



DEPARTMENT OF PUBLIC WORKS
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LAND USE 445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Augustus Grochau, Planner, Planning & Building Department

FROM: Kenneth M. Freed, Assistant Engineer 

DATE: 10/29/2024

RE: **LOCK BOX STORAGE LLC, APN 516-111-064; APPS# PLN-2024-19084**

The Department of Public Works (Department) has reviewed the Conditional Use Permit (CUP) application for the mini storage facility. Previous projects and subdivisions on Glendale Road have been conditioned to be designed and constructed within an ultimate fifty foot right of way. Project description states that access will be provided through a locked gate with keypad access. The Department will require the keypad to be located outside the County right of way. In addition, the existing fence/gate will need to be reconfigured to provide a staging area for vehicles out of the travel way while accessing the keypad and waiting for the gate to open.

Although the site plan provides existing topo elevations, the site plan does not show grades on the parking lot. It is unclear where storm water from the project will be directed. Applicant shall provide grades at the time of the building application. The parking lot drainage will require an oil water filtration system if drainage is directed towards the County right of way and/or directly into drainage facilities maintained by the County.

Our review of this project is limited to what is shown on the submitted plot plan. If other facilities not shown on the plot plan will be constructed, contact this Department immediately for approval **before** construction. This Department has regulations regarding facilities such as retaining walls, fence site visibility, drainage culverts, and parking lanes within the County right of way. This Department has included general statements for facilities that may not be included on the plot plan.

The following conditions are recommended:

- (1) Applicant must apply for and obtain an encroachment permit for the construction of a portland cement concrete (PCC) Caltrans Type A2-6 curb and gutter with a curb adjacent 5 foot wide sidewalk along Glendale Drive fronting the subject property. The back of curb shall be located 20' from the center line of the road right of way.

- (2) Applicant shall construct two commercial driveways that meet County Urban Driveway No. 1 (min w = 16', max w = 24') standards.
- (3) Due to the need for curb grade and line at this location, a Sidewalk Survey will be required. A Licensed Land Surveyor or Registered Civil Engineer shall submit curb staking plans and cut sheets to the Department **prior** to start of any concrete form work.
- (4) Site visibility must be maintained at the commercial driveway approaches in conformance with County Code.
- (5) Storm water runoff from the commercial parking lot or building site shall not be channeled or directed to flow across the sidewalk or traveled section of the County roadway. If drainage is directed towards the County roadway or drainage system, it shall be contained on-site in an oil/ water filtration system then piped under the sidewalk to the County road surface.

Owner shall be responsible for maintenance of oil/water filtration system.

Applicant shall be responsible to correct any involved drainage problems relating from or created by the subject project to the satisfaction of this Department.
- (6) Gates are not permitted across private access roads and driveways (fronting County maintained roadways) without review and approval. Typically gates are set back at least 25 feet from existing edge of County road.

//End//