

EXHIBIT A



DEPARTMENT OF PUBLIC WORKS
C O U N T Y O F H U M B O L D T
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CLARK COMPLEX
HARRIS & H ST., EUREKA
FAX 445-7388
LAND USE 445-7205

LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Alice Vasterling, Associate Planner

FROM: Erin Cearley, Senior Engineering Technician *EC*

RE: SUBDIVISION REQUIREMENTS - IN THE MATTER OF THE PELE MINOR SUBDIVISION, APPLICATION # PLN-2026-19467 PMS, APN 510-371-010, FOR APPROVAL OF A TENTATIVE MAP, CONSISTING OF 1.5 ACRES INTO 3 PARCELS/LOTS

01/27/2026

The following requirements and standards are applicable to this project and must be completed to the specifications and satisfaction of the Department of Public Works (Department) before the subdivision map may be filed with the County Recorder. If there has been a substantial change in the project since the last date shown above, an amended report must be obtained and used in lieu of this report. Prior to commencing the improvements indicated below, please contact the Subdivision Inspector at 445-7205 to schedule a pre-construction conference.

These recommendations are based on the tentative map prepared by Points West Surveying Co. dated March 2023 and dated as received by the Humboldt County Planning Division on January 08, 2026.

NOTE: All correspondence (letters, memos, faxes, construction drawings, reports, studies, etc.) with this Department must include the Assessor Parcel Number (APN) shown above.

READ THE ENTIRE REPORT BEFORE COMMENCING WORK ON THE PROJECT

1.0 MAPPING

1.1 EXPIRATION OF TENTATIVE MAP

Applicant is advised to contact the Planning & Building Department to determine the expiration date of the tentative map and what time extension(s), if any, are applicable to the project. Applicant is responsible for the timely filing of time extension requests to the Planning & Building Department.

Applicant is responsible for completing all of the subdivision requirements prior to expiration of the tentative map. Applicant is advised to promptly address all of the subdivision requirements in order to avoid the tentative map expiring prior to completion of the subdivision requirements. Applicants are encouraged to contact a land development professional for advice on developing a realistic schedule for the processing of the project.

1.2 MAP TYPE

Applicant must cause to be filed a subdivision map showing monumentation of all property corners to the satisfaction of this Department in compliance with County Code §326-31. Subdivision map checking fees shall be paid in full at the time the subdivision map is submitted for checking. County Recorder fees shall be paid prior to submittal of the map to the County Recorder for filing. The subdivision map must be prepared by a Land Surveyor licensed by the State of California -or- by a Civil Engineer registered by the State of California who is authorized to practice land surveying.

All Department charges associated with this project must be paid in full prior to the subdivision map being submitted to the County Recorder for filing.

Applicant shall submit to this Department an electronic copy of the subdivision map, in pdf format, as filed by the County Recorder. [Reference: Government Code §66466(f)]

Prior to submitting the subdivision map to the County Surveyor for map check, applicant shall submit the subdivision map to the utility providers to provide input on necessary public utility easements. Copies of the responses from the utility providers shall be included with the first submittal of the subdivision map to the County Surveyor.

1.3 DEPOSIT

Applicant shall be required to place a security deposit with this Department for inspection and administration fees as per County Code §326-13 prior to review of the improvement plans, review of the subdivision map, or the construction of improvements, whichever occurs first.

1.4 PROOF OF LEGAL ACCESS

Access shall be noted on the Parcel Map pursuant to County Code §324-3.

1.5 EASEMENTS

All easements that encumber or are appurtenant to the subdivision shall be shown graphically on the subdivision map. Those easements that do not have a metes and bounds description shall be noted on the subdivision map and shown as to their approximate location.

1.6 FURTHER SUBDIVISION

At least some of the parcels may be further divided; therefore, the applicant shall conform to Humboldt County Code §323-6(a)(5), Statements to Accompany a Tentative Subdivision Map.

1.7 PRIVATE ROADS

Pursuant to County Code §324-2(c)(3), the subdivision map shall show the lanes clearly labeled "Non-County Maintained Lane" or "Non-County Maintained Road". Pursuant to County Code §324-2(c)(5), the following note shall appear on the map or instrument of waiver, which shall read substantially as follows:

"If the private lane or lanes shown on this plan of subdivision, or any part thereof, are to be accepted by the County for the benefit of the lot owners on such lane rather than the benefits of the County generally, such private lane or lanes or parts thereof shall first be improved at the sole cost of the affected lot owner or owners, so as to comply with the specification as contained in the then applicable subdivision regulations relating to public streets."

(use this paragraph private roads are within the distinctive border.)

1.8 DEDICATIONS

The following shall be dedicated on the subdivision map, or other document as approved by this Department:

(a) BOLIER AVENUE (NOT COUNTY MAINTAINED):

Planning Commission previously approved Beere Subdivision on 07/21/2022 which established a 40' right of way. This subdivision has been conditioned to match the decision of the Planning Commission.

Access: Applicant shall cause to be dedicated on the subdivision map a non-exclusive easement for ingress, egress, and public utilities for the benefit of the parcels within the subdivision in a manner approved by this Department. The easement shall be 40 feet in width.

PUE: Applicant shall cause to be dedicated to the County of Humboldt on the subdivision map a 10 foot wide public utility easement (PUE) adjacent to the right of way for the road or as otherwise approved by this Department. Additional PUEs shall be dedicated in a manner, width, and location approved by this Department.

The applicant shall cause to be dedicated to the County of Humboldt a PUE over the entire area of the access easement for the road.

Sidewalks: Applicant shall cause to be dedicated on the subdivision map to the County of Humboldt a 10 foot wide easement for public sidewalk purposes lying adjacent to the right of way of the County road. The applicant is only responsible to cause to be dedicated lands that are included within the boundary of the proposed subdivision. This easement may overlap a public utility easement.

(b) CLUSTER BOX UNIT (NBU) MAILBOXES

Prior to submittal of the subdivision map, provide a sign-off from the Post Office on the location of the neighborhood box unit. Applicant shall cause to be dedicated on the subdivision map additional sidewalk easements as necessary to accommodate the CBU.

Note: The Post Office may not require an CBU for this project.

1.9 LINES OF OCCUPATION

Applicant shall provide prospective buyers with notice of any fences that are not on the property lines.

2.0 IMPROVEMENTS

2.1 CONSTRUCTION PLANS

Pursuant to County Code §326-3, construction plans shall be submitted for any required road, drainage, landscaping, and pedestrian improvements. Construction plans must be prepared by a Civil Engineer registered by the State of California. Construction plans shall be on a sheet size of 22" x 34", unless approved otherwise by this Department. Construction of the improvements shall not commence until authorized by this Department. This Department will require the submittal of 1 full size (22" x 34") set and 1 reduced (11" x 17") set of the approved construction plans prior to start of work. (See County code §326-3)

The construction plans shall show the location of all proposed new utilities and any existing utilities within 10 feet of the improvements. The plans shall be signed as approved by the local fire response agency and public utility companies having any facilities within the subdivision prior to construction authorization by this Department.

Construction plans shall be tied into elevation datum approved by this Department. Projects located within McKinleyville Community Services District (MCSD) area shall be tied to MCSD elevation datum unless waived by this Department.

Unless otherwise waived by this Department, record drawing ("As-Built") plans shall be submitted for any road, drainage, landscaping, and pedestrian improvements that are constructed as part of this project. Record drawing plans must be prepared by a Civil Engineer registered by the State of California. Once approved by this Department, one (1) set of "wet stamped" record drawings on 22" x 34" mylar sheets shall be filed with this Department.

2.2 CONSTRUCTION PERIOD

Construction of improvements for this project will not be allowed to occur between October 15 and April 15 without permission of this Department.

2.3 ADA FACILITIES

All pedestrian facilities shall be ADA compliant. This includes, but is not limited to, providing curb ramps at intersections and sidewalks behind driveway aprons (or ADA compliant driveway aprons).

Fire hydrants, neighborhood box units for mail, utility poles (including down guys), streetlights, or other obstructions will not be allowed in sidewalks unless approved by this Department.

Applicant shall replace/retrofit to meet current standards any non-ADA compliant pedestrian improvements within the public right of way (or access easements that the subject property has a legal right to use) contiguous to the project.

2.4 TRAFFIC CONTROL DEVICES & SIGNS

Traffic control devices and signs may need to be placed as required and approved by this Department. All signs and striping on County maintained roads shall be installed by the County at the expense of the developer, unless otherwise approved by the Department.

- (a) Pursuant to County Code §324-2(c)(4), non-county maintained roads shall be posted with a sign of at least 2 square feet in size containing substantially the following words in 2"

high black letters on a yellow background: "Not a County Maintained Road" or "Not a County Maintained Street". The sign shall be approved by the Department prior to installation. (last paragraph for private roads)

- (b) Street name signs shall be provided at all road intersections.
- (c) Fire hydrants shall be identified with a retroreflective blue colored raised pavement marker.
- (d) Additional signing and striping may be required by the Department upon review of the improvement plans. This includes, but is not limited to, centerline striping, two way left turn lane striping, bicycle lane striping, edge lines, dead end road signs, no outlet signs, speed limit signs, warning signs, etc....

2.5 ACCESS ROADS

The access road(s) serving the subdivision shall be constructed to the satisfaction of this Department as follows:

- (a) **BOLIER AVENUE (OFFSITE)** shall be constructed having a typical section comprised of a two hundred foot (200') paved section twenty foot (20') wide paved from the end of the existing paved road near the Murray Road intersection.
- (b) **BOLIER AVENUE (ONSITE)**
<NONE>
- (c) The widening of Bolier Avenue may require the reconstruction of the existing road to provide a uniform centerline grade compatible with the proposed curb grade. This is necessary in order to provide an adequate cross slope to the proposed gutter. Engineering plans showing existing and proposed conditions for both the centerline grade and roadway cross sections will be necessary to ensure proper drainage. In addition, existing utilities may need to be adjusted and/or relocated at the expense of the applicant.

In addition, roadside ditches shall be constructed when required by this Department.

- (d) Nothing is intended to prevent the applicant from constructing the improvements to a greater standard.
- (e) Nothing is intended to prevent this Department from approving alternate typical sections, structural sections, drainage systems, and road geometrics based upon sound engineering principals as contained in, but not limited to, the Humboldt County Roadway Design Manual, Caltrans Highway Design Manual, Caltrans Local Programs Manual, Caltrans Traffic Manual, California Manual on Uniform Traffic Control Devices (MUTCD), and AASHTO's A Policy of Geometric Design of Highways and Streets (AKA "The Green Book"). Engineering must not be in conflict with Humboldt County Code or County adopted guidelines and policies.
- (f) The surface of the access road(s) shall conform to the Structural Section requirements within this document.

2.6 STRUCTURAL SECTION

The access road(s) shall be constructed to a structural section recommended in the soils report and as approved by this Department.

- (a) **For paved road surfaces**, the structural section shall include a minimum of 0.2 feet of Caltrans Type A 1/2" hot mix ("asphalt") over 0.67 foot of Caltrans Class 2 aggregate base. If required by this Department, the structural section of all roads shall be determined by Caltrans R-Value method using a Traffic Index (T.I.) approved by this Department. Based upon soil conditions, this Department may also require a geotextile fabric to be placed on top of the sub grade.
- (b) When widening hot mix ("asphalt") roads, the widened road shall be paved with hot mix. A sawcut is required to ensure a uniform joint between the existing and new pavements. The location of the sawcut shall be approved by this Department based upon the condition of the existing road surface.
- (c) Access roads and driveways may include decorative accent treatments such as, but not limited to, stamped concrete or decorative brick pavers. Decorative accent treatments must provide appropriate traction for pedestrians, bicycles, and vehicles. Decorative access treatments are not permitted within the public right of way, unless approved in writing by this Department.
- (d) **For unpaved road surfaces**, the structural section shall include a minimum, of 0.5 foot of Caltrans Class 2 aggregate base. Paved surfaces are required for grades in excess of 16%.

2.7 UNKNOWN IMPROVEMENTS

Other on-site and/or off-site improvements may be required which cannot be determined from the tentative map and/or preliminary improvement plans at this time. These improvements will be determined after more complete improvement plans and profiles have been submitted to the County for review.

2.8 UTILITIES

The proposed improvements may require the undergrounding or relocation of existing facilities at the expense of the applicant. Undergrounding of existing facilities, relocation of existing facilities, or construction of new facilities shall be completed prior to constructing the structural section for the roadway.

If any utilities are required to be installed as a condition of tentative map, the utility work shall be completed prior to constructing the structural section for the road. All laterals shall be extended onto each lot and marked in a manner that they will be easily located at the time of individual hookups. A letter of completion of all work from each involved utility company shall be submitted prior to constructing the roadway structural section. Any utilities that need to be relocated shall be done solely at the subdivider's expense.

Applicant shall remove any abandoned utilities (natural gas, electrical, cable tv, etc.) within the public right of way fronting the subdivision or within the subdivision as directed by this Department.

2.9 PERMITS

Pursuant to County Code §411-11 (a)&(b), an encroachment permit is required to be obtained prior to construction from this Department for all work within the right of way of a County maintained road.

2.10 CLUSTER BOX UNIT (CBU) MAILBOXES

When clustered mailboxes (neighborhood box units) are required by the Post Office, applicant shall obtain approval for the location of the mailbox unit from the Postmaster. The pad for the mailbox unit shall be constructed as part of the subdivision and shall be encompassed by a sidewalk easement or other easement, as approved by this Department. If the CBUs will not be installed by the Post Office, the subdivider shall install the CBUs as part of the subdivision.

Note: The Post Office may not require an NBU for this project. (Use this note when it is questionable whether or not an NBU will be required by the post office.)

2.11 GATES

Gates are not permitted on County right of way for public roads without authorization of the Board of Supervisors. Gates must not create a traffic hazard and must provide an appropriate turnaround in front of the gate. Existing gates shall be evaluated for conformance.

2.12 COMPLETION OF IMPROVEMENTS ON PARCEL MAP SUBDIVISION

When improvements are not constructed before the subdivision map is filed with the County Recorder, the following apply:

- (a) ***Deferment tied to Parcel Map filing:*** Pursuant to Government Code § 66411.1 (improvement timing), fulfillment of reasonable on-site and off-site construction requirements may be imposed prior to Parcel Map filing with the County Recorder if found necessary for (1) public health and safety, or (2) orderly development of the area. The following improvements are necessary for the public health and safety, or orderly development of the area and shall be completed: (1) within two (2) years after the filing date of the Parcel Map, or (2) prior to issuance of a building permit on any property subject to this notice, or (3) prior to any other grant of approval for any property subject to this notice, whichever occurs first:

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- (b) ***Deferment tied to issuance of building permit:*** The following improvements shall be completed: (1) prior to issuance of a building permit on any property subject to this notice, or (2) prior to any other grant of approval for any property subject to this notice, whichever occurs first:

Item 2.5

- (c) ***Notice of Deferment:*** When improvements are deferred, the Department shall cause to be recorded at the time of filing of the parcel map with the County Recorder a *Notice of*

Construction Requirements. In addition, the following note shall be placed on the development plan submitted to the Planning & Building Department:

"This subdivision was approved with requirements to construct improvements. At the time the parcel map was filed, the improvements were not completed. The subdivision improvements must be completed within the timelines specified in the *Notice of Construction Requirements*. Building permits or other development permits cannot be obtained until the required improvements are constructed to the satisfaction of the County. The improvements required in the *Notice of Construction Requirements* are shown on the improvement plans prepared by _____, dated _____, and are signed as approved by the County on _____. Contact the Land Use Division of the Department of Public Works for details."

2.13 PRELIMINARY DRAINAGE REPORTS

Any submitted reports have not been through a thorough engineering review. Detailed review and approval will be provided after the tentative map has been approved. This also applies to low impact development submittals.

2.14 DRAINAGE ISSUES

Applicant shall be responsible to correct any involved drainage problems associated with the subdivision to the satisfaction of this Department.

2.15 DRAINAGE REPORT

Applicant must submit a complete hydraulic report and drainage plan regarding the subdivision for review and approval by this Department. The report and plan must be prepared by a Civil Engineer registered by the State of California. This may require the construction of drainage facilities on-site and/or off-site in a manner and location approved by this Department.

2.16 STORM WATER QUALITY

Applicant shall include within the project site the implementation of Best Management Practices (BMPs) to prevent storm water pollution. BMPs include, but are not limited to, stenciling drainage inlets.

2.17 DETENTION FACILITIES

Pursuant to [McKinleyville Community Plan Policy 3310 (5)] and [Humboldt County General Plan Policy WR-P37], the applicant shall construct detention facilities in a manner and location approved by this Department. In general, storm flows from the 100-year (Q_{100}) storm shall be detained so as to release water from the site at a rate no greater than the predevelopment 2-year (Q_2) storm flows. Contact this Department regarding any questions.

If the site conditions do not allow for detention, then infiltration may be considered by the Department as an alternative.

2.18 DRAINAGE FEES

Applicant must conform to Humboldt County Code § 328.1-16 regarding McKinleyville Drainage Area Fees.

2.19 LOW IMPACT DEVELOPMENT (LID)

The subdivision is required to comply with County Code § 337-13. The applicant shall submit a Storm Water Information Sheet for review and approval by the County. The improvement plans must incorporate LID strategies for the entire subdivision, including roads, lots, and other areas.

At the time that the subdivision improvements are constructed, the LID elements related to an individual lot may be deferred until such time as the lot is developed. It is intended that any deferred LID strategies shown on the improvement plans for a lot are conceptual in nature and subject to adjustment/refinement at the time that the building permit is applied for. Any deferred LID improvements must be shown and identified on the Development Plan.

When there will be deferred LID improvements, a separate sheet in the improvement plans shall be provided for the LID concepts proposed for the individual lots. It is intended that this sheet will be attached to the development plan to facilitate issuance of a building permit at a later time.

Each lot in the subdivision is considered a regulated project.

3.0 GRADING

<NONE>

4.0 MAINTENANCE

<NONE>

5.0 DEVELOPMENT PLAN

<NONE>

6.0 LANDSCAPING

<NONE>

// END //

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LAND USE DIVISION INTEROFFICE MEMORANDUM

TO: Alice Vasterling, Associate Planner

FROM: Erin Cearley, Senior Engineering Technician

DATE: 01/27/2026

RE: PELE APN 510-371-010 APPS# PLN-2026-19467

BOLIER AVENUE RIGHT OF WAY: The Planning Commission previously approved Beere Subdivision on 07/21/2022 which established a 40' right of way. This subdivision has been conditioned to match the decision of the Planning Commission. This is reflected in Public Works Item No. 1.8 (a)

SUBSTANDARD ROAD: The Department of Public Works does not support the subdivision of parcels which use County or private roads to access their parcels until the road is improved to the County's minimum standards. The subject property is located on Bolier Avenue, approximately 0.42 miles from Murray Road. Bolier Avenue is a gravel surfaced road in an area with properties that are less than 1 acre in size. Public Works requires that roads fronting parcels less than 1 acre in size be paved to mitigate for dust. The project includes the off-site improvement requirement of paving Bolier Avenue from Murray Road to the subject property.

BOLIER AVENUE ONSITE AND OFFSITE IMPROVEMENTS: For the Beere subdivision, Public Works conditioned the project to construct off-site paving from Murray Road to the Beere property to mitigate impacts from dust due to the density and location of the existing houses along Bolier Avenue. For the Beere subdivision, the Planning Commission determined that the off-site paving was excessive and eliminated that requirement. The Planning Commission recognized the need for the frontage of Beere to be paved, but determined that it makes more sense to add paving on to the end of the current paving of Bolier Avenue rather than make a small island of paving. This also helps on mitigating dust impact at the start of the road where the highest ADT is at. The Planning Commission essentially established a "plan" where as development occurs long the road, the development will tack on more paving until the road is completely paved. The challenge with such systems is a property which now finds itself with a paved road in front of it (paid for at the expense of others) will argue that they front a paved road and shouldn't have to add paving on to the end of the road. Since the Planning Commission approved the Beere project with this plan, Public Works has conditioned this project to further carry out the Planning Commission's plan. improvement paving The Planning Commission

previously approved Beere Subdivision on 07/21/2022 which removed onsite frontage improvements. This subdivision has been conditioned to match the decision of the Planning Commission. See Public Works Item No.'s 2.5 (a) and 2.5 (b).

If the Planning Commission "plan" is not working for the community, then the Planning Commission could revisit the Public Works conditions of approval proposed for the Beere Subdivision for this project, which would be:

2.5(a) BOLIER AVENUE (OFFSITE) shall be constructed having a typical section comprised of a twenty foot wide paved road from the intersection of Murray Road to the north property line.

2.5(b) BOLIER AVENUE (ONSITE) fronting the subject parcel shall be constructed having a typical section comprised of two paved 10 foot wide driving lanes. Along the west side of the road, the road shall include an 8 foot wide paved parking lane with Caltrans Type A2-6 portland cement concrete (PCC) curb and gutter, a 5 foot wide landscape strip (4.5 foot useable), and a 5 foot wide pedestrian sidewalk.

PRELIMINARY SUBDIVISION REPORT: A *preliminary report* was submitted in lieu of a *preliminary subdivision report* as specified in County Code § 323-6(c).

PARCEL MAP IMPROVEMENT NOTE: Offsite improvements must be constructed per the Department's subdivision requirements. Pursuant to Government Code § 66411.1 (b), the Department recommends that the offsite improvements be completed within twenty-four (24) months from the date that the subdivision map is filed with the County Recorder; or prior to issuance of a development permit (or building permit) for Parcel 2 or Parcel 3, whichever occurs first. This is based upon the need for orderly development of the surrounding area.

//END//