

EXHIBIT A



DEPARTMENT OF PUBLIC WORKS  
**C O U N T Y   O F   H U M B O L D T**  
MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579  
AREA CODE 707

ON-LINE  
WEB: CO.HUMBOLDT.CA.US

PUBLIC WORKS BUILDING  
SECOND & L ST., EUREKA  
FAX 445-7409

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	NATURAL RESOURCES PLANNING	267-9540
ENGINEERING	445-7377	PARKS	445-7651
FACILITY MANAGEMENT	445-7493	ROADS	445-7421

CLARK COMPLEX  
HARRIS & H ST., EUREKA  
FAX 445-7388

LAND USE	445-7205
----------	----------

---

---

**LAND USE DIVISION INTEROFFICE MEMORANDUM**

---

---

TO: Cliff Johnson, Supervising Planner

FROM: Kenneth Freed, Assistant Engineer

RE: **SUBDIVISION REQUIREMENTS - IN THE MATTER OF THE ALVES,  
PLN-2025-19199 PMS, APN 511-031-018, FOR APPROVAL OF A TENTATIVE  
MAP, CONSISTING OF 1.10 ACRES INTO 4 PARCELS & REMAINDER**

05/14/2025

07/01/2025 *revised*

07/03/2025 *revised*

-----

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 Kelly-O'Hern Associates. dated May 2024 and dated as received by the Humboldt County Planning Division on February 28, 2025.**

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 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.

## **1.5 EASEMENT COORDINATION AND SIGN-OFF**

Provide sign-off from all utility companies that existing and proposed public utility easements shown on the subdivision map are adequate for their needs.

## **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 DEDICATIONS**

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

**(a) PUBLIC ROAD: HALFWAY AVENUE (County Road No. C4M160)**

Public Road: Applicant shall cause to be dedicated on the subdivision map to the County of Humboldt an easement for public road purposes lying within 25 feet of the center line 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.

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.

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.

**(b) PUBLIC ROAD: MYERS ROAD (County Road No. 4M180)**

Public Road: Applicant shall cause to be dedicated on the subdivision map to the County of Humboldt an easement for public road purposes lying within 20 feet of the center line 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.

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.

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.

**(c) NON-VEHICULAR ACCESS**

Applicant shall cause to be dedicated to the County of Humboldt on the subdivision map a 1-foot wide non-vehicular access strip adjacent to Halfway Avenue along Remainder Parcel. The location shall be as shown on the tentative map, or as otherwise approved by this Department. Said easement shall be dedicated in manner and location as approved by this Department.

**(d) DRAINAGE EASEMENT**

To ensure orderly development of adjacent upland properties, applicant shall provide drainage easements to upstream property owners and/or the County as required by this Department. (Also see DRAINAGE section for improvement requirements.)

### **(e) CLUSTER BOX UNIT (CBU) 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.

### **1.8 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.

The construction plans shall show the location of all sensitive areas and required mitigation measures.

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) Fire hydrants shall be identified with a retroreflective blue colored raised pavement marker.
- (b) 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) All intersections (including driveways) must conform to Humboldt County Code §341 regarding visibility.
- (b) The intersection of the two County roads shall be constructed in conformance with the standards for a public road intersection as required by this Department. A curb return with a minimum curb radius of 20 feet shall be provided at the intersection of Halfway Avenue and Myers Road. An ADA compliant curb ramp shall be provided.
- (c) Along the subject property's entire frontage of **Halfway Avenue (County Road No. C4M160)** applicant shall be required to widen the existing road by constructing an asphalt concrete (AC) parking lane, a three and half foot (3.5) wide landscape strip (3 foot useable), and a five foot (5') wide pedestrian sidewalk with Caltrans Type A2-6 Portland cement concrete (PCC) curb and gutter(s).

All utility poles shall be relocated out of the County roadway. The Department does not support the construction of a bulb-outs on the collector roads.

- (d) Along the subject property's entire frontage of **Myers Road (County Road No. 4M180)** applicant shall be required to widen the existing road by constructing an asphalt concrete (AC) parking lane, a three and half foot (3.5') wide landscape strip (3 foot useable), and a five (5') foot wide useable pedestrian sidewalk with Caltrans Type A2-6 Portland cement concrete (PCC) curb and gutter, in a manner and location satisfactory to this Department.

Bulb-outs to accommodate existing utility poles may be allowed where determined to be appropriate by this Department and constructed to the satisfaction of this Department; otherwise, the utility pole(s) must be relocated out of the travelled way.

- (e) **UTILITY POLES:** Bulb-outs to accommodate existing utility poles may be allowed where determined to be appropriate by this Department and constructed to the satisfaction of this Department; otherwise, the utility poles must be relocated. Bulb-outs must be designed so that the water flows along the curb line of the bulb-out (not through a channel or other opening behind the pole).

Bulb-outs, when approved by the Department, shall be constructed with reverse curves having a curb radius of 15 feet to accommodate street sweeping equipment.

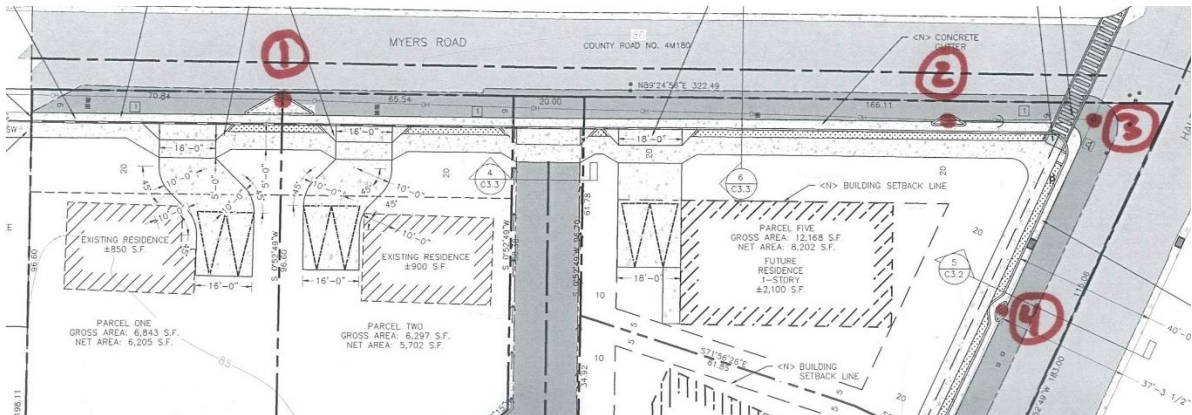
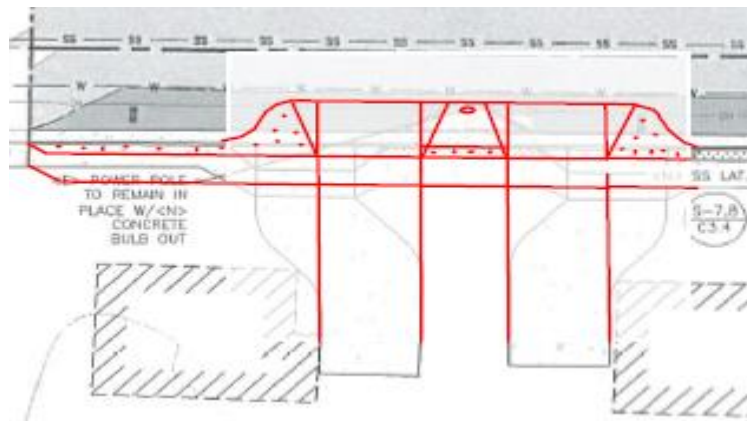


Figure 1: Utility pole locations showing pole identification numbers

- (i) Pole #1: The westerly utility pole bulb-out on Myers Road shall be constructed with the two Urban driveways within the bulb-out. This allows for a more functional driveway than proposed in submitted documents with the tentative map.



- (ii) Pole #2: The easterly utility pole (fronting Remainder Parcel) on Myers Road shall be constructed with a bulb-out or relocated out of the travelled way.

- (iii) Pole #3: The utility pole at the intersection of Myers Road and Halfway Avenue shall be relocated to construct the intersection to County standards. **No bulb-out is supported.**
- (iv) Pole #4: The utility pole (fronting Remainder Parcel) on Halfway Avenue shall be relocated out of the traveled way. **No bulb-out is supported.**
- (f) When the landscape strip is four and half feet or larger, install street trees fifty feet on center (approximately one street tree per lot). This requirement is based upon the recommendation of the Planning Commission.
- (g) Intersection corner radii at the curb face shall be provided at the intersection of roads based upon the following, unless otherwise approved by this Department:

<b>Intersection Corner Radii AASHTO, Chapter 9, “Corner Radii into Local Urban Streets”</b>				
<b>Road Classification – Road “B”</b>	<b>Road Classification – Road “A”</b>			
		local roads	collector roads & arterial roads	Industrial use areas & truck routes
	local roads	15'	20'	N/A
	collector roads & arterial roads	20'	25'	40'
	Industrial use areas & truck routes	N/A	40'	40'

- (h) The widening of Halfway Avenue and Myers Road 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.
- (i) Nothing is intended to prevent the applicant from constructing the improvements to a greater standard.
- (j) 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.
- (k) Applicant shall remove and replace any public curb, gutter, sidewalk, flowline drain, or pavement found by this Department to be broken, uplifted, or damaged that fronts or is within the subdivision.

- (l) The surface of the access road(s) shall conform to the *Structural Section* requirements within this document.

## 2.6 DRIVEWAYS

The location of existing and proposed driveway aprons (access openings) shall be shown on the construction plans. Existing driveways shall be relocated/ retrofitted/ improved as necessary to meet the following:

- (a) **GEOMETRY:** Existing and proposed driveways shall intersect the road at a 90° angle, unless otherwise approved by this Department.
- (b) **GRADE:** Driveway grades shall conform to the following:

When concrete curb is present, the maximum grade of the driveway shall be 16%.

When concrete curb is not present, the maximum grade within the right of way shall be 2%. Outside of the right of way, maximum grade shall be 16%

- (c) **VISIBILITY:** All driveways shall conform to Humboldt County Code §341 regarding visibility.
- (d) **DRIVEWAY SURFACE:** The surface of the driveway shall conform to the *Structural Section* requirements within this document.

Existing and proposed driveways shall be surfaced for the entire width of the driveway. The driveway shall be surfaced for a minimum length of 25 feet. (20' from the back of ADA sidewalk)

When a concrete curb is present, a Portland cement concrete driveway apron (Urban Driveway No. 1 Standard Plan) shall be constructed.

- (e) **DRIVEWAY WIDTHS:** The width of the driveway shall be as approved by this Department.

Driveway Widths (W)			
Type	Minimum	Recommended	Maximum
Residential	10'	18'	20'
Non-Residential	12'	24	29'

- (f) **SETBACK TO GARAGES:** That portion of a structure used for the parking of vehicles must be setback a minimum of 20 feet from easements created as a condition of tentative map approval for the purpose of moving automotive vehicles, bicycles, pedestrians, or animals. A development plan must be created as a condition of approval of the tentative map. The development plan must note this minimum setback condition and indicate graphically the location of the setback line on the parcels.
- (g) **ENCROACHMENT PERMIT:** Any new driveways (access openings) from the County road will require encroachment permit from this Department.



## 2.7 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.

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.

## 2.8 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.

## 2.9 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.

## 2.10 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.

## 2.11 CLUSTER BOX UNIT (CBU) MAILBOXES

When clustered mailboxes (cluster 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 CBU for this project. (Use this note when it is questionable whether or not an CBU will be required by the post office.)

## 2.12 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.

## 2.13 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:

Along the frontage of Parcels 1 and 2, complete:

- Item 2.5 (d) – Meyers road improvements
- Item 2.6 – Driveways
- Item 2.5(e)(i) – Utility pole/bulb-out
- Item 3.2 – resolve drainage issues

- (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 - road improvements
- Item 2.11 - mailboxes
- Item 3.0 - drainage
- Item 4.0 – grading

- (c) ***Deferment tied to building final or occupancy:*** The following improvements shall be completed: (1) within two (2) years after the issuance of a Building Permit on any property subject to this notice, or (2) prior to issuance of an Occupancy Permit for any property subject to this notice, whichever occurs first:

<NONE>

- (d) ***Deferment of sidewalk:*** Sidewalk improvements on vacant lots may be deferred until such time as a building permit is pulled. Each building permit pulled will require that an ADA accessible sidewalk be constructed to connect the subject lot to the existing pedestrian network outside of the subdivision. Depending on the lot being built upon, this may include constructing sidewalk in front of numerous vacant lots within the subdivision. Sidewalk improvements must be completed prior to the "final" of the building permit. Any sidewalk damaged during construction will need to be replaced prior to the "final" of the building permit.

Sidewalks on lots with multiple road frontages can only defer the sidewalk on the frontage where the driveway is proposed.

- (e) ***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."

- (f) ***Deferment of Remainder Parcel improvements:*** Pursuant to Government Code §66424.6, fulfillment of construction requirements on the remainder parcel may be imposed within a reasonable time following approval of the subdivision map and prior to the issuance of a permit or other grant of approval for the development of a remainder parcel upon a finding by the local agency that fulfillment of the construction requirements is necessary for reasons of (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 subdivision 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:

<NONE>

### **3.0 DRAINAGE**

#### **3.1 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.

#### **3.2 DRAINAGE ISSUES**

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

#### **3.3 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. In the preparation of drainage plans, applicant shall comply with the Community of McKinleyville County Storm Water Management Program.

#### **3.4 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.

#### **3.5 DETENTION FACILITIES**

Pursuant to McKinleyville Community Plan Policy 3310 (5) and Humboldt County General Plan Policy WR-P37, this project is required to 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.

- In McKinleyville, the drainage report shall address increased runoff from all development that occurred after 12/10/2002.
- If the site conditions do not allow for detention, then infiltration may be considered by the Department as an alternative.
- Applicant may construct individual facilities on each lot or may provide a consolidated facility to serve the entire subdivision.

#### **3.6 DRAINAGE FEES**

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

#### **3.7 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.

## **4.0 GRADING**

### **4.1 GRADING PLAN**

Pursuant to Humboldt County Code § 331-14 (H)(6)(b)(1), the applicant shall submit an engineered preliminary (rough) grading plan addressing the entire project construction area to this Department for review and approval. The purpose of the grading plan is to establish building pads that will drain to the roads (or other approved drainage course) without creating lot drainage from one lot to flow across the buildable area of adjacent lots.

### **4.2 GRADING CRITERIA**

Each lot shall have a building pad graded to a maximum of 2% per Humboldt County Code § 331-14 (H)(3)(d), unless waived by this Department. Building pads shall be of a sufficient size to accommodate anticipated future structures.

The elevation of the building pad shall be established so that a driveway from the building pad to the back of sidewalk will have a minimum slope of 1% and a maximum slope of 16%.

If sidewalk is not required, then the driveway slope will be measured to the back of driveway apron.

### **4.3 CONSTRUCTION TIMING**

Grading within the subdivision or off-site rights of way shall **not** occur prior to approval of a grading plan by this Department. Construction of improvements or grading for this project will not be allowed to occur between October 15 and April 15 without permission of this Department.

### **4.4 DATUM**

Grading 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.

### **4.5 EROSION CONTROL**

Pursuant to Humboldt County Code § 331-14 (H)(6)(d)(1) and 337-13(c), an erosion control plan (aka, sediment control plan, Storm Water Pollution Prevention Plan, etc.) addressing erosion from storm water runoff and wind shall accompany the grading plan.

For construction sites equal to or greater than one (1) acre of ground disturbance, a Notice of Intent (NOI) and permit registration documents are required to be filed with the State Water

Quality Control Board. A copy of the State's receipt of the approved NOI shall be provided to this Department prior to the start of construction.

## **5.0 MAINTENANCE**

### **5.1 MAINTENANCE OF IMPROVEMENTS**

The improvements to be constructed as part of this subdivision will not be maintained by the County. Pursuant to Humboldt County Code § 324-2 (b) regarding Private Lanes, the Applicant must provide a permanent maintenance plan acceptable to this Department for all improvements including, but not limited to, the following: roads, drainage systems (pipes, drainage inlets, detention basins), pedestrian facilities, and landscape areas. An engineer's estimate for the cost of yearly maintenance must be approved by this Department. Maintenance shall be provided by a maintenance association, district, or other means as approved by this Department. More than one maintenance plan may be required.

Based upon the tentative map, it appears that the following will need to be maintained by a maintenance plan:

- A maintenance plan for all detention facilities within the proposed subdivision.

A maintenance plan for projects that contain consolidated detention facility(ies) shall include, but is not limited to, the following:

- (a) A schedule for the periodic monitoring of the detention facilities. At a minimum, the detention facilities shall be monitored at least once each year between April 15 and October 15.
- (b) A system to monitor the basins in a timely manner after significant rain fall events.
- (c) Monitoring shall be done by a qualified professional as approved by this Department.
- (d) Monitoring shall include an annual written report identifying (1) the condition of the facilities; (2) the recommended maintenance needed for the facilities to function as originally constructed or as required by subsequent regulation; and (3) certification that the maintenance was completed to the satisfaction of a qualified professional. The report shall be submitted no later than October 31 of each year to this Department.
- (e) A financially secured procedure that will ensure that maintenance is identified and subsequently performed in a timely manner.
- (f) For infiltration basins, wet weather testing of the percolation rate of the basin consistent with Department of Environmental Health standards for determining the percolation rates for septic systems. Percolation rate testing shall be done every five (5) years.

### **5.2 MAINTENANCE AGREEMENTS**

Any agreements regarding the maintenance of the detention facilities between the applicant and a public entity or Homeowners Association may be required to be approved by County Counsel and the County Risk Manager.

## 6.0 DEVELOPMENT PLAN

The following are required for all development plans:

The development plan shall be legibly drawn to a convenient scale on 22"x34" (or 24"x36") Mylar, in black ink, unless approved otherwise by this Department.

The development plan shall include a note substantially similar to the following: "See the subdivision map on file with the County Recorder for easements that existed at the time the map was filed. Additional easements may have been established after the map was filed. Refer to a current title report for all easements. Refer to the filed subdivision map for exact lot dimensions."

Applicant shall cause a "Notice of Development Plan" to be recorded in the Office of the County Recorder.

The development plan shall be signed off by this Department prior to official filing with the Planning Division.

The development plan shall include the following to the satisfaction of this Department:

- (a) When roads or drainage facilities are not to be maintained by the County, then clearly state next to the facility "NOT COUNTY MAINTAINED".
- (b) When minimum finished floor elevations must be adhered to, the plan shall state the minimum elevation and the referenced benchmark.
- (c) If prepared for the project, reference the soils report; including a statement substantially similar to: "See soils report prepared by \_\_\_\_\_, Project No. \_\_\_\_\_, dated \_\_\_\_\_, for recommendations, inspections, and special requirements required for development of this subdivision."
- (d) A statement substantially similar to: "All pedestrian facilities must be ADA compliant."
- (e) When improvement plans have been prepared in conjunction with proposed subdivision, include a statement substantially similar to: "Improvement plans for roads, driveways, and drainage, etc. are on file with the Department of Public Works".
- (f) For parcels that could be further subdivided: Provide information on the development plan to assist future owners in developing the parcels in a manner that preserves the maximum, future subdivision potential. This may include showing "potential" building setbacks for ultimate development. It is the intent of this condition that any "potential" setbacks are for information only and are not actual setback requirements to be adhered to.
- (g) Show a minimum setback of 20 feet from garage entrances for vehicles from easements created as a condition of tentative map approval or existing for the purpose of moving automotive vehicles, bicycles, pedestrians, or animals. Typically, this is 29 feet from the curb.

- (h) Provide a note identifying the maximum finished floor elevations for garage slabs based upon holding minimum setback of 20 feet to the garage door from back of sidewalk. The slab elevation should be relative to the flowline of the street at the centerline of the driveway. The maximum elevation is typically around 2.5 feet.
- (i) A typical section showing the location of the curbs and sidewalks with respect to the right of way lines.
- (j) Place the following note when landscaping is required along the frontage of lots within street rights of way: "Landscaping within the street right of way along the frontage of a lot shall be the maintenance responsibility of the individual lot owner. The landscaping was required as a condition of the approval of the subdivision and must not be removed without approval of the Planning & Building Department of the County of Humboldt or their successor."
- (k) Typical precise grading/lot drainage details for the lots shall be shown or a reference shall be made to the approved grading plan on file with the Department of Public Works.
- (l) The following note shall be placed on the development plan: "**LOW IMPACT DEVELOPMENT (LID) NOTE:** This subdivision is approved as a regulated project and is required to comply with County Code § 337-13. Each lot within the subdivision is considered a regulated project. The improvement plans prepared for this subdivision show a conceptual plan to address LID for the lots. It is intended that the LID strategies shown on the improvement plans are conceptual in nature and subject to adjustment/refinement at the time that the building permit is applied for."
- (m) The plan shall include a signoff block for this Department to sign substantially similar to:

Reviewed by: \_\_\_\_\_ Date \_\_\_\_\_  
 Department of Public Works

## 7.0 **LANDSCAPING**

### 7.1 **LANDSCAPING PLAN**

A landscape plan is required for all landscaping within the public right of way pursuant to Section 13 of the Appendix to Title III, Division 2, Humboldt County Code. The plans must show the proposed irrigation facilities. The plan shall be prepared by a landscape architect or other qualified professional as approved by this Department. Monument signs, if proposed, and landscaping shall be shown on the plan and shall conform with Humboldt County Code Section 341 regarding visibility. All work and materials shall be warranted for a minimum of 1 year from filing of the subdivision map, unless otherwise approved by this Department. The landscape plan shall be approved by this Department. It must include a minimum of the following:

- (a) List of species to be planted (common name and scientific name).
- (b) An irrigation system. All landscaping that is not drought tolerant shall be maintained by a permanent automatic irrigation system.
- (c) Planting and fertilization method
- (d) Maintenance Manual
- (e) Staking Method for trees



- (f) The plant types must be approved by this Department
- (g) Landscaping within the right of way shall consider appropriate screening for utilities and structures such as gas meters, electrical meters, telephone pedestal-mounted terminal boxes, surface mounted electrical transformers, etc.

## **7.2 SPECIES**

A list of approved trees and shrubs shall be shown on the development plan as the only trees and shrubs permitted in the parkway area, unless otherwise approved by this Department. Utilize native species when appropriate.

## **7.3 MAINTENANCE**

Landscaping along the frontage of public streets is the responsibility of the adjacent lot owner. Landscaping along the frontage of private roads is the responsibility of the road maintenance association for the private road or is the responsibility of the adjacent lot owner.

This Department **may** maintain landscaping along collector or arterial roads when permanent funding source is made available.

## **7.4 LANDSCAPING GOALS**

When on-site landscaping is required, any unimproved county right of way contiguous with the property shall be incorporated into the landscaping plan. Any landscaping shown within the County right of way shall be in addition to any required landscaping areas and shall not be counted towards meeting a landscaping goal.

## **7.5 WATER EFFICIENT LANDSCAPE GOALS**

For projects with an aggregate landscape area equal to or greater than 500 square feet, landscaping design and documentation shall be completed in accordance with County Code §331-11(o).

After approval, the applicant shall submit a copy of the Water Efficient Landscape Worksheet to the local water surveyor.

## **8.0 MITIGATION MEASURES**

<NONE>

// END //



DEPARTMENT OF PUBLIC WORKS  
**C O U N T Y   O F   H U M B O L D T**

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579  
AREA CODE 707

PUBLIC WORKS BUILDING  
SECOND & L ST., EUREKA  
FAX 445-7409

CLARK COMPLEX  
HARRIS & H ST., EUREKA  
FAX 445-7388

ON-LINE  
WEB: CO.HUMBOLDT.CA.US

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	NATURAL RESOURCES PLANNING	267-9540
ENGINEERING	445-7377	PARKS	445-7651
FACILITY MANAGEMENT	445-7493	ROADS	445-7421

LAND USE 445-7205

---

---

**LAND USE DIVISION INTEROFFICE MEMORANDUM**

---

---

TO: Cliff Johnson, Supervising Planner

FROM: Ken Freed, Assistant Engineer

DATE: 05/14/2025

07/01/2025 *Revised*

07/03/2025 *Revised*

RE: **ALVES, 511-031-018, APPS# PLN-2025-19199 FMS**

The proposed improvements may require the undergrounding or relocation of existing facilities at the expense of the applicant.

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

**LANDSCAPE STRIP:** The Department typically requires a 4.5' wide landscape strip. In this case the Department has reduced the width to 3' to present a cohesive street alignment with the neighborhood. Two subdivisions immediately to the north and one adjacent subdivision to the west all have 3' wide landscape strips. However, the project could be conditioned to provide a 5 foot wide (4.5' useable) landscape strip in order to better accommodate street trees. Landscape strips less than 4.5 feet useable are problematic for providing sufficient room for trees to grow.

**UTILITY POLE REMOVAL:** The Department has received a County Code §325-9 exception request dated 06/04/2025 not to relocate the utility pole on Halfway Avenue as conditioned in Item 2.5(e)(iv). In many instances, such as on Myers Road, a local road, the Department can support the use of bulb-outs to avoid the need to relocate utility infrastructure when such infrastructure is located in a parking lane on a local road. The Department has already supported bulb-outs for existing utility infrastructure on this project for Myers Road (see DPW Item No. 2.5(e)(i) and 2.5(e)(ii). In this case Halfway Avenue is a collector road and the Department cannot support the exception request as the ultimate buildout of Halfway Avenue requires a uniform curb to curb width without bulb-outs. This is to allow for bike lanes to be added in the future. Allowing the pole to remain within the roadway would limit the County's ability to move forward with the ultimate build out; as well as place the burden of relocating the utility pole on the taxpayers.

If the planning commission approves the exception request, then Public Works Conditions of Approval Item No. 2.5(e) would read as follows:

- 2.5(e)(iv)      ~~Pole #4: The utility pole (fronting Parcel Five) on Halfway Avenue shall be relocated out of the traveled way. No bulb-out is supported.~~  
Pole #4: A bulb out shall be constructed around the utility pole (fronting Remainder Parcel) to the satisfaction of the Department.

**EXCEPTION REQUEST FOR RIGHT OF WAY WIDTH:** Based upon limited development potential and previous approved exception requests on Myers Road for a reduced right of way width, the Department can support the proposed exception request. This has been incorporated into Public Works Conditions of Approval Item No. 1.7(a).

**DRAINAGE:** The subject property drains southwesterly away from the roads. If drainage discharge from detention basin(s) cannot be returned to sheet flow conditions, the applicant will need to acquire rights to discharge storm water from downstream property owners. All necessary easements must be acquired prior to the map being presented to the Planning Commission for approval.

#### **LID vs DETENTION/RETENTION**

A storm water detention facility (or retention facility, if detention cannot be accommodated) is required due to capacity limitations in the storm water conveyance system. The storm water detention system is a separate requirement from LID requirements. Any LID requirements are in addition to storm water detention (or retention) requirements. Because LID features are not required to be maintained and are not effective at reducing storm water volume, they cannot be used to offset the size of the storm water detention basin. The basin is sized assuming that all LID features have failed.

// END //