



DEPARTMENT OF PUBLIC WORKS
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LAND USE 445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Trevor Estlow, Senior Planner, Planning & Building Department

FROM: Kenneth Freed, Assistant Engineer 

DATE: 04/03/2025

RE: **CAVANAUGH; APN 016-172-013, APPS# PLN-2025-19216**

PROJECT LOCATION: It is unclear from the submitted documents where the specific tree removal locations are to take place. For any tree removal locations that are within or adjacent to the County road right of way, see the requirements below.

PROJECT ACCESS: The subject parcel driveway is located on a non-County maintained portion of Pennsylvania Avenue. The scope of work does not require roadway improvements at the end of the County road or to surface the residential driveway to County standards.

TREE REMOVAL: It is the responsibility of the applicant to protect the public when tree work is being performed. Any work performed within the County right of way requires an encroachment permit. Traffic control shall be provided when work is being done near the road (when there is a possibility of the public being endangered by the tree removal work. An encroachment permit is required to conduct traffic control operations on the County road. No road closure is authorized. No trees shall be felled onto the County roadway. The County roadway shall not be used for tree removal activities. All tree removal activities (i.e. staging, bucking, truck loading) shall be performed on the subject parcel.) Most tree maintenance companies already have a blanket encroachment permit to work in the County right of way.

The following conditions are recommended: 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.

(1) Applicant must apply for and obtain an encroachment permit for any tree removal within the County road right of way or if traffic control is required on Myrtle Avenue during the tree harvesting process. [reference: County Code section 411-11 (a)(b)]

(2) During tree work operations, Permittee shall be responsible to keep the County road surface and drainage system clear of organic debris at all times. The road shall be maintained in passable condition throughout the tree work operations. Leaving cuttings, logs, rounds, stacked wood, chips and mulch shall not be allowed within 50 feet of the roadway.

(3) **Warning and flagging of motorists at work locations shall be conducted AT ALL TIMES by properly trained personnel.** Traffic control staff must be able to effectively communicate oral instructions to the public.

(4) Traffic control shall be conducted in a manner that provides the least inconvenience to motorists as possible. Emergency vehicles shall be allowed to pass through the controlled areas at all times. One travel lane shall be available for through traffic at all times. Permittee shall notify the Department of Public Works 48 hours prior to conducting any traffic control that requires closures of both travel lanes for longer than 5 minutes. Closure of both travel lanes for longer than 5 minutes requires prior written approval by the Director of Public Works. The California Highway Patrol and the Humboldt County Sheriff's Office shall also be notified of any traffic control that requires closure of both travel lanes at least 48 hours in advance.

(6) **That portion of County right of way utilized during the tree work operations shall be restored to like or better condition upon completion of tree work operations.** Permittee shall clean and shape existing drainage ditch line upon completion of project, if disturbed. Permittee shall be responsible for any and all damages to the roadway caused by the tree work operations within the County right of way. Any damage to existing County road improvements (i.e., adjacent curb and gutter, drainage structures, road surface, etc.) shall be repaired or replaced by Permittee to the satisfaction of the Department of Public Works. Damages will be reported promptly to the Department of Public Works.