



COUNTY OF HUMBOLDT

For the meeting of: 11/6/2025

File #: 25-1313

To: Planning Commission

From: Planning and Building Department

Agenda Section: Consent

SUBJECT:

General Plan Conformance Review for McKinleyville Community Service District's Administration Building expansion project
Assessor Parcel Number: 509-191-031
Record Number: PLN-2025-19323
McKinleyville area

A General Plan Conformance Review for the remodel and expansion of the McKinleyville Community Service District's existing 3,465 SF administration building. The project includes tenant improvements and the demolition of an existing 1,233 SF prefabricated building. 5,211 square feet will be added to the administration building. These improvements will occur on APN 509-191-031.

RECOMMENDATION(S):

That the Planning Commission:

1. Adopt the resolution, (Attachment 1) which does the following:
 - a. Find the proposed McKinleyville Community Service District's Administration Building expansion project on the subject parcel to be in conformance with the Humboldt County General Plan.

DISCUSSION:

Site Location: The project site is in the McKinleyville area, on the south side of Sutter Road, at the southwest corner of Sutter Road and Weirup Lane, on the property known as 1656 Sutter Road.

Present Plan Land Use Designation: Commercial Services (CS) in the McKinleyville Community Plan (MCP).

Present Zoning: Community Commercial, Noise Impact Combining Zone (C-2-N).

Environmental Review: General Plan conformance review pursuant to Government Code Section 65402(a) is not a project pursuant to the California Environmental Quality Act and Section 15378 of

the State CEQA Guidelines.

State Appeal Status: Subject parcel is not located within the Coastal Zone and is therefore NOT appealable to the California Coastal Commission.

Major Issues: None

Executive Summary: A General Plan Conformance Review a project proposed by the McKinleyville Community Services District. The project involves the remodel of an existing 3,465 SF administration building along with tenant improvements to accommodate new and existing tenants and the demolition of the entire existing 1,233 SF Prefabricated building beside the existing administration building. The expansion involves adding an additional 5,211 SF onto the building. The remodel aims to modernize the building's infrastructure, enhance aesthetic appeal, and maximize space utilization. These improvements will occur on APN 509-191-031

A report on conformance with the general plan is required under California Government Code Section 65402 when a local agency acts to acquire or dispose of real property or intends to construct a new public building or structure. The applicable code is included as Attachment 5 to this staff report.

General Plan Designation: The Humboldt County General Plan classifies parcel number 509-191-031 with land use designation of CS, Commercial Services. This designation is intended for heavy commercial uses and compatible light industrial uses not serving day-to-day needs. Full range of urban services are required (i.e., good access, public sewer and water, electricity, fire protection, and waste disposal). The land use designation supports the proposal as the proposed project serves the public service needs of the surrounding community and enhances the public welfare, including by improving accessibility for disabled citizens. This use is consistent with the Humboldt County General Plan.

The project site is not mapped as having any wetland or habitat areas or significant hazards. The project is located outside of any mapped fire hazard area and will not expose people to any additional risks associated with wildfires.

OTHER AGENCY INVOLVEMENT:

Not applicable

ALTERNATIVES TO STAFF RECOMMENDATIONS:

1. The Planning Commission could find the project not in conformance with the General Plan. Staff has concluded the project is in conformance with the General Plan. Consequently, staff does not recommend further consideration of this alternative.

ATTACHMENTS:

1. Draft Resolution
2. Site Plan
3. Application Requesting General Plan Conformance Review
4. California Government Code Section 65402

Applicant/Owner:

McKinleyville Community Services District
Pat Kaspari
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McKinleyville, CA 95519

Agent:

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