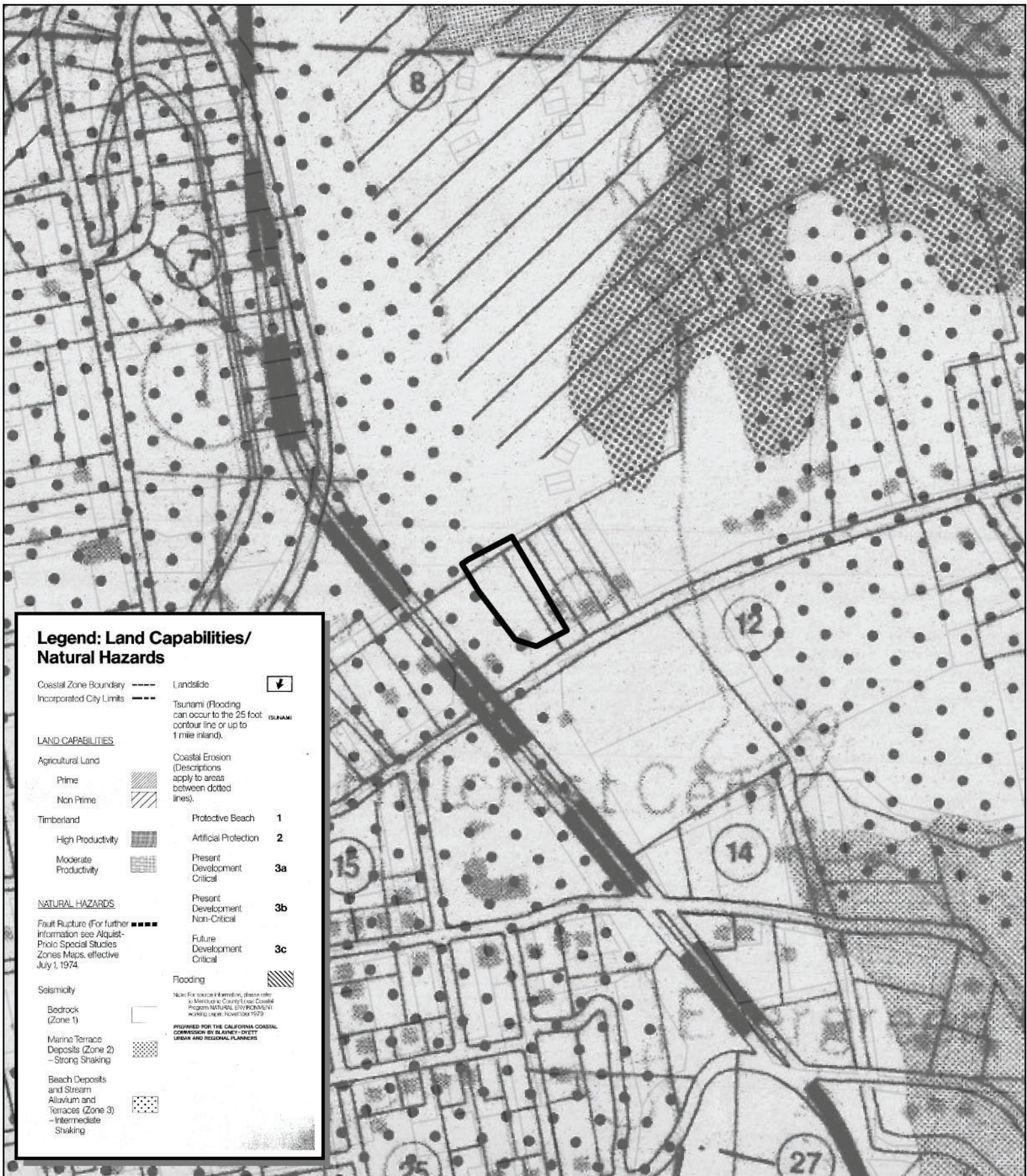
Major Towns & Places
 Assessors Parcels



1:4,000

LCP LAND USE MAP 17: MENDOCINO

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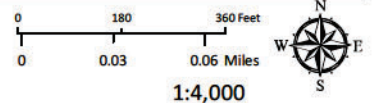
CASE: CDP_2025-0002
OWNER: Lisa Clifton-Bumpass
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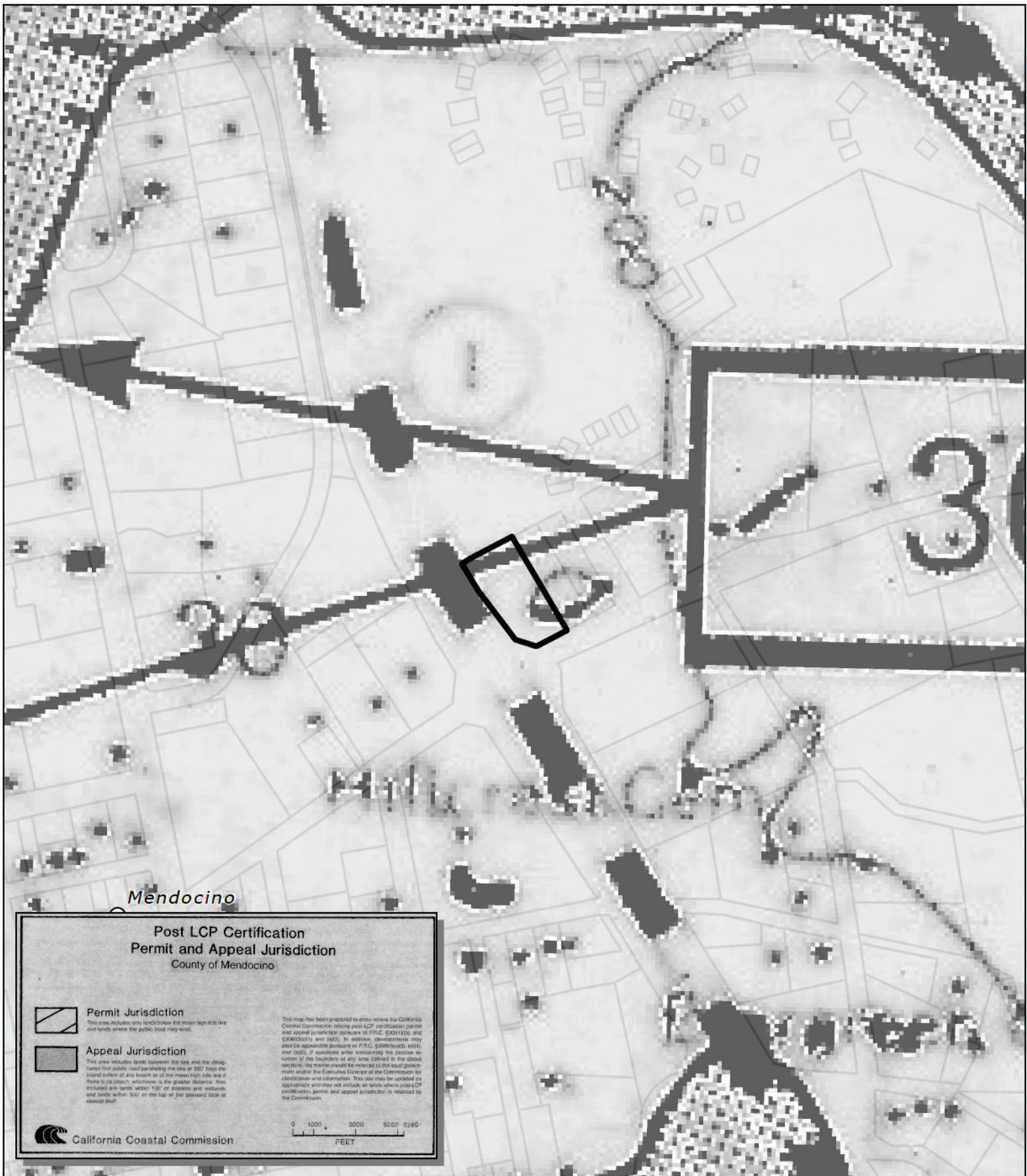
CASE: CDP_2025-0002
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Major Towns & Places
 Assessors Parcels



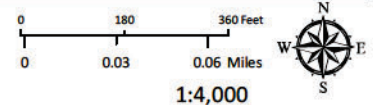
LCP HABITATS & RESOURCES

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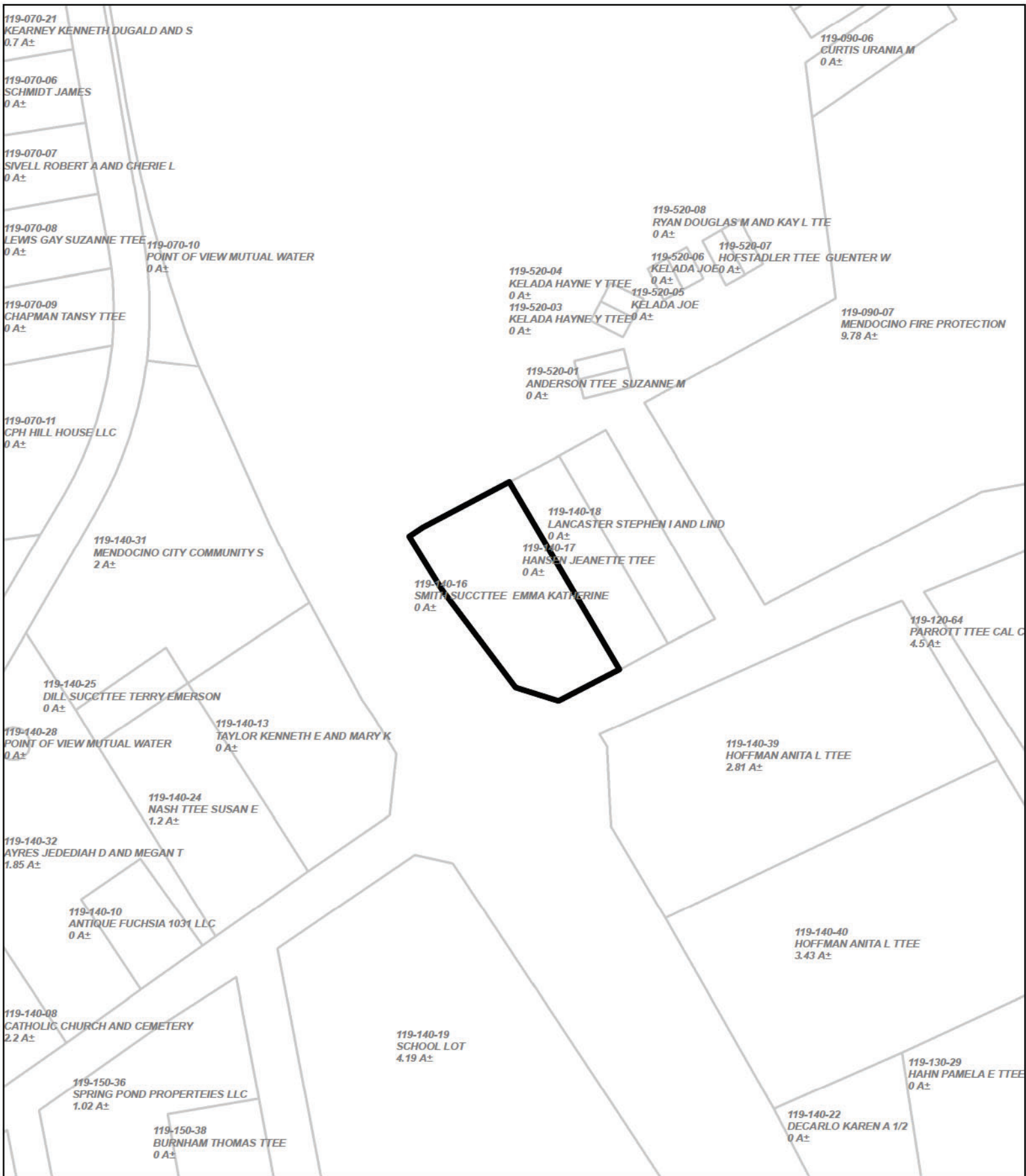
CASE: CDP_2025-0002
OWNER: Lisa Clifton-Bumpass
APN: 119-140-16
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ADDRESS: 44780 Little Lake Rd, Mendocino

Major Towns & Places
 Assessors Parcels



POST LCP CERTIFICATION & APPEAL JURISDICTION

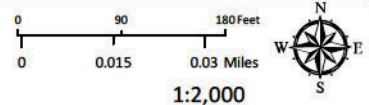
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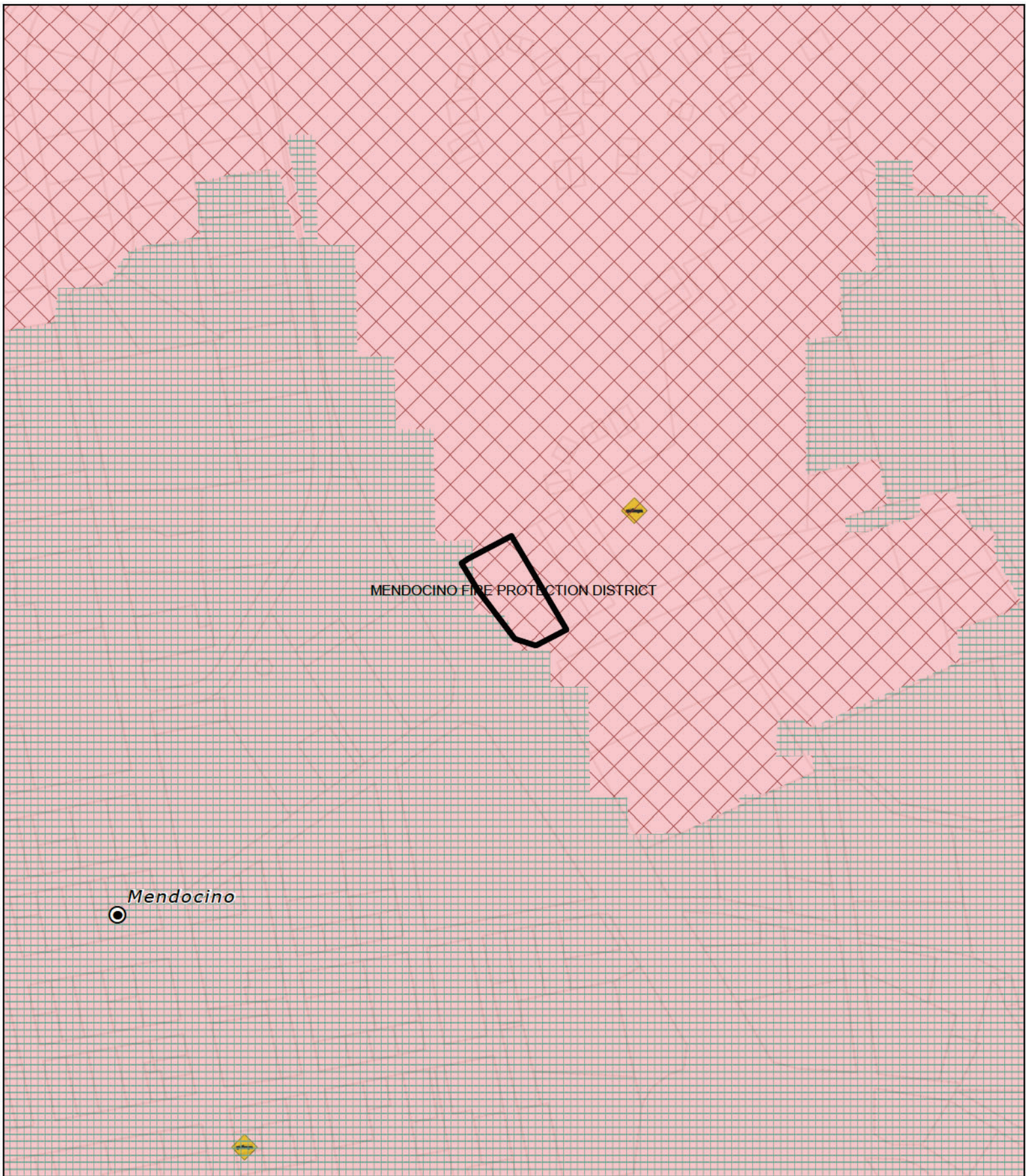


Assessors Parcels



ADJACENT PARCELS

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CASE: **CDP_2025-0002**
OWNER: **Lisa Clifton-Bumpass**

APN: **119-140-16**

APLCT: **Lorri Fong-Jean**

AGENT: **Wynn Coastal Planning**

ADDRESS: **44780 Little Lake Rd, Mendocino**



Major Towns & Places



High Fire Hazard



Moderate Fire Hazard



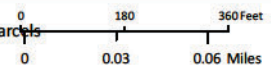
Fire Stations



County Fire Districts



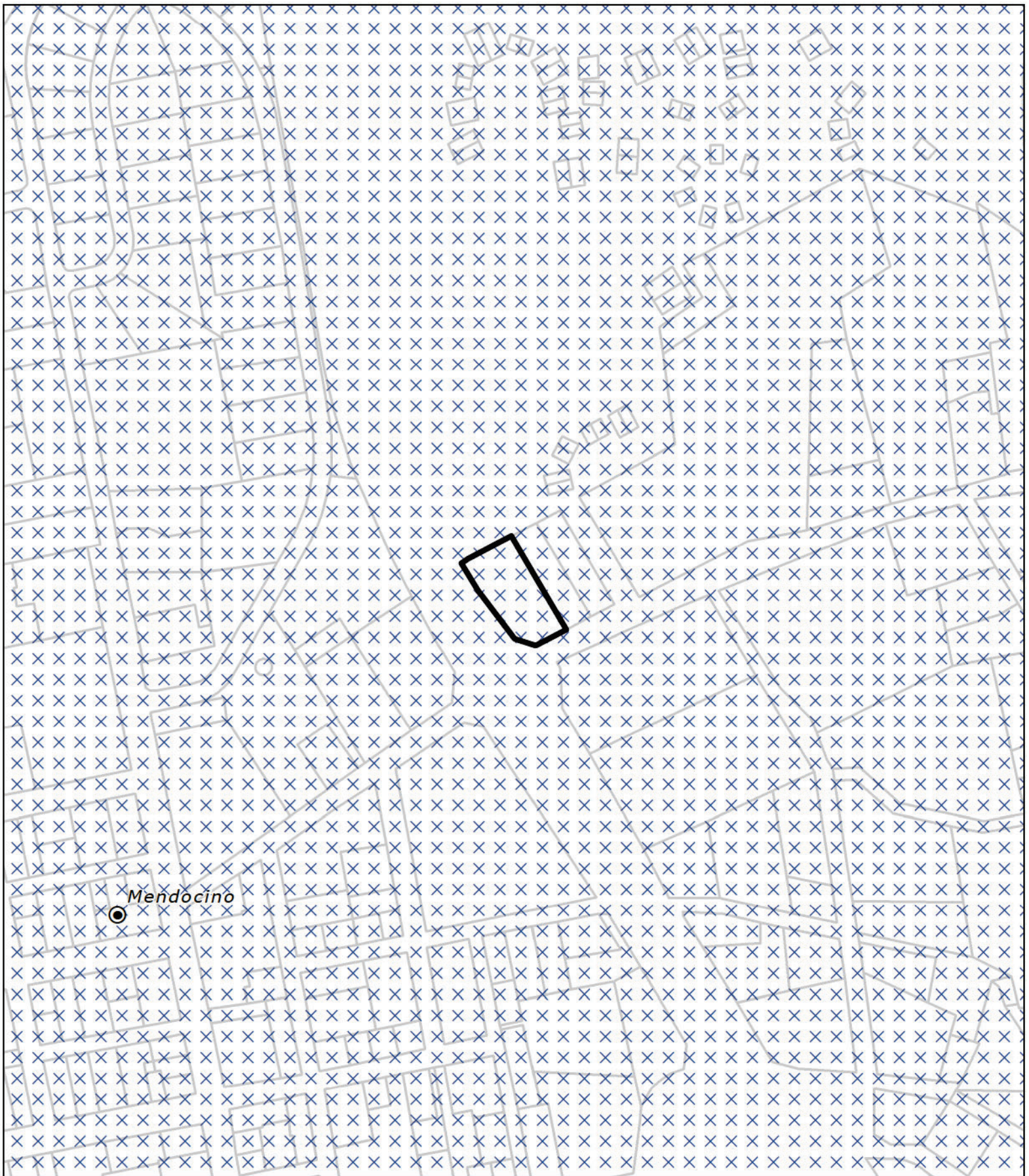
Assessors Parcels






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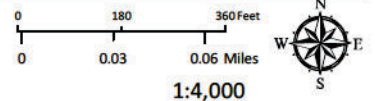
FIRE HAZARD ZONES & RESPONSIBILITY AREAS
STATE RESPONSIBILITY AREA

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ADDRESS: 44780 Little Lake Rd, Mendocino

-  Major Towns & Places
-  Critical Water Resources
-  Assessors Parcels



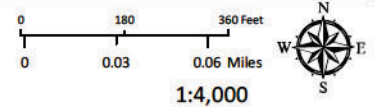
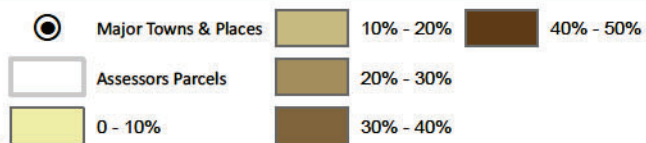
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COASTAL GROUND WATER RESOURCES

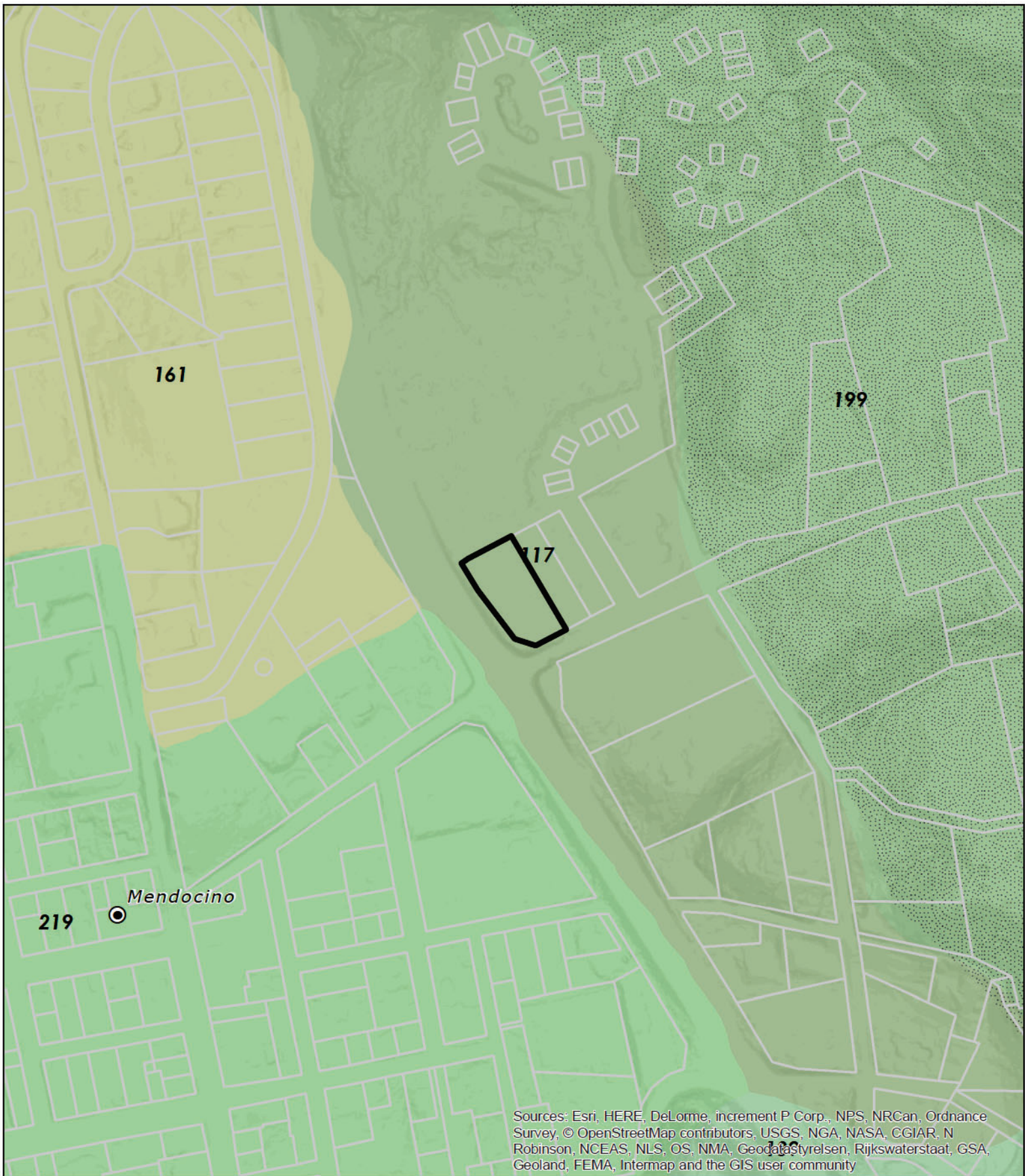
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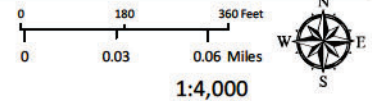


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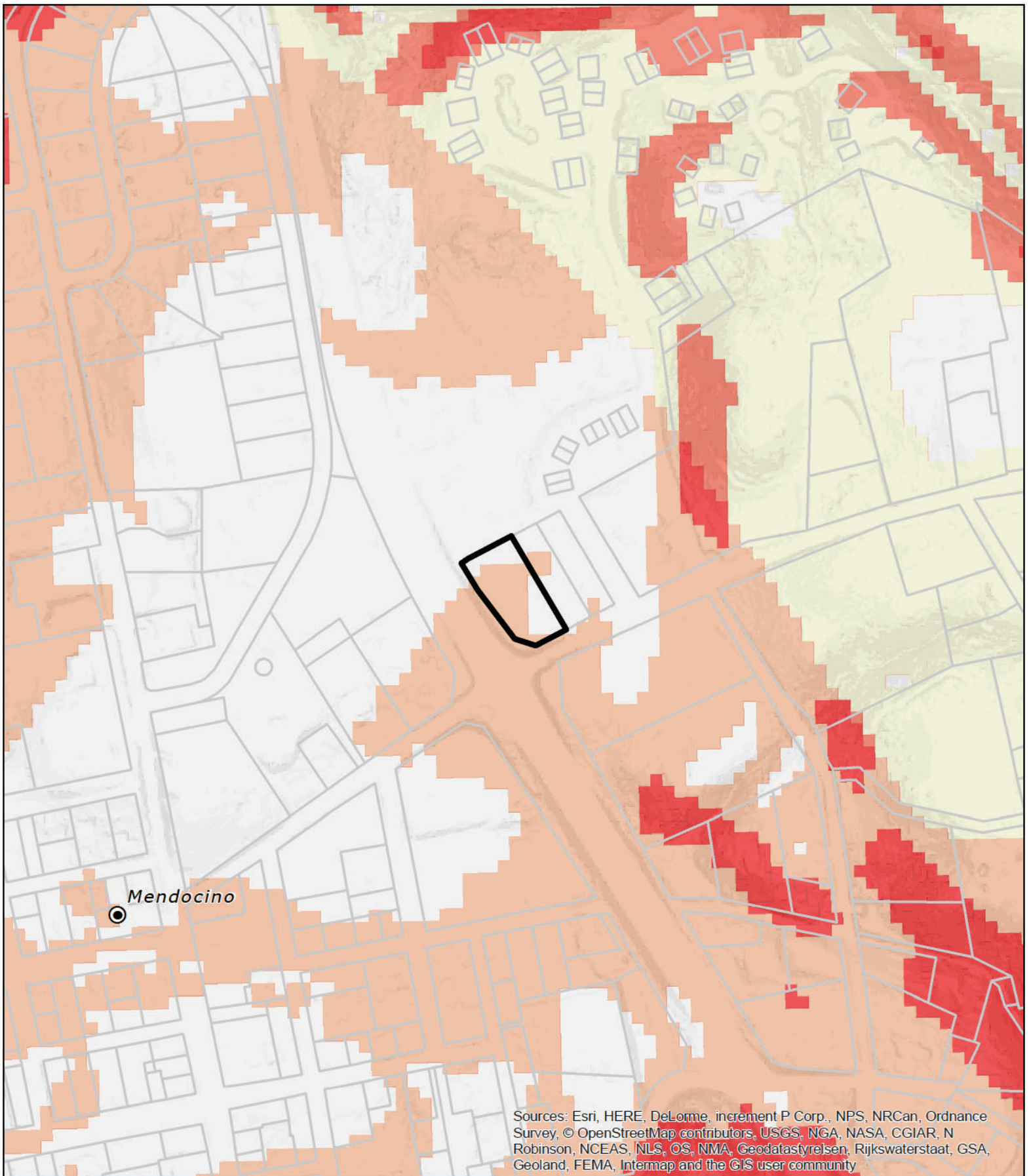
CASE: CDP_2025-0002
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AGENT: Wynn Coastal Planning
ADDRESS: 44780 Little Lake Rd, Mendocino

-  Major Towns & Places
-  Assessors Parcels
-  Shinglemill-Gibney Complex

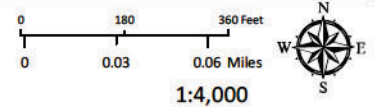
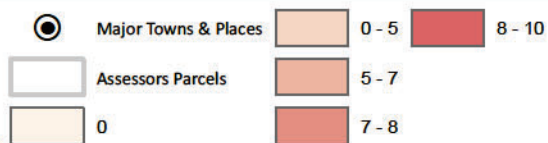


WESTERN SOIL CLASSIFICATIONS

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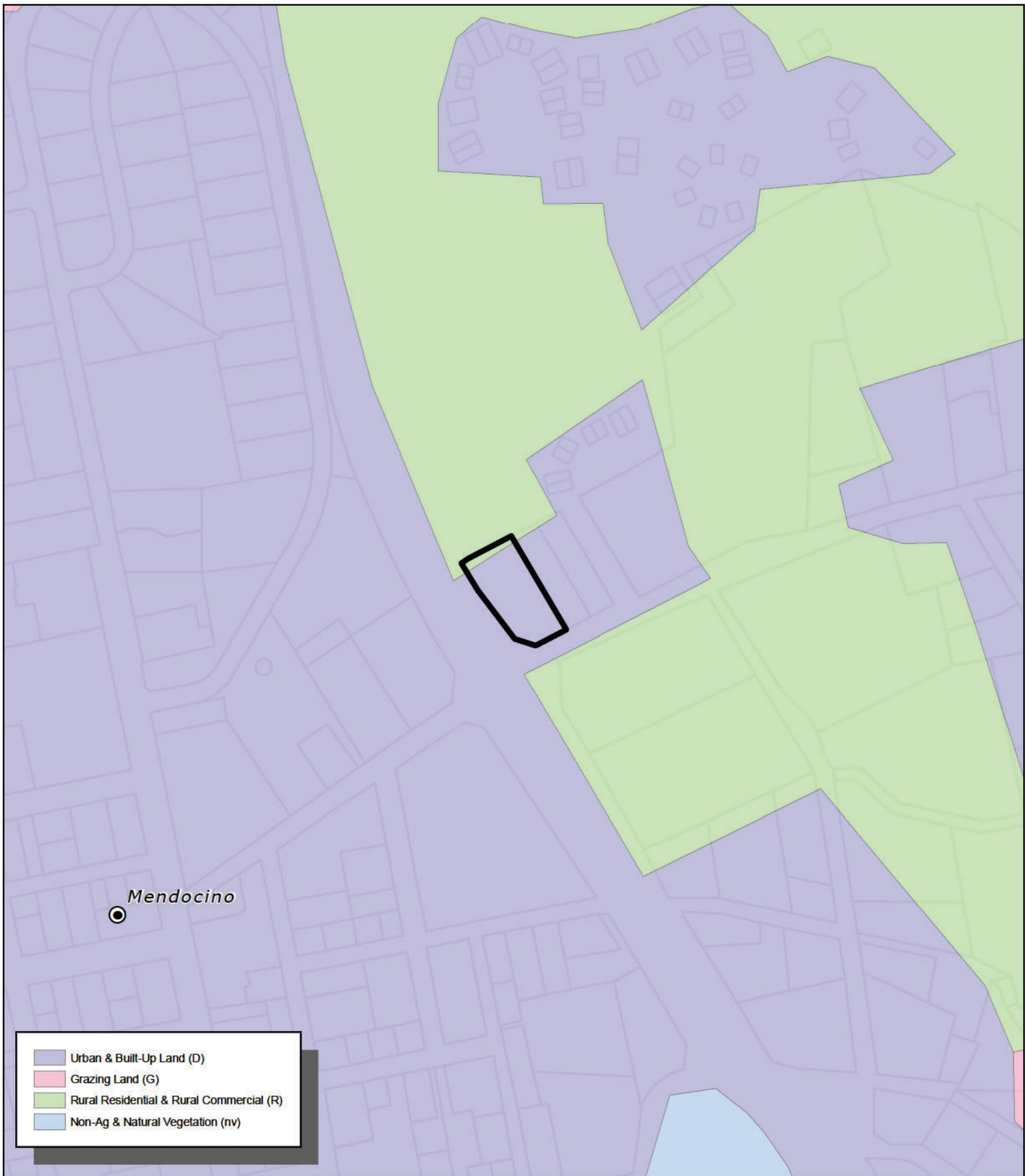


CASE: CDP_2025-0002
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LANDSLIDE HAZARDS

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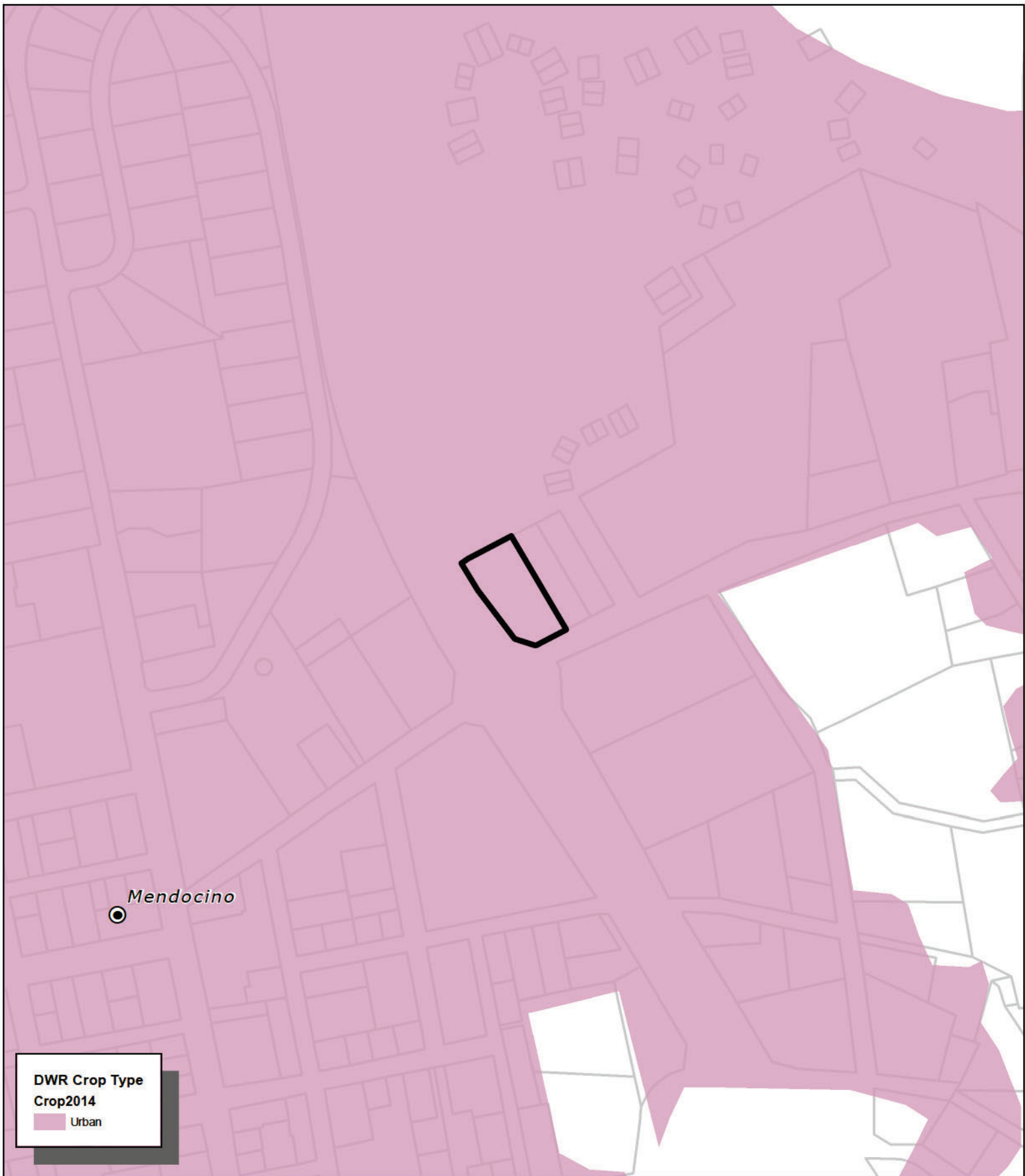
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 Major Towns & Places
 Assessors Parcels





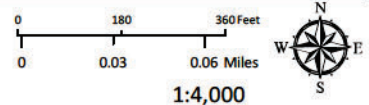
IMPORTANT FARMLANDS

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ADDRESS: **44780 Little Lake Rd, Mendocino**

 Major Towns & Places
 Assessors Parcels



1:4,000

CROP TYPES

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Mendocino Unified

Mendocino

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CASE: CDP_2025-0002

OWNER: Lisa Clifton-Bumpass

APN: 119-140-16

APLCT: Lorril Fong-Jean

AGENT: Wynn Coastal Planning

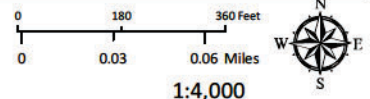
ADDRESS: 44780 Little Lake Rd, Mendocino



Major Towns & Places

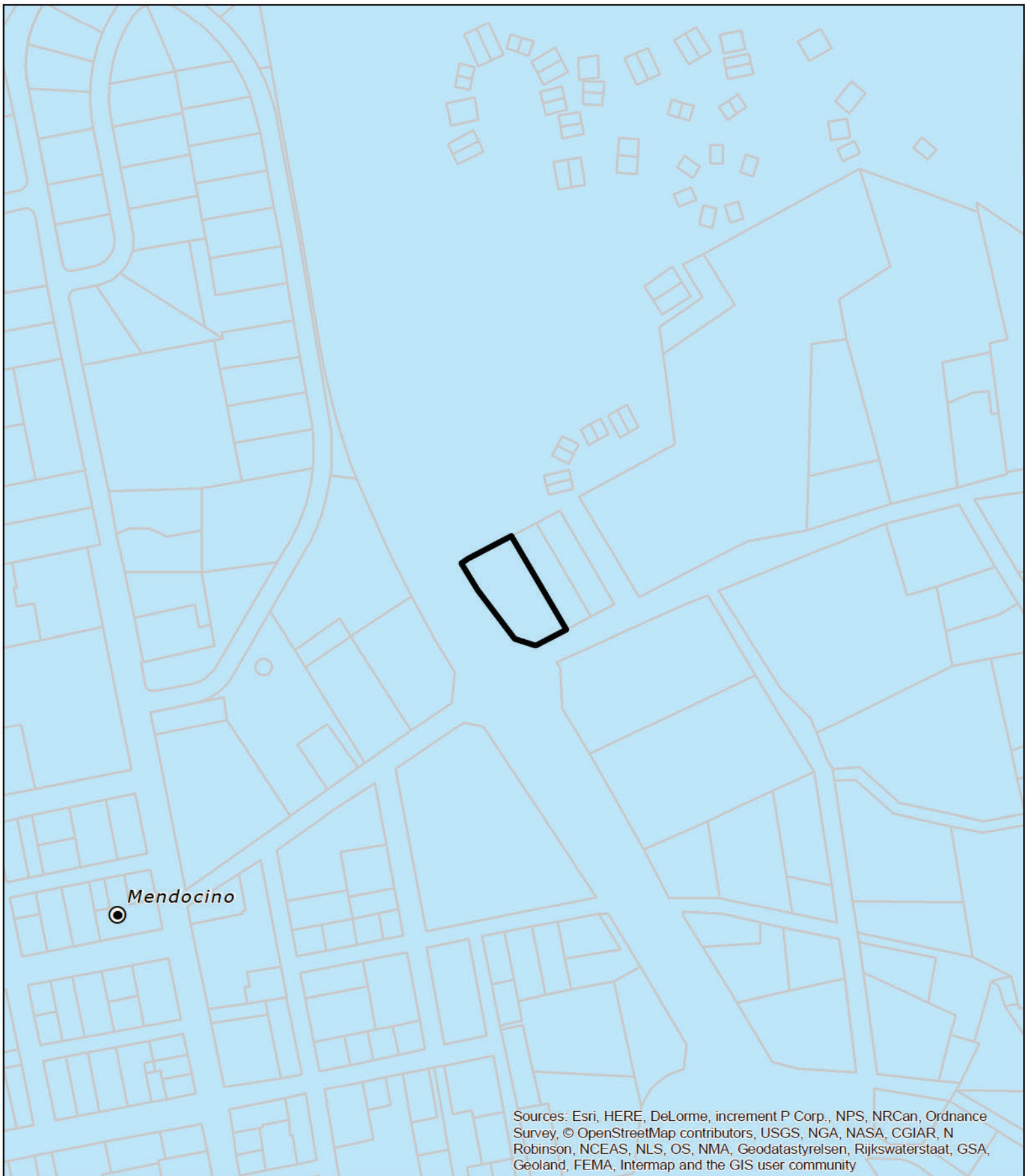


Assessors Parcels






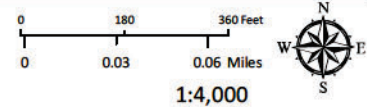
SCHOOL DISTRICT

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AGENT: Wynn Coastal Planning
ADDRESS: 44780 Little Lake Rd, Mendocino

-  Major Towns & Places
-  Assessors Parcels
-  County Water Districts



1:4,000
WATER DISTRICT

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MENDOCINO CITY COMMUNITY SERVICES DISTRICT
Post Office Box 1029
Mendocino, CA 95460
Business Phone (707) 937-5790
mccsd@mcn.org

March 11, 2025

Department of Building and Planning
120 W. Fir St.
Fort Bragg, CA 95437

RE: 44780 Little Lake Road, Mendocino

To Whom It May Concern:

The property owners of 44780 Little Lake Rd, APN 190-140-16, recently completed a hydrostudy on their property in hopes of proving enough water to support their proposed new development. The hydrostudy did prove sufficient water to support a three (3) bedroom residence and the addition of a residential two (2)-bay garage with 576 sq ft, non-commercial, residential guest cottage above the garage. The owners have met all the requirements set by MCCSD for groundwater management and sewer service.

If you have any questions, please feel free to contact our office.

Sincerely,



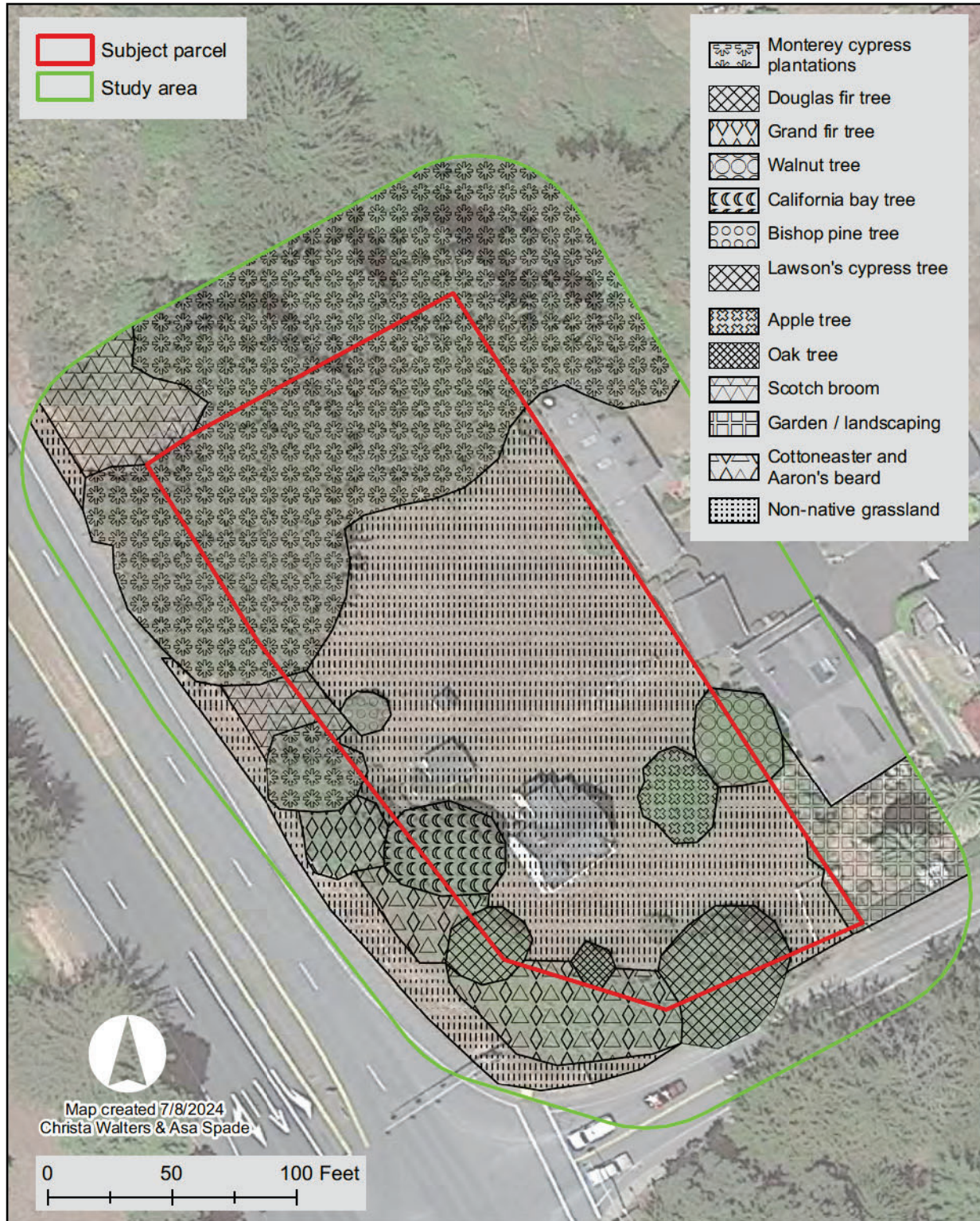
Katie Bates
District Secretary
MCCSD



CLIENT: Bumpass-Jean
APN: 119-140-16-00
ADDRESS: 44780 Little Lake Rd.
Mendocino, CA

Development Envelope (No ESHA Observed)

Figure 3. No potential ESHA was observed within 100ft of the subject parcel. No native communities were present.



CLIENT: Bumpass-Jean
APN: 119-140-16-00
ADDRESS: 44780 Little Lake Rd.
Mendocino, CA

Plant Communities and Vegetation

Figure 5. Plant communities and vegetation map. While there were a few native trees present, no plant communities were dominated by native plants. The majority of the vegetation present is non-native invasive species or planted ornamentals.

